



SPREP
Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

ANSWERS TO CLARIFICATION QUESTIONS

File: FN_11
Date: 24 June 2020
To: Interested suppliers
Contact: Maraea S. Pogi maraeap@sprep.org
Subject: Request for tenders: **Consultant to review SPREP Remuneration system including Terms and Conditions**

Question 1:

Can you please advise if the current Staff Regulations are those that were approved in September 2012 at the 23rd SPREP meeting? I have not been able to find a newer version, however have seen references to Staff Regulations being reviewed at triennial meetings. If these are not the most current version, are you able to provide a copy of them?

Response:

The September 2012 Staff Regulations is the current one.

Question 2:

Does SPREP use job evaluation as regular ongoing activity?

Response:

Yes

Question 3:

How many HR policies does SRPEP have that govern remuneration? What does each policy cover?

Response:

A Remuneration Policy exists which governs starting salary, progression after probation and link to performance.

Other policies exist to supplement all other terms and conditions outlined in the Staff Regulations.

Question 4:

Is the review intended to include market relativity testing (i.e., market benchmarking) of the current salary structure against the exiting reference markets? If so, how long ago was the last benchmarking exercise conducted?



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Response:

The review is intended to provide an assessment of the relevancy of existing reference markets and then, relevant market relativity testing.

The last benchmarking exercise based on existing reference markets was done in September 2019.

Question 5:

With regard to expectation 3(a)(iv), are the assessment and recommendations for change intended to cover the full remit of the Staff Regulations and HR remuneration policies, or are they to focus on the remuneration context?

Response:

The assessment and recommendations for change are intended to cover the full remit of the Staff Regulations and HR remuneration policies, not just the remuneration context.

Question 6:

Does SPREP have internal legal resources that can provide local Employment Relations expertise?

Response:

Yes