

Okinawa Institute of Science and Technology
Request for Proposal

1. Title

OIST Salary Structure Review FY25

2. Background and Objectives

Okinawa Institute of Science and Technology (OIST) was established in 2011 with the mission of contributing to the advancement of science and technology worldwide and to the sustainable development of Okinawa through world-class research and education. To enable continued growth as a leading international research university, it is essential to develop a strong infrastructure to attract and retain excellent faculty. At the same time, enhancing the quality and capacity of both research and administrative staff is critical for strengthening the overall research and educational environment.

However, challenges remain in the current OIST's compensation structure. It is based solely on the base salary and limited allowances, with no bonus or retirement allowance schemes in place. The existing salary levels also have room for improvement in terms of external market competitiveness. While some steps have already been taken, broader and more systematic revisions are necessary.

To attract, retain, and develop talent, OIST is planning a comprehensive review of its salary structure, including its grade system, salary range, compensation, promotion, internal career development frameworks, and job family structure, etc. This RFP is issued to solicit proposals from experienced HR consulting firms to support the design and implementation of the new structures.

3. Scope

The selected consulting firm will support the design and implementation of a new salary structure for OIST, with the scope of application limited to the following categories of OIST Employees:

- Faculty Member
- Research Staff
- Administrative Staff

The following categories are excluded from the scope of this project:

- Temporary Staff
- External Vendors
- Visiting Researchers
- Students

4. Contract Term

The contract period will be from the contract starting date to February 28, 2026.

5. Expected Deliverables

Specific deliverables will be agreed upon based on the proposal and discussion during the project initiation phase. Proposals should include, but not be limited to:

(Mandatory)

- Project plan with timeline and key milestones
- Assessment report on the current salary structures
- Proposal for new salary structure design
- Implementation roadmap
- Final report and handover documentation

(Optional)

- Detailed program of job grade, compensation, internal career development frameworks, organizational job family structure, clarity on roles of people manager, etc.

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- Quality and Feasibility of the Proposed Methodology
- Understanding of OIST's Context and Strategic Needs
- Experience and Expertise in HR Structure Reform Projects
- Cost and Financial Reasonability
- Communication, Collaboration, and Support Capabilities

7. Confidentiality and Data Protection

The contractor shall treat all information obtained through this project as confidential and shall not use such information for any purpose other than the fulfillment of the contract, nor disclose it to any third party. The contractor shall take all necessary measures to prevent the leakage, loss, or damage of such information and to ensure proper management. This obligation shall remain in effect even after the termination or expiration of the contract.

The contractor shall also handle any personal information obtained through this project in strict accordance with applicable laws and regulations, and shall ensure its proper handling, storage, and disposal.