

# Call for Tender

## Evaluation of Staff Remuneration & Compensation

### About ASEF

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, governance, sustainable development, economy and public health.

ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM)<sup>1</sup>.

ASEF runs more than 25 projects a year, consisting of around 100 activities, mainly conferences, seminars, workshops, lectures, publications, and online platforms, together with about 125 partner organisations. Each year over 3,000 Asians and Europeans participate in ASEF's activities, and much wider audiences are reached through its various events, networks, and web-portals.

For more information, please visit [www.ASEF.org](http://www.ASEF.org)

### Call for Tender

ASEF is looking to conduct a comprehensive evaluation of its remuneration and compensation by engaging an external evaluator or an evaluation organisation.

Being unique in terms of its character as well as nature, ASEF is at the turning point towards its 3<sup>rd</sup> decade. The enhancements will seek to position and brand ASEF as an attractive and respectful employer and to guide ASEF to improve staff equity and satisfaction based on the evaluation results.

### Scope

#### 1. Staff Survey

- Needs and expectations analysis
- Comprehension of the organisational culture and staff engagement
- Focus group interview(s) as part of the survey

#### 2. Compensation & Benefits

- Salaries, Bonuses, Allowances, Awards
- Leaves, Overtime, Per diem, Insurance
- Career development & advancement opportunities, incl. trainings
- Working environment & facilities

#### 3. Performance Evaluation

- Review of the current framework & practice
- Designing an evaluation tool conducive to the effective performance management

<b>Candidate Requirements</b>	<ul style="list-style-type: none"> <li>• Experience of evaluating remuneration, compensation, benefits of intergovernmental non-for-profit organisations or any similar in nature</li> <li>• Demonstrated knowledge on pertinent international, regional, local labour standards, regulations &amp; practices</li> <li>• Citizens of an ASEM country (for individual evaluators) and/or located in an ASEM country (for organisations)</li> <li>• Strong communication competencies, incl. cultural sensitivity</li> <li>• Proactive &amp; flexible; able to engage &amp; work with an international group of staff members</li> <li>• Fluency in written &amp; spoken English</li> </ul>
<b>Timeline</b>	<ul style="list-style-type: none"> <li>• Tender period: 28 June – 21 July 2017</li> <li>• Evaluation: 1 August – 30 September 2017</li> <li>• Interim report: mid-October 2017</li> <li>• Final report: early November 2017</li> </ul>
<b>Expressions of Interest</b>	<p>Expressions of Interest (Eols) should consist of:</p> <ul style="list-style-type: none"> <li>• Covering letter expressing interest in participating in the evaluation and confirming that the information submitted in the Eols dossier is "true and correct"</li> <li>• CV for individual evaluators and profile for companies (the profile of key staff undertaking the work must be included). Relevant experience must be highlighted, as well as the nationality of proposed evaluators &amp; the country of incorporation for companies.</li> <li>• Evaluation proposal, with the details of the objectives, methodology, deliverables &amp; timelines for the proposed evaluation (no more than 3 pages). It must be clearly stated what the objectives of the evaluation proposal are, how the objectives will be met, their relevance in the context of the objectives of the Call.</li> <li>• Quotation with your proposed fee, indicated in Singapore Dollars</li> <li>• Contact details (email &amp; phone with international dialling code) of the individual evaluator. For companies, the name, designation &amp; contact details of the designated contact must be included.</li> <li>• All documents must be in English &amp; submitted as a single PDF document.</li> </ul>
<b>Deadline &amp; Contact Details</b>	<p>Queries &amp; proposals should be emailed to Ms Sunkyoung LEE (E: <a href="mailto:sunkyoung.lee@asef.org">sunkyoung.lee@asef.org</a>). Expressions of Interest must be received by <b>Friday, 21 July 2017, 12:00 midnight</b> (Singapore time).</p>

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<sup>1</sup> The **Asia-Europe Meeting (ASEM)** is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. The 53 ASEM partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union, and the ASEAN Secretariat. For more information, please visit [www.ASEMinfoboard.org](http://www.ASEMinfoboard.org)