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PROCUREMENT NOTICE
INTERNATIONAL INDIVIDUAL CONSULTANT

Ref: IC/UNDP/RWA/2022/005

Date: 31/01/2022

Country: Rwanda

Description of the assignment: Recruitment of International Human Resources Management Job Review Consultant

Post Title and Level: International Individual Consultant

Period of assignment: 30 working days in the period of 3 months

UNDP Rwanda is looking to recruit an International Human Resources Management Consultant. The main objective of this assignment is to review and align job descriptions in line with current required functions for delivery of the Country Office's program of work. The exercise has three sub objectives:

1. To gauge and map the capacities and talents available within the County Office and Human Resources services to enable cross program teams to function effectively
2. To enable more predictable, positive impact recruitment and training, performance management/evaluations, and succession planning.
3. To enable recruitment of young talent, especially interns with priority given to females in their early stage careers

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address by email only: UNDP Rwanda, P.O. Box 445, 12 Avenue de l'Armée, Kigali, Rwanda, and Attn: Head of Procurement Unit at offers.rw@undp.org not later than **14 February 2022**, Time: 12h00 PM Kigali Rwanda local time.

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply.

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager



Recruitment of International Human Resources Management Job Review Consultant

Application type:	External vacancy
Job Title:	HR Management Expert
Category	HR
Duty station	Kigali, Rwanda and Home based
Type of contract:	Individual Contract
Expected starting date:	Immediately
Duration	30 working days in the period of 3 months

1. BACKGROUND

A functional review of job descriptions for UNDP Rwanda CO is long overdue. As the office has grown and the program of work evolved, it has become difficult to keep up with talent mapping and to enable managers to have more up to date and predictable ways of gauging available talent within the organisation as a whole but also needed for delivering the program of work. The office has established cross program impact areas. For these to function effectively, and for managers to tap into the entirety of talent across the organisation, there is need to map and better understand the talent across the organisation.

The country office is also keen to provide opportunities for learning for young interns, especially female candidates in their early careers. This exercise will help map how and where such talent pool could be placed.

As such, the country office is seeking to engage in a functional review that would enable it to better respond to the development challenges & needs of the UNDP programme in Rwanda.

The short-term consultant will also contribute to:

- ✓ The development of detailed HR action plan;
- ✓ Evaluation of Existing Human capital capacity to deliver on the CO Mandate;
- ✓ Identification of any Human Capital gaps in relation to the CO Mandate.

2. OBJECTIVE

The main objective of this assignment is to review and align job descriptions in line with current required functions for delivery of the Country Office's program of work. The exercise has three sub objectives:

1. To gauge and map the capacities and talents available within the County Office and Human Resources services to enable cross program teams to function effectively
2. To enable more predictable, positive impact recruitment and training, performance management/evaluations, and succession planning.
3. To enable recruitment of young talent, especially interns with priority given to females in their early stage careers

3. SCOPE OF WORK

Under the direct supervision of the RR and DRR in UNDP Rwanda, the consultant will review *Job descriptions in Line with the corporate mandate and the 2030 people strategy*. The exercise will be managed by the UNDP Operations Manager. In this context he/she will assist in updating all JDs.

PLANNING OF PROCESSES AND MANAGEMENT SUPPORT

- Review the existing organogram/ reporting lines and propose changes if any
- Review existing Job descriptions in accordance with actual business processes
- Assess the existing skills and capabilities as well as point out any gaps if any
- Suggest an office plan to improve the existing capacity
- Train the HR staff on job classification

4. Duration of the contract

The assignment is expected to take 30 working days in the period of 3 months.

Timeline/ Outputs:

Pre- Mission work – 10 working days

- Review the existing organogram/ reporting lines and propose changes if any
- Review existing Job descriptions in accordance with actual business processes

Mission in Kigali – 15 working days

- Assess the existing skills and capabilities
- Suggest an office plan to improve the existing capacity
- Train the HR staff on job classification

Final reports writing – 5 working days

5. Duty station

The assignment is both home and field (Kigali) based. The consultant will be required to travel to Kigali for the assignment 3 weeks.

6. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables. (the Consultant is requested to submit a lumpsum offer including Daily fee, travel, DSA etc)

Deliverable	Percentage of Payment
On commencement	20%
Living Allowance for for the days in Kigali will be paid upon arrival	
Provision of a draft Review Report	40%
Provision of a final Report	40%

7. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal (use UNDP Offer Letter attached) that indicates the all-inclusive fixed total contract price and supported by a breakdown of costs.

8. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Selection Criteria

Academic Requirements:	Score
Advanced degree or equivalent experience in human resources management/organizational development, business administration, public administration, economics or related field	10
Minimum 5 years of relevant experience in human resources and/or change management processes	20
Strong Familiarity with UNDP HR, administrative and financial policies and procedures.	30
Ability to work harmoniously in an international and multicultural environment.	15
Excellent analytical and communication skills required as well as excellent negotiations skills.	15
Fluency in oral and written English and official language of the duty station.	5
Proficiency in current office software applications and ATLAS E-Recruitment (People Soft Based).	5
Total	100

9. Institutional arrangement

The consultant will work in close collaboration with the Operations Manager and under supervision of the Deputy Resident Representative and under strategic guidance of the UNDP Rwanda Country Office Resident Representative.

10. QUALIFICATIONS

Academic Requirements:

- Advanced degree or equivalent experience in human resources management/organizational development, business administration, public administration, economics or related field

Experience:

- Minimum 5 years of relevant experience in human resources and/or change management processes
- Strong Familiarity with UNDP HR, administrative and financial policies and procedures.
- Ability to work harmoniously in an international and multicultural environment.
- Excellent analytical and communication skills required as well as excellent negotiations skills.

Languages:

- Fluency in oral and written English and official language of the duty station.

Computer skills:

- Proficiency in current office software applications and ATLAS E-Recruitment (People Soft Based).

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:
 - An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

- Sign an Individual Contract with UNDP;
- Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that [*check all that applies*]:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes *[pls. check all that applies]:*

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	USD

**Basis for payment tranches*