

Questions and Answers

Q1) Please confirm that DFATD is looking for a comprehensive review of the approach that is presently used, including:

Q1.1 the methodologies (e.g. to rank-order jobs in a Mission – there is an accurate/internally equitable hierarchy based on bonafide job content);

A1.1 A review of the LES classification system is not included in this project.

Q1.2 the processes (e.g. to ensure that the data provided to the Missions are accurate/market-sensitive – pass reality tests);

A1.2 It is imperative that the process be accurate, timely and representative of the reality on the ground.

Q1.3 the additional support tools (e.g. that training is provided to the Missions' staff to manage/change pay of incumbents consistently and realistically – provide insights into why pay levels change/do not change).

A1.3 Annual salary reviews are determined by the NHQ delegated authority. Trained mission staff is the administrative arm of the implementation of annual salary review as well as any other salary adjustment.

Q2) Please confirm that a comprehensive review will also include some form of impact analyses, as example:

Q2.1 that the Missions are getting the support that they require from Ottawa to manage locally-engaged staff effectively;

A2.1 An impact analysis is out of the scope. Having said that, Missions are supported in the management of LES in all aspects.

Q2.2 that the costs associated with making local remuneration adjustments based on such indicators as cost of living allow DFATD to remain competitive and consistent in the different Missions over time.

A2.2 The overall TCR methodology allow DFATD to remain competitive and consistent in the local market.

Q3) Please confirm the timeframes for this review to be completed. Page 5 of the RFP indicates 9 months; pages 20 and 21 of the RFP indicate 4 months to complete the review.

A3) Four (4) months is correct