

# Local National Staff Salary Survey Initiative for NGOs (LINGO)

## A new initiative to conduct Local National Salary Surveys for NGOs.

ORC Worldwide, Birches Group, People In Aid, and InsideNGO are pleased to bring to you a joint initiative for local national salaries. Do you need to see how your organisation's jobs, salaries, and structure compare to others in the field? Do you want data from one comprehensive survey that covers multiple job roles? This is your chance — all you need to do is participate, at a low cost, to receive the full report.

This pilot survey of 22 countries, identified by a collaboration of INGOs, will take place between August and November. The Birches Group will conduct the compensation survey, working with the Steering Committee Members, as well as ORC, InsideNGO, and People In Aid, to help shape the survey input and output, and work to obtain the data you need. Based on the success of the pilot, additional country surveys will be added in 2009; also, the pilot countries will be updated on an annual basis.

## What countries are covered?

### The 2008 pilot includes:

Afghanistan	Kenya	South Africa	Vanuatu
Cambodia	Laos	Sri Lanka	Uganda
Congo, DR	Mozambique	Sudan (north)	Zambia
Ethiopia	Pakistan	Tanzania	Zimbabwe
India	Papua New Guinea	Thailand	
Indonesia	Solomon Islands	Timor Leste	

*As this is a pilot survey, we recognize that unfortunately we may not have been able to cover all of your critical countries, and hope to continue to add countries in 2009.*

## Why participate? A quick, easy, and informative survey with one-on-one benchmarking through our surveys.

**A unique opportunity:** This initiative brings together a global array of INGOs to collect data for host country national positions in a number of countries, using a consistent methodology across geographical divides.

**No benchmarking or complicated data forms for your completion:** You don't need to learn new benchmark roles or ensure you match correctly. The Birches Group staff will conduct a short interview (60 to 90 minutes) with a local representative and match your positions for you. Your representative will be asked to provide average salaries and salary structure for each role.

**The survey is backed by well-known groups you trust:** The survey has been shaped by a dedicated charter member group of European, U.S., and Asia-Pacific-based INGOs, as well as People In Aid and InsideNGO. In addition, over 40 European, U.S., and Asia Pacific-based INGOs are interested in participating in 2008.

## Important Dates

### Registration:

Ongoing - September/October 2008

### Interviews/Intake:

October/November 2008

**Results:** December 2008/January 2009

## Participation Fees

- Non-profit NGOs which are members of InsideNGO or People In Aid: \$250 per country
- Non-profit NGOs which are not members: \$300 per country
- For-profit members of InsideNGO and People In Aid: \$500 per country
- For-profit development organisations which are not members of InsideNGO or People In Aid would pay the regular (non-pilot) fee for survey participation for for-profit organizations: \$1500 per country.

For further information, each survey partner has designated a lead contact whom you can reach through the numbers given below:

**InsideNGO:** Marie McNamee  
+1 203-226-3650 (US)

**People In Aid:** Ben Emmens  
+44 (0)20 7065 0900 (UK)

**ORC Worldwide:** Catherine McMenamin  
+44 207 591 5600 (UK)

**Birches Group:** Benette Santiago  
+632 848 50 75 (Manila)

You can also contact the group via a shared e-mail address:

[LINGOSurvey@orcww.com](mailto:LINGOSurvey@orcww.com)

(continued)

## What roles are included?

The survey covers all country-based roles, from general support to programme roles and technical specialties, including:

Country Office Head/Chief of Party	Finance Manager
Deputy Country Head	Finance Administration – Accounts to Clerks
Top Country Programmes Head	HR Manager
Humanitarian Coordinator	HR Administration
Senior in-Country Technical Roles	IT Officer
Senior in-Country HIV/AIDS Technical Specialist	General Administration
In-Country Technical Roles	Country Logistics Head
In-Country HIV/AIDS Technical Specialist	Warehouse Manager
Senior Programme Officer	Receptionist
Programme Analyst	Guard
Programme Administration	Driver
Grants Officer	Cleaner

## What are the participation fees?

When you take part in the survey during this pilot phase, you pay a reduced rate for your early participation:

- Non-profit NGOs which are InsideNGO or People In Aid members: \$250 per country
- Non-profit NGOs which are not members: \$300 per country
- For-profit InsideNGO and People In Aid members in the same field of work: \$500 per country
- For-profit development organisations which are not members of InsideNGO or People In Aid would pay the regular (non-pilot) fee for survey participation for for-profit organizations: \$1500 per country.

Following the pilot, the introductory rate will no longer apply and there will be an increase in cost. However, we are committed to remaining cost-effective and competitive for your locations to ensure you can continue to benchmark year on year and obtain the best data in each of your localities.

## How do I take part?

International non-governmental organisations doing development work are invited to participate. Your organisation should have a minimum of 20 to 25 staff in-country, including 15 to 20 locally engaged staff. To ensure your inclusion in this exciting initiative, you may register your details and the countries you wish to participate in through the following link after 10th September 2008: <http://dynasurv.orcww.com/LINGO2008/login.asp>

For further information, each survey partner has also designated a lead contact whom you can reach through the numbers given below:

**InsideNGO:** Marie McNamee +1 203-226-3650 (US)

**People In Aid:** Ben Emmens +44 (0)20 7065 0900 (UK)

**ORC Worldwide:** Catherine McMenamin +44 207 591 5600 (UK)

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## Help us spread the word!

If you know other organisations that would benefit from participating in this initiative, we invite you to help us spread the word. Simply forward a copy of this announcement, or get in touch with one of the sponsors with the information. The more agencies that participate, the more valuable the data for all.

### ORC Worldwide

ORC Worldwide is a global HR consultancy, offering expertise and broad experience in assisting not-for-profit and non-governmental organisations with a full range of solutions to compensation and HR management issues.

[www.orcworldwide.com](http://www.orcworldwide.com)

### Birches Group

Birches Group LLC is a specialized HR consultancy focused on remuneration in the developing world. Birches conducts surveys in over 140 countries, and assists clients in the areas of compensation, job evaluation, organization design and performance management.

[www.birchesgroup.com](http://www.birchesgroup.com)

### People In Aid

People In Aid is a global network of development and humanitarian assistance agencies. We help organisations whose goal is the relief of poverty and suffering to enhance the impact they make through better management and support of staff and volunteers.

[www.peopleinaid.org](http://www.peopleinaid.org)

### InsideNGO

In 2008, the Association of Private Voluntary Organization Financial Managers-APVOFM and The Personnel Co-op joined together as InsideNGO. InsideNGO is a collaborative community of finance, grants and contracts, human resources, legal and IT professionals from over 250 organisations involved in international development and relief work. Through workshops, surveys, roundtables, and advocacy, InsideNGO works to strengthen the operational and management capacity of its members.

[www.personnelcoop.org](http://www.personnelcoop.org)

[www.apvofm.org](http://www.apvofm.org)

### Steering Committee

Members have been working on ORC and People In Aid's international staff salary on an ongoing basis, and have chartered this new initiative with the partner organisations. This group includes: Save the Children US, Catholic Relief Services, The International Rescue Committee (US), Oxfam GB, The Leprosy Mission, IUCN: International Union for Conservation of Nature, Habitat for Humanity, Care International, and Plan International.