



Request for Proposals

Consulting services: revising employee compensation structure

Closing date: Wednesday, 8 February 2023 COB

1. About the IAS

IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by HIV. The IAS is also the steward of the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

More information on IAS can be found at www.iasociety.org.

2. Purpose of the Consultancy

The IAS is a Swiss Association and all its 70 employees are based in Geneva. The IAS's staff is diverse with regard to educational background, technical experience and nationality.

The IAS invites proposals from HR consulting firms to review and revise its compensation structure, benchmarking against best practice in the non-profit sector in the Geneva area.

3. Scope of the work and deliverables

The consulting firm will advise on the following matters/areas:

- Develop a project plan defining key deliverables and milestones and the timeline for completion
- Conduct an analysis of jobs at the IAS and rank positions reflecting level of required know-how, problem-solving ability and accountability
- Conduct market research or utilize existing data related to the non-profit sector in the Geneva area to establish benchmark salary ranges
- Present a new compensation structure reflecting the IAS's compensation philosophy
- Advise on implementation and communication to staff



4. Proposal requirements

The proposal should include the following:

- A comprehensive presentation detailing services to be provided, the methodology used and a full budget
- Full bio(s) of the person(s) providing the services
- Three references from previous clients

5. Background and profile

- Strong background and expertise in compensation and benefits, ideally in the non-profit sector
- Demonstrated experience in assessing and developing compensation structures
- Thorough knowledge of current trends in the local market
- Excellent command of spoken and written English

6. Timeline

The final revised compensation structure is to be delivered by end of September 2023.

7. Submission Details

Proposals should be sent by email to Catherine Berner, Catherine.Berner@iasociety.org by Wednesday, 8 February 2023 COB.