**Terms of Reference**

The General Service category of staff of the Vienna-based United Nations System Organizations (IAEA, UNIDO, UNOV/UNODC) are recruited and remunerated on a local basis. The General Service category covers such functions as messengers, clerks, assistants and other administrative support staff. In accordance with the Flemming principle, the conditions of service, including both paid remuneration and other basic elements of compensation, are to be among the best in the locality, without being the absolute best.

Salary surveys, which encompass a wide range of employment conditions are conducted to ensure that salaries of General Service and related categories are established in full compliance with the Flemming principle as reflected in the International Civil Service Commission (ICSC) methodology for surveys of the best prevailing conditions of employment at headquarters and similar duty stations (methodology I).

The IAEA as the Lead Agency with the largest number of staff in the Vienna duty station organizes and coordinates the conduct of the salary survey through the Local Salary Survey Committee (LSSC).

The results of the survey are based on the collection of data on salaries, allowances and other conditions of service offered by surveyed employers, usually through interviews, and ends with the completion of questionnaires by each employer surveyed, as well as any other relevant data and comments that will facilitate a complete and accurate analysis of the data.

In this context, the LSSC would like to engage the services of a reputable and technically qualified individual with extensive expertise in labour market analysis, management and organizational development to support this exercise.

Under the guidance of the Chairperson of the LSSC, the Consultant is expected to carry out the research of labour market in Vienna and to provide a list of employers (minimum of 25 employers) who are considered to have the best compensation package in the Vienna area and who are likely to have a substantial number of job matches for the benchmark jobs selected by the Organisations at the Vienna International Centre (sample job description and employer’s questionnaire will be provided for reference purposes), taking into account the following criteria.

* + 1. Employers should represent a reasonable cross-section of competitive economic sectors, as well as the public service or parastatal organizations, with no sector unduly dominating the sample.
    2. The public/non-profit sector, including the national civil service, should be represented by at least 25 per cent of the retained employers. No individual subsector of the private sector should be represented by more than 25 per cent of the retained employers.
    3. Employers should have systematic pay policies. It is also desirable that employers have a structure by which jobs are ranked.
    4. Employers should have been established in Vienna for at least five years prior to the survey.
    5. Employers should be located within commuting distance of Vienna. If an employer has multiple sites in Vienna that follow the same personnel policies, all staff on those sites should be taken into account.
    6. Employers should have at least 100 support employees, with the absolute minimum being 50 employees.
    7. The Consultant will be provided with an updated list of employers from the previous survey, of which the majority should be retained. According to the ICSC methodology, continuity among the emplloyers surveyed previously should be sought, while attempts should be made to replace the lower ranking employers with more attractive one.

During the contractual period the Consultant may be required to meet with members of the LSSC to present the findings and discuss issues relevant to the selection of survey employers.

The Consultant is expected to present a report in English to the LSSC with the list of identified employers and their contact information by 20 January 2017 at the latest (preferably earlier).

Any information or data obtained by the Consultant in connection with this exercise must be kept confidential and cannot be divulged other than to the LSSC or the ICSC.