



Media Council of Tanzania (Baraza la Habari Tanzania)

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Terms of Reference (ToR) for conducting salary survey, benefits, and remuneration

Background

The Media Council of Tanzania (MCT) is a body established by media practitioners with the aim of promoting freedom of the media and ensuring the highest professional standards and accountability in Tanzania. It is an institutional membership organization, an independent, voluntary, self-regulatory body established on June 30, 1995.

The Council's main objective is to enable legal and media viability environment that promote self-regulations, freedom of the media, safety and security of journalists, editorial independence and ensuring highest professional media standards and accountability in the country. The Council envision to create an environment that enables a strong and ethical media that contributes towards a more democratic and just society with a free, responsible and effective media.

The Council believes in strengthening the capacities, systems and resources at MCT, leading to credibility and legitimacy to effectively, efficiently and timely coordinate the collaborative efforts of media stakeholders and coalitions towards enabling healthier information environment for a functioning independent media system in the country contributing to a democratic Tanzania with free, responsible and effective media.

General Objective

MCT seeks a consultant to conduct a benchmarking exercise to establish a recommended salary, benefits, and remuneration structure aligned with current market pay. The exercise will include:

- Conducting a comprehensive salary benchmarking exercise from both a base salary and cost-to-organization perspective.
- Recommending salary levels, benefits, and non-salary remunerations for each role within the MCT entity, providing these services on an annual basis.

*For a strong and ethical media that
contributes towards a more democratic and just society*

The consultant will utilize existing data sources to ensure that MCT gains a clear understanding of the most appropriate salary, benefits, and remuneration structure that aligns with the organization's needs and the prevailing labor market conditions in the country.

Scope of Work

- **Assignment Context**

MCT seeks to conduct a comprehensive market analysis to understand pay adjustments, salary competitiveness, and overall human resource costs. While remuneration may not be the primary factor in attracting highly motivated professionals, MCT recognizes the importance of offering competitive salaries and benefits to maintain its employer-of-choice status.

The reviews will consider but not be limited to;

Salary Review;

- The salary reviews to include all posts
 - A review of how salaries are reviewed including cost of living adjustment, progression, and development in role.
 - A review of Performance Related Pay data and whether MCT should consider introducing this
- A review of all benefits, both monetary and non-monetary currently offered by MCT staff other locations included in this scope of work.
 - The review to include consideration of other benefits not currently offered, that are provided by comparators and part of reward package.
 - Recommendations to include the development of flexible benefits and total remuneration statements.

Assignment Scope

For this assignment, the Consultant will conduct a salary survey comparing MCT's staff salaries to those of comparable organizations in our target market. The survey should analyze both base salaries and the overall cost to the organization, including a breakdown of the components contributing to this cost.

The Consultant will:

- Assess current pay scales and provide recommendations including justifying any proposed changes to job salary grades;
- Recommend salaries, allowances, key benefits, and non-salary remunerations based on market positioning for each role;
- Collaborate with the Executive Secretary, Finance and HR to develop annual salary adjustment projections and pay scale reviews;
- Provide guidance on best practices for implementing annual salary reviews, cost-of-living adjustments, and currency fluctuations;
- Review MCT's salary grading system and offer recommendations as needed.

Timeline

All deliverables are expected by **July 10, 2025**

Methodology

The Consultant will then make use of existing sources of salary data where possible to match existing terms of reference and job descriptions with current salary data to facilitate an accurate determination of prospective salary levels for various positions and job groups within appropriate markets.

The consultant will report to Executive Secretary and will treat all aspects of this assignment with the most **CONFIDENTIALITY**.

Deliverables.

The following outputs are required from the Consultant:

- i.A consolidated report each showing data sources, methodologies and recommendations from the findings of the salary, benefits and job benchmarking exercise;
- ii.Proposed new salary structure to align with changes in the market with justification;
- iii.Hard currency pay preferable (TZS);

- i. Recommendations on base salary position and calculating annual salary increments to reflect performance, while considering increases in the cost of living within the context of a competitive labor market;

Proposal Contents

A proposal should contain an outline of the Consultant's / organization and experience relevant to the assignment, comments or suggestions on the Terms of Reference, a clear description of the approach, methodology and work plan for the assignment.

The content from this scope of work will be the property of MCT.

Consultants / Organization and Experience

MCT will engage a consultant with prior experience in both quantitative and qualitative analysis. A brief outline of the organization's background, team and operating model.

A summary of the Consultant's relevant experience for this assignment and a compelling explanation of why your firm is best suited to deliver this project for MCT compared to competitors.

Comments or Suggestions on the Terms of Reference

A short description of the understanding of the role of the Consultant and the approach to be used as outlined in these Terms of Reference.

Description of Approach, Methodology and Workplan

A description of how the Consultant intends to fulfil the Services within the suggested timeline and confirmation of the Consultant's ability to meet the timelines. This section should contain:

- A clear understanding of the assignment's objectives;
- An outline of the approach to the assignment including the survey tools to be used to capture and aggregate salaries and benefits;
- A detailed work plan, including key activities over the course of the engagement; and
- A list of deliverables.

The proposal should clearly demonstrate the ability of the Consultant to deliver on this work and should provide detailed examples of past work of a similar nature in the relevant markets to support this.

Budget

An itemized budget for both professional fees and reimbursable expenses, including fee rates, number of days and a breakdown of expenses is required.

Annexes

As a mandatory requirement, Annexes should contain the following:

- Team composition, including roles and responsibilities of team members, task assignments and level of effort;
- CVs (maximum 3 sides of A4 paper each) of key individuals, tailored to the assignment;
- Work schedule for the assignment; and
- Referee information

The proposal, which should not exceed 7 pages (excluding annexures), should be sent by email to elizabeth@mct.or.tz, cc media@mct.or.tz within 10 days including the advertisement date.

Reporting and Contacts

Questions or comments in respect of these terms of reference should be directed by email to elizabeth@mct.or.tz