

GOVERNMENT OF SAMOA



Consultancy Remuneration Framework 2018

1. Cabinet has approved through their directive referenced FK(18)11 the Government of Samoa Consultancy Remuneration Framework (CRF) 2018
2. The Basis of the CRF for recruiting Individual Consultants for Samoa is the *AUSAID Adviser Remuneration Framework 2011*. The CRF is used as a guide and basis when recruiting local consultants to carry out the Government's Consultancy Assignments and is subject to review every three (3) years.
3. The formulation of the Framework is categorized into a four (4) tier based on the Professional Discipline Group and Job Level.
 - i. **Professional Discipline Group (A & B):**
 - a) "the Professional Discipline category (**Annexure II**) group the job roles based on the various professional disciplines, where the TOR align with more than one Professional Discipline and the consultant position must be classified according to the one that compromises the majority of the role".
 - b) "if the expertise required is not defined in the Professional Discipline Categories, the one that includes a comparable discipline should be selected".
 - ii. **Job Level (1 – 4):**
 - a) "the Job Level (**Annexure III**) denote the level of complexity, responsibility, accountability and experience expected from the consultant in the identified position".
 - b) "Job Levels 1 to 3 represents the majority of consultant's roles from entry to mid senior levels, whilst Job Level 4 is reserved for senior executive roles that require high level engagement and influence with counterparts at the strategic level and should be used cautiously".
 - c) "when determining the suitability of an individual for a consultant position the number of years of experience within the Job Level should serve as a guide, and only experience relevant to the role should be considered".
4. The CRF is focused on the Short Term Assignments carried out by the Individual (Local) Consultants. Short Term assignments can be considered to be carried out for a period of less than six (6) months and may be extended to no more than the next six (6) months at the agreed original short term rate.

5. **Annexure I** depicts different rates for Individual Consultants
6. In the event of Consultants to be engaged at a rate above the Maximum Rate, the discretion and the approval of the Tenders Board must be sought or Cabinet when required.
7. The Tenders Board or Cabinet when required will consider the rates used for previously approved consultancy assignments based on the objective, nature and complexity of the assignment.

Annex I:

| Discipline A | | SAT - Daily Remuneration Rates | | | | | |
|--------------|------------|--------------------------------|--------|------------------------------|----------|--|--------------|
| Job Level | Entry Rate | Years of Relevant Experience | 10% | Years of Relevant Experience | 15% | 25% | Maximum Rate |
| 1 | 350.00 | ← Up to 2 → | 385.00 | ← >2 to 5 → | 442.75 | ←————→ | 553.44 |
| 2 | 504.00 | ← Up to 5 → | 554.40 | ← >5 to 10 → | 637.56 | for advisers with an outstanding performance history or for scarce skills subject ←————→ | 796.95 |
| 3 | 665.28 | ← Up to 10 → | 731.81 | ← >10 to 15 → | 841.58 | | 1,051.97 |
| 4 | 758.42 | ← Up to 15 → | 834.26 | ← >15 → | 959.40 | | 1,199.25 |
| | | | | | | | |
| Discipline B | | SAT - Daily Remuneration Rates | | | | | |
| Job Level | Entry Rate | Years of Relevant Experience | 10% | Years of Relevant Experience | 15% | 25% | Maximum Rate |
| 1 | 400.00 | ← Up to 2 → | 440.00 | ← >2 to 5 → | 506.00 | ←————→ | 632.50 |
| 2 | 576.00 | ← Up to 5 → | 633.60 | ← >5 to 10 → | 728.64 | for advisers with an outstanding performance history or for scarce skills subject ←————→ | 910.80 |
| 3 | 760.32 | ← Up to 10 → | 836.35 | ← >10 to 15 → | 961.80 | | 1,202.26 |
| 4 | 866.76 | ← Up to 15 → | 953.44 | ← >15 → | 1,096.46 | | 1,370.57 |
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Annex II

