



**Request for Proposals:  
Women's Voices for the Earth Compensation Consultant**

**Date Issued: February 22<sup>nd</sup>, 2021**

**Priority will be given to applications received by: March 21, 2021**

**Introduction**

Women's Voices for the Earth (WVE) is looking for a contractor to provide compensation consulting services. The contractor will work closely with the Executive Director to provide the services as outlined in the scope of work below.

**WVE Background**

The mission of Women's Voices for the Earth is to amplify women's voices to eliminate the toxic chemicals that harm our health and communities. We imagine a world where the earth is taken care of, workers are paid well and treated fairly, and there are no toxic chemicals in our homes, our communities, or our environment. In this world, every point in the cycle of production and consumption – from extraction, to processing, to use, to disposal – contributes not just to a less toxic world, but to a *thriving* world.

The organization currently employs 8 people and has annual expenses of approximately nine hundred thousand. WVE has shared office space in Missoula, MT and Denver, CO. Over the last year we have transitioned 90% of staff to working from home with access to the shared office space when needed.

In 2018, WVE worked internally to create a compensation philosophy and has determined current staff salaries using PayScale.

**Scope of Work**

WVE seeks outside services that include the following:

1. Develop an understanding of WVE's organizational structure, knowledge of the roles and responsibilities of each position, and current compensation philosophy and salaries.
2. Create a salary structure for the organization that takes into account internal leveling and external market analysis.
3. Assist with developing a compensation administration process and policy including the promotion process that ensures fairness across the organization.
4. Assist with developing a process for salary market analysis of any new positions and when an existing position changes significantly.

**Timeline**

We project a 3-month timeline.

## Requirements

Consultants participating in the RFP process must meet the following minimum qualifications to be considered:

1. The consultant will be a financially sound company primarily engaged in consultation in at the national level.
2. Be well versed in the concept of Justice, Equity, Diversity, and Inclusion and how to use compensation to advance JEDI efforts and prevent inequitable practices.
3. Have 3 years of experience working with nonprofit organizations.
4. Have no personal or organizational conflicts of interest.

## Proposal Requirements

The following information, forms and documents are to be submitted with the proposal:

1. Introductory letter indicating the consultant's interest in offering these services to NCYL. The letter shall include the consultant's firm name, authorized contact person, physical and email address and telephone number.
2. Description of consultant's experience in compensation consulting.
3. Description of consultant's knowledge of and experience with justice, equity, diversity, and inclusion.
4. Technical Proposal that describes the consultant's approach and plans for accomplishing the work outlined in the scope of work. The proposal should convey that the consultant understands the objectives that the contract is intended to meet, the nature of the work required, and the level of effort necessary to successfully complete the work.
5. Please provide WVE with project cost estimate.
6. Resume for person(s) who will be working on this contract.

## Proposal Submission

Please submit final proposals to Amber Garcia, Executive Director via email ([amberg@womensvoices.org](mailto:amberg@womensvoices.org)). Subject title should be "Proposal – RFP for Compensation Consultant."