



RAINFOREST TRUST®

Project Title:

Compensation Consultant Services - US and International Expertise

Issuing Organization:

Rainforest Trust
6801 Kennedy Rd
Warrenton, VA 20817
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800-456-4930

Proposal Deadline & Submission Instructions:

Proposals must be submitted no later than 5:00 p.m. on January 31, 2025 via electronic mail to Karen Scott (karen.scott@rainforesttrust.org).

If you have any questions, please contact Karen Scott at (karen.scott@rainforesttrust.org).

This request for proposals contains background information on Rainforest Trust and the specific information that must be included in any proposals submitted.

Project Overview:

Rainforest Trust (“RT”) is seeking proposals from qualified compensation consultants to provide expert services related to designing, assessing, and implementing compensation strategies across both the United States and international markets. The consultant must have deep experience in the non-profit sector including both domestic and international compensation structures, compliance regulations, and trends.

The key deliverables of this project include an assessment of the current compensation structures, defined market comparables, an updated compensation strategy, articulated pay bands, and a roadmap to new structures. These will be in service of the big goal of compensation at Rainforest Trust: to attract and retain talent with a compensation model that is fair, competitive, strategic, transparent, and responsible, and that responds intelligently to key internal and external drivers.

Overview of Rainforest Trust:

Rainforest Trust is a global nonprofit organization incorporated in 1988 with the mission of saving endangered wildlife and protecting our planet by creating rainforest reserves through partnerships, community engagement, and donor support. Through our grantmaking model, we have protected more than 50 million acres by establishing protected areas in partnership with local organizations and engaged communities across more than 62 countries in Latin America and the Caribbean, Africa, and Asia-Pacific. You can find more information on our cost-effective conservation approach here on our [website](#).

Rainforest Trust was incorporated in the state of NY but now operates with a business address in Virginia. While we rent two small offices, one in Warrenton VA and one in Washington D.C., we are an otherwise remote organization. We employ just over 50 people through a Professional Employer Organization for U.S.-based employees and through a Global Employer Organization for international employees. We also work with independent contractors via consulting contracts around the world. Given our disbursed model, some of our staff travel internationally frequently, and all of our staff travel at least once a year for an annual retreat.

We are a fundraising organization with 90% of revenues from private philanthropy, raising \$45M-\$65M per year. We grant a similar amount annually to NGO organizations around the world and operate an otherwise modest budget of ~\$7M per year (excluding grants/disbursements to partners).

You can find more information including our annual reports, audited statements, and forms 990 here on our [website](#):

In 2020, we developed a 5-year strategic plan. One of our plan commitments is to engage, develop and fairly compensate our staff, reaching the top quarter of National Government Organizations (NGOs) surveyed for staff engagement.

Project Scope and Deliverables:

The selected consultant will be responsible for providing the following services:

Analysis and Compensation Strategy Development:

- Guide HR and senior leaders through a best practice process to define organizational benchmarks that align with Rainforest Trust's market placement and trajectory.
- Conduct a comprehensive compensation and benefits benchmarking analysis for both the US and international markets.
- Develop compensation strategies that align with Rainforest Trust's business budget, goals, and values.

Propose Global and Equitable Compensation Structures:

- Provide recommendations based on analysis and market trends, including multi-year pathways to adopt new structures in both traditional compensation and total rewards - including health plans, paid leave, and retirement.
- Create total compensation frameworks for countries in which staff are employed, considering local customs, legal requirements, and market practices.
- Provide guidance on expatriate compensation, including relocation benefits, cost-of-living adjustments, and tax considerations.
- Assess pay equity across regions and ensure alignment with applicable local laws and regulations.
- Assist Human Resources and DEI Consultant with developing clear pay bands in alignment with market data.
- Advise on compensation laws and tax regulations in relevant international jurisdictions, including compliance with regulations such as the Fair Labor Standards Act (FLSA), EEO, and GDPR where applicable.

Tools and Resources:

- Provide access to compensation data platforms, tools, and resources to ensure up-to-date market insights.
- Offer regular updates on compensation trends globally, especially in high-growth markets.

Project Timeline:

January 10, 2025	Release RFP
January 31, 2025	RFP Deadline
January 13- 31, 2025	Interviews (on a rolling basis)
By February 7, 2025	Consultant Selection Notification
February 2025	Consultancy Start Date (Ideal Time Frame) Initial benchmarking completed no later than early April 2025.

Qualifications & Requirements:

The successful consultant must have:

Experience:

- A proven track record in both US and international compensation consulting.
- Extensive experience with multinational non profits and with conservation and/or environmental organizations.

Expertise:

- Strong understanding of compensation regulations, tax laws, and best practices in the US and key international markets.
- Demonstrated expertise with designing compensation programs including staff in both the domestic US and international.
- Familiarity with salary survey tools and benchmarking methodologies.
- Ability to integrate cultural nuances into compensation structures.

Global Reach:

- Experience with compensation systems in the United States, Asia, Latin America, Africa, and other key regions.
- Familiarity with issues such as expatriate compensation, tax implications, and international mobility.

Approach to Diversity & Equity:

- Demonstrated commitment to creating diverse and equitable compensation frameworks.

- Knowledge of diversity, equity, and inclusion (DEI) principles as they relate to compensation.

Proposal Requirements:

Proposals should be no longer than 3-4 double-spaced pages, excluding references.

Proposals should include the following information:

Consultant Profile:

- A description of the consultant's qualifications, experience, and expertise.
- Case studies or examples of past compensation consulting projects, especially those with a focus on both US and international compensation.

Methodology:

- Detailed explanation of the approach and methodology the consultant will use to complete the scope of work outlined above.

Team:

- Bios of key team members who will be involved in the project, including their relevant experience and qualifications.

Fee Structure:

- A detailed breakdown of fees, including hourly rates, project-based fees, or any other billing structure.

References:

- At least three references from organizations for which similar compensation consulting services have been provided.

Evaluation Criteria:

Proposals will be evaluated based on the following factors:

Expertise and Experience:

- The depth of experience with both US and international compensation consulting, including the consultant's ability to design compensation structures for diverse global teams.

Approach and Methodology:

- Clarity and effectiveness of the proposed methodology for addressing the scope of work.

References and Case Studies:

- Feedback from past clients, as well as demonstrated success in managing similar projects.

Timeline:

- Estimated start and end dates for the project, including key milestones and deliverable deadlines.

Cost:

- The competitiveness and transparency of the proposed fee structure.

Additional Terms:

- Rainforest Trust reserves the right to reject any or all proposals.
- The selected consultant will be required to sign a Non-Disclosure Agreement (NDA) and a formal contract before commencing work.
- All submitted proposals become the property of Rainforest Trust.