| Discipline Category Group A | | |
|--|---|---|
| General Administration & Corporate Services | Agriculture | Social & Political Science |
| Administrative Services | Agricultural Extensions | Human Resources Development |
| Contracting & Purchasing | Agro Industry/Agribusiness Management | Logistics |
| Facilities/Travel | Agronomy | Research |
| Program Budgeting | Fisheries | Gender |
| Printing/Graphics & Cartography | Forestry | Community Development (related to Infrastructure) |
| Human Resources Administration | Livestock | |
| Financial Management | Natural Resources Management | Education |
| Public Affairs and Communication | Tree Crops | Training |
| | Statistics | |
| Data & Information Services | | Public Health |
| Documentation & Records Management | Food Security & Rural Development | Nutrition |
| Computers/Communication & Technical Support including: > <i>Hardware, Software and Training</i> > <i>Web maintenance/Homepage design</i> | Agricultural Productivity | Nursing |
| | Rural Market Development | Occupational Health |
| | Social Protection | |
| (Accounting, Audit & Statistics) | Humanitarian, Emergency, Risk Management | Governance |
| Accounting, Audit & Statistics | Humanitarian Policy | Political Democratic Governance |
| Internal Audit | | Public Sector Management |
| Statistics | Information Systems | Governance Reforms & Decentralisation |
| | Communications | Governance Support Services |
| | Data Communications & Infrastructure, including: > <i>Network Administration</i> > <i>Voice Communication</i> Systems Software Design & Implementation | Social Development |
| Procurement & Grant Administrative Services | Large Scale Data Management | Social Development - Safeguards including: > <i>Resettlement & displacement of indigenous people</i> |
| Administrative Services & Support | > <i>System Design</i> | Social Development |
| Tender & Grant Process Administration | IT Engineering | Child Protection |
| | | Human Rights |
| Fragility & Conflict | | Political & Social Analysis & Social Change |
| Fragility & Conflict Training & Advisory Support | | Communications for Development |
| Discipline Category Group B | | |
| Biological Science & Ecology | Industry | Finance & Investment (Specialised) |
| Biological Science & Ecology | Mining | Banking |
| Biotechnology | Geology | Build Operate |
| | Petroleum Gas | Transfer (Sectoral/Country Level) |
| Climate Change & Environment Services | Power | Capital Markets |
| Mitigating & Avoiding Greenhouse Gas Emissions | Telecommunications | Finance/Fund Management/Co-Finance |
| Climate Change Adaptation | | Guarantee/Insurance |
| Assessment/Monitoring | Project Management | International Trade |
| Biodiversity | Country Operations Management | Investment |
| Waste | project Monitoring, Operations & Evaluation | Public/Private Partnerships |
| Natural Resources | | Sector Pricing/Tariffs |
| Pollution | Legal (General) | Specialised Finance (Insurance, Social Security, Pension, Schemes) |
| Sustainable Development | Medicine (General) | |
| | Capacity Development | |
| Economic & Financial Analysis | | Governance |
| Economics/Financial Analysis, including: > <i>Project Feasibility Study</i> > <i>Sector Study</i> | Design | Governance Reforms & Decentralisation |
| Econometrics Modelling | Strategic Programming | |
| Environmental Economics | Operational Design (Activity & Program) | Institutional Reform |
| Fiscal | Organisational Capacity Building (Strategy development, design & monitoring and evaluation) | Organisational Planning & Management Strategy Development |
| International Trade/Finance | Theory of Change/ Program Logic Facilitation | Private Sector Development & Restructuring |
| Labour Economics/Employment | | Private Sector Development / Privatisation |
| Macroeconomics (including policy) | Monitoring & Evaluation | Public Enterprise Management & Restructuring |
| Management Accounting | Strategic Monitoring & Program Performance Systems | |
| Microeconomics | Activity Monitoring & Performance Systems | Legal (Specialised) |
| Monetary | Activity Evaluation | Deregulation |
| Poverty | | Judicial Strengthening & Regulation |
| Procurement/Public Finance Management | Humanitarian, Emergency & Disaster Risk Management | Public Finance Management & Fiscal Decentralisation |
| Engineering | Disaster Risk Management (DRM) | |
| Architecture | Humanitarian, Emergency & Preparedness Response | Accounting & Audit |
| Chemistry | Humanitarian Policy | Certified Public Accountant |
| Carbon Market | Disaster Risk Reduction (DRR) | Certified Internal Auditors |
| Clean Development Mechanisms | Assistance to Refugees and Displaced People | |
| Energy | | Procurement Assessment & Capacity |
| Environmental Engineering | Procurement and Grant Administration Services | Development Advisory Services |
| | Probity Services | Procurement |
| Due Diligence | Procurement and Grant Policy/Project Management | Assessment & Capacity Development Advisory Services |
| Due Diligence | | |
| Financial Diligence | | |
| | | |
| Infrastructure | | |
| Transport | | |
| Urban Development | | |
| Energy & Information, Communication & Technology | | |
| Infrastructure Management | | |
| Public Buildings | | |
| Water and Sanitation | | |

