



KTN
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C0241: Job Evaluation and Pay & Grading Structure

Invitation to Tender and
Statement of Works

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Open

We value diversity of opinions, ideas, skills and perspectives.

Creative

We embrace ideas with curious minds and use our insight to uncover opportunity.

Collaborative

We are one team, working together across sectors, people and geographies to drive positive change.

Determined

We are determined to meet challenges with solutions and enable innovators to think and act beyond expectations.



1. Background

KTN exists to connect innovators with new partners and new opportunities beyond their existing thinking – accelerating ambitious ideas into real-world solutions.

KTN has approximately 220 people (50 roles) in the UK.

KTN is committed to providing a diverse and inclusive culture and an exceptional place of work for its exceptional people.

Currently there is no formal method to evaluate roles and the pay and grading structure is outdated. KTN requires a fair, competitive, transparent, and robust pay and grading structure that supports with attracting and retaining its employees.

2. Deliverables Required

The following deliverables are required if KTN decides to proceed with a chosen contract partner.

- 2.1. Create a fair and robust job evaluation system – the framework must fairly and robustly assess the value of each role across the organisation, signalling to employees that all roles are valued equally.**
- 2.2. Create a grading framework that establish clear levels of accountability and clarifies and identifies different levels of contribution and expectations across the organisation.**
- 2.3. Define reward principles that will guide pay policy and pay practice. Design pay structure and pay progression system, aligned to the grading framework.**
- 2.4. Carry out external benchmarking exercise to ensure that all roles within KTN are paid fairly and competitively against the appropriate market.**
- 2.5. Carry out pay modelling to identify any equal pay risks and outliers and advise on options to move to address any issues.**

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3. Technical Considerations

KTN requires its suppliers to meet industry recognised security practices and as such it is expected that they hold Cyber Essentials Plus certification or higher (ISO 27001).

4. Quote for Service – Fees

KTN requires quotes for the above services, to include time, travel and any expenses. *Dependant on Covid-19 regulations.*

Budget: up to £30,000 + VAT

5. Term & Expiry Date

To be completed over 8 weeks, starting w/c 23rd August 2021.

6. Submission

In response to this Statement of Works, please provide the information listed below. A final decision will be made w/c 16th August 2021 and you will be contacted by 17:00 on the 20th August to let you know whether you have been successful.

- 6.1. Short narrative describing how you would approach the project.
- 6.2. Initial schedule of costs.
- 6.3. Implementation plan and timeline.
- 6.4. Experience and expertise to carry out the project.
- 6.5. A completed copy of the Pre-Qualification Questionnaire.
- 6.6. Any additional Information that you may feel is relevant.
- 6.7. Legal information i.e. Your standard T&Cs.

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Please provide the information requested above to hr@ktn-uk.org by **12:00, 11th August 2021** at the latest. Submissions will be assessed on an ongoing basis until this date.

7. Principal Contact for the Invitation to Quote

Please direct any questions or communications on this Invitation to Quote to HR General:

hr@ktn-uk.org

8. Terms & Conditions

Any contract offered will be subject to “KTN’s Terms and Conditions of Contractor Engagement – Company Edition”, which can be made available on request.

Please note that KTN reserves the right to not select any supplier if we feel none meet our requirements and budget.

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