

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: International Human Resources Specialist Consultant, P3	WBS/Funding Reference/Activity/IR 5070/A0/06/880/009/006	Type of engagement <input checked="" type="checkbox"/> Consultant	Workplace of Consultant: Dhaka, Bangladesh
Grant: NON-GRANT	GL Account:		Fund ID: BMM
<p>Background:</p> <p>UNICEF is a leading humanitarian and development agency working globally for the rights of every child. UNICEF has been working in Bangladesh since 1952 providing support to youth facing challenges in this developing, but densely populated nation. We reach out to communities in all 64 districts, through our field offices covering eight administrative divisions of Bangladesh.</p> <p>The HR Team in Bangladesh Country Office is committed to providing qualitative, agile, and people-centric service to all BCO personnel in Dhaka, as well as in our Field Offices including Cox's Bazar, currently an L1 Emergency Duty Station. We operate relying on the HR Business Partnering model to ensure best solutions are identified for all human resources management needs with a strong focus on client service orientation. The HR Specialist Consultant's work reflects directly on the overall reputation of the HR community for technical quality in terms of both substantive depth and adaptive relevance to client needs and customer service approach to problem resolution.</p> <p>Therefore, we are looking for someone with in-depth technical knowledge of the principles and concepts of human resources management as well as the relevant HR information technology systems and tools at UNICEF. Solid planning and organizing skills are essential for the Consultant to organize and consistently monitor their work, set priorities and meet deadlines while taking full responsibility and accountability to respond to all service needs promptly, in accordance with internal SOPs and KPIs.</p> <p>The HR Specialist Consultant has the demonstrated ability to communicate effectively in a diverse organization tailoring language, tone, style, and format to match audience. The ideal HR Specialist Consultant empathizes with client managers, supervisors and staff while advocating for consistent and equitable applications of promulgated HR regulations and rules. Taking into due consideration the sensitive nature of the functional area, the HR Specialist Consultant demonstrates a high degree of confidentiality, initiative and good judgement to address matters with courtesy, tact, patience and ability to work effectively and collaboratively with people of different national and cultural backgrounds.</p> <p>The HR Specialist Consultant, within their area of responsibility, is accountable for implementing HR services that enhance the capacity of their clients to deliver on their business goals and objectives by anticipating HR-related needs and developing subsequent plans and solutions that align HR management with business objectives.</p> <p>As the HR team in Bangladesh fills its vacancies, we are looking for a dynamic HR Specialist Consultant to focus on recruitment and support business partnering until new team members are on board.</p> <p>Purpose of Activity/Assignment:</p> <ul style="list-style-type: none"> • Business Partnering: Through research of policies and analysis of data, provide support to the clients directly or to the HR Business Partner in advising their clients on HR-related needs and developing subsequent plans of action. Through proactively anticipating HR related needs, in consultation with the supervisor, will provide advice pertaining to all aspects of the employment life cycle by applying HR processes and policies consistently, ensuring both fairness and the highest level of client-orientation, as well as equitable and transparent solutions that protect both the staff and organization's interests. Examples of such actions include the resolution of a range of staff entitlement and benefits matters. • Recruitment activities: Provide support to his/her supervisor and HR team with recruitment activities by identifying, attracting, interviewing, selecting, hiring, and onboarding personnel. Serve as the single point of contact for recruitment processes, he/she is assigned to work on, ensuring the highest level of client-orientation and compliance with pre-established KPIs. • Implementation of assigned Human Resources Services: Provide support to various HR related functions as needed to help their supervisor in implementing efficient client services that help either attract, retain and/or motivate staff of the highest calibre. The HR Consultant will analyse and synthesize issues and problems, and interpret established, formal guidelines to address and recommend solutions or further actions required. 			

Budget Year 2023	Requesting Section/Issuing Office: HR	Reasons why consultancy cannot be done by staff: <i>The HR Team at the Bangladesh Country Office needs a well-versed International HR Specialist Consultant to support the section during a short-term period while essential key vacancies are being filled. Taking into consideration the purpose, scope and nature of the assignment, the section decided to proceed with a consultancy to efficiently bridge the HR gap within the Team.</i>	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: While the Chief of HR is being reassigned, we need a consultant to support the HR Team with various projects while we fill our current vacancies.			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review ¹ /Interview) <input type="checkbox"/> Single Sourcing (exceptional, only in emergency situations, approval by Head of Office required)			
Name (in case of single sourcing/extension)		Justification or Refer to NFR (in case of single sourcing/extension)	
Supervisor: Edith Miriam Homonnai	Start Date: 22 January 2023	End Date: 22 March 2023	Duration 2 months (with a possibility to extend further as necessary)
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Recruitment	Complete approximately 15 staff recruitment cases and 15 consultants as necessary. HR Business Partnering as needed: Establish collaborative partnership with a number of sections and field offices, proven by positive feedback received as needed. Effective case management and resolution of a range of staff entitlement and benefits matters as required.	Jan-Mar 2023	
Final report	Outlining the way tasks have been achieved and provide recommendations for process innovation, simplification and improvement.		
Estimated Consultancy fee			

¹ A Desk Review should only be considered as a selection method when there is a justifiable urgency.

Travel International (if applicable)	Round-trip economy ticket		
Travel Local (please include travel plan)	3 Trips to FOs		
DSA (if applicable)	Paid as applicable only while on mission outside of Dhaka		
Total estimated consultancy costs²			
Terms of payment	<input checked="" type="checkbox"/> Payment based on approved invoice upon completion of each deliverable according to schedule. <input type="checkbox"/> Payment based on approved invoice and final evaluation upon completion of all deliverables at the end of assignment. <input type="checkbox"/> Fee advance, percentage (up to 10 % of total fee)		

Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	Knowledge/Expertise/Skills required: Education: Advanced university degree in human resource management, business management, international relations, psychology, or another related field is required. Work Experience: Five years of professional experience in human resource management in an international organization and/or large corporation is required. Previous relevant experience in HR management (recruitment, HR Business Partnering and entitlements and benefits) within the UNCS, preferably UNICEF is required. Practical demonstrated professional experience with HR information technology systems and tools such as Vision, TMS, Service Gateway is required. Language Requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>

² Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

Checklist for VA and hiring managers

1. Technical Offer:

Based on the careful study of the TOR and deliverables, provide (1) information on the way you intend to achieve the outputs of the assignment and complete the deliverables. (2) Please elaborate on the timeline and milestones. (3) Also indicate references to the similar assignments that you performed & their contacts, and (4) attach your CV.

2. Financial Offer:

Should be an all-inclusive (lump-sum) fee for all deliverables and complete output of the assignment as described in the TOR. It should include among others consultancy fee, associated administrative cost, all living and travel cost (please see travel plan in the TOR if applicable). UNICEF will not cover any additional cost. Payment schedule that is linked to milestones and completed deliverables should be included.

The offers will be evaluated as follows:

Criteria	Weight	Points/amount
Qualifications	15%	
Education qualification		1-5
Years of relevant experience		1-5
References to similar assignments		1-5
Technical Offer	60%	
Outlines workplan		1-20
Professional relevant experience in recruitment		1-20
Professional relevant experience in HR Business Partnership and management of entitlements and benefits		1-20
Financial Offer	25%	
All-inclusive fee		1-25
TOTAL	100%	

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is this a Safeguarding response role* *Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children ³ ; or Measures to manage other safeguarding risks are considered unlikely to be effective ⁴ .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

³ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

⁴ i.e. the role-risk will be compounded by other residual risks.