Annex III:

| Level: | Description: | Indicative Requirement: |
|---------------|---|---|
| 1 | <ul style="list-style-type: none"> Performs a variety of research and analytical tasks requiring independent initiative; | <ul style="list-style-type: none"> Good theoretical base on subject area, with the ability to translate theory in practice |
| | <ul style="list-style-type: none"> Overall direction of the work is clearly defined and forms a component of a larger project; | <ul style="list-style-type: none"> Ability to participate in multi-disciplinary teams; |
| | <ul style="list-style-type: none"> Work is performed under guidance and; | <ul style="list-style-type: none"> Good thematic/regional knowledge (where required) and |
| | <ul style="list-style-type: none"> Contacts with counterparts predominantly at the administrative level. | <ul style="list-style-type: none"> Up to 5 years relevant experience in one or more professional disciplines, or equivalent combination of relevant education and experience |
| 2 | <ul style="list-style-type: none"> Performs professional level analysis and/or research requiring technical skills and independent initiative; | <ul style="list-style-type: none"> Strong knowledge of functional area, combining a broad grasp of relevant theory and principles; |
| | <ul style="list-style-type: none"> Works within a well-defined program of work; | <ul style="list-style-type: none"> Ability to participate in multi-disciplinary teams and to work independently; |
| | <ul style="list-style-type: none"> Work is performed with limited supervision; and | <ul style="list-style-type: none"> Strong thematic/regional knowledge (where required) and |
| | <ul style="list-style-type: none"> Contacts with counterparts predominantly at a working level | <ul style="list-style-type: none"> 5 or more years relevant experience in one or more professional disciplines or equivalent combination of relevant education and experience |
| 3 | <ul style="list-style-type: none"> Provides informed technical or policy advice and or advises on complex program; | <ul style="list-style-type: none"> Excellent theoretical base in subject area, with ability to translate theory into practice; |
| | <ul style="list-style-type: none"> Ability to coordinate contributions of other specialists to complete a joint project; | <ul style="list-style-type: none"> Leadership with ability to function as team leader and ability to coach and mentor more junior staff; |
| | <ul style="list-style-type: none"> Recognised as an expert in the field with appropriate academic qualifications and substantial professional experience; and | <ul style="list-style-type: none"> Excellent thematic/regional expertise (where required); and |
| | <ul style="list-style-type: none"> Contacts with counterparts predominantly at strategic/management level. | <ul style="list-style-type: none"> 10 to 15 years relevant experience in one or more professional disciplines, or equivalent combination of relevant education and experience. |
| 4 | <ul style="list-style-type: none"> Act as senior Adviser on major policy work or responsible for leading complex projects/programs, usually involving the participation of one or more multi-disciplinary teams; | <ul style="list-style-type: none"> Outstanding theoretical base in subject area, with ability to conceptualise, design and implement major projects and to produce major/complex reports or studies; |
| | <ul style="list-style-type: none"> Extensive relevant professional experience including as senior advisory or managerial levels; | <ul style="list-style-type: none"> Demonstrated professional leadership and ability to lead a team of professionals and ability to coach and mentor more junior staff; |
| | <ul style="list-style-type: none"> Strong academic background and or internationally recognised professional status in the field; and | <ul style="list-style-type: none"> Outstanding thematic/regional expertise (where required)'and |
| | <ul style="list-style-type: none"> Contacts with counterparts predominantly at strategic/management level | <ul style="list-style-type: none"> 15 or more years professional experience or equivalent combination of education and experience |