**Consultancy Terms of Reference**

**Technical Advisor – Southeast Asia salary scale review**

**Background:**

Union Aid Abroad-APHEDA was established in 1984 by the Australian Council of Trade Unions (ACTU) as the Australian union movement’s global justice organisation. Our purpose is for Australian unions to work globally in partnership for the achievement of dignity at work, social justice, economic equality and the realisation of human rights. We work to achieve this through strong unions and social movements, sustainable development programs, global solidarity and support in times of crisis. We work through local partner organizations and unions in South East Asia, the Pacific, the Middle East and southern Africa.

Union Aid Abroad – APHEDA currently has staff employed in 5 countries: Australia, Cambodia, Laos, Timor Leste and Vietnam.

Union Aid Abroad – APHEDA is committed to ethical and sustainable international development, including in relation to its own operational impact on the local economy. An important part of this commitment is to ensure our own staff are being paid fairly, in line with local salaries and conditions and national labour law regulations but in recognition of the international standards Union Aid Abroad – APHEDA maintains across all its country offices. Union Aid Abroad – APHEDA is also committed to addressing the gender wage gap that exists in many countries, including Australia, by making sure that men and women are paid equally for equal work.

**Purpose of this consultancy:**

The purpose of this Consultancy is to support Union Aid Abroad – APHEDA (APHEDA) in updating staff salary scales for our offices in Cambodia, Laos, Timor Leste and Vietnam.

**Deliverables:**

1. A proposed salary scale for positions (as identified in Appendix 1) in Cambodia, Laos, Timor Leste and Vietnam based on an assessment of comparable rates for APHEDA’s positions in these locations. The salary scale should include gradings based on required competency level and responsibility of the role.
2. Accompanying the salary scale, a summary explanation on the data that informs the suggested rates (including organisations and positions which were assessed).
3. Notes pertaining to any benefits/allowances that were considered in relation to the salary rates (for example, local requirements for social security funds, insurances, 13th month payments etc.)
4. Advice on development of a regular wage review process

**Selection criteria**

The consultant should meet the following selection criteria:

* Proven experience and capacity to undertake industry specific salary benchmarking and scale designing.
* Contacts in/capacity to collect remuneration and benefits related information from INGOs in the 4 countries listed. (Comprehensiveness and the relevance of the list of comparator organizations)

**Application process**

Applications should include:

* CV of the consultant
* A proposed approach and workplan (no more than 2 pages), incorporating:
  + Proposed methodology for data collection
  + Activity plan and timeline
  + Budget (clearly indicating number of days)

Applications should be submitted to Catherine Middleton, International Programs Manager on [cmiddleton@apheda.org.au](mailto:cmiddleton@apheda.org.au) using the subject line “Salary Scale Consultancy”.

**Timeline**

|  |  |
| --- | --- |
| Submission of offers | By 14 November 2025 |
| Selection of consultant | By 21 November |
| Submission of report and proposed scale | January 2026 |

**Appendix 1:**

Table of current/intended position descriptions in each office

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Cambodia** | **Laos** | **Timor Leste** | **Vietnam** |
| Country Manager/ Country Representative | 1 | 1 | 1 | 1 |
| Finance & Admin Coordinator | 1 | 1 | 0 | 1 |
| Program Coordinator | 2 | 1 | 1 | 3 |
| Admin support | 0 | 0 | 1 | 0 |
| Cleaner/office helper | 1 | 1 | 0 | 0 |