**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT - LONG-TERM AGREEMENT**

# Individual Consultancy Services: Recruitment Services for 2023 Venezuela Country Office New Country Programme.

**Row Number and description from approved Consultancy Plan:**

# 1. BACKGROUND / RATIONALE

The organizational changes resulting from the 2023 Venezuela Country Offices (VCO) PBR approval entail the establishment, upgrade, and downgrade of 62 positions that VCO needs to recruit in the next 12 months. These positions range from General Services positions to International Professionals and cover different Duty Stations within the country, with different levels of talent outreach complexity.

In order to guarantee transparency, equity, fairness, and compliance with UNICEF rules and procedures, recruitments require dedicated personnel to take care of all of the details and activities involved in the process. The VCO Human Resource team is requesting additional temporary and specialized support to be able to meet the time and quality targets of the PBR implementation recruitment plan.

# 2. PURPOSE OF ASSIGNMENT

Support VCO HR Team in the 2023 PBR Recruitment Plan by executing a portfolio of recruitments through applying knowledge of theoretical HR models, as well as UNICEF HR policies and procedures, in order to complete timely and in compliance with Staff Selection policies all PBR-related recruitments.

# 3. PROGRAMME AREA AND SPECIFIC PROJECT AREA

The consultants will work for the Venezuela Country Office Human Resources Unit, which pertains to the Operations Section.

# 4. OBJECTIVE(S)

The overall objective is to set up a Long-Term Agreement to facilitate and execute a portfolio of recruitments through applying knowledge of theoretical HR models, as well as an understanding of organizational HR policies and procedures.

# 5. MAJOR TASKS TO BE ACCOMPLISHED

The Recruitment and Staffing Consultant will report to the HR Manager and will provide support by covering, but not limited to, the following activities:

• Works in close coordination with Hiring Managers and the HR Team on all recruitment and placement processes ensuring adherence with the office’s 60 Days recruitment completion KPI.

• Ensure that Job Descriptions are updated and classified where applicable, positions are created in SAP, funding of vacant posts is confirmed, and cost distribution is created.

• Coordinate with the Hiring Manager the Assessment Strategy and organize the execution of written tests, interviews, reference checks, and electronic files.

• Draft requisitions and vacancy announcements in the Talent Management System (TMS) for positions within the Venezuela Country Office for review by the supervisor and HR Manager to attract ideal candidates.

• Advertise vacancies per the job profiles/ToRs, support outreach activities and ensure vacancy announcements are circulated as appropriate and widely.

* Utilize knowledge of multiple recruiting sources and execute innovative strategies to find diverse and qualified candidates that meet UNICEF´s diversity and inclusion strategy.

•Screen applications, contact candidates when needed, prepare candidate matrix and initial longlist based on the selection criteria.

• Liaise with candidates in the various stages of the recruitment process, ensuring that adequate feedback is provided to staff at each stage of recruitment.

• Prepare and review all documentation for approval of the relevant Approving Authority in TMS.

• Liaise with the relevant parties to ensure candidates are cleared and all administrative tasks are completed prior to the initial appointment.

• Create, maintain, and populate talent pools where applicable.

• Record and maintain recruitment databases, ensuring all necessary documentation has been completed in TMS and the VCO sharepoint.

• Monitor the life cycle of the recruitment process to update the supervisor as necessary.

• Collect, interpret and analyze recruitment data to help inform decision making on HR processes and strategies

**Responsibilities of the Consultant:**

• Deliver 100% of the expected products in the agreed times and with the expected quality in accordance with the work plan prepared with the advice of the Human Resources Manager.

• Use procedures that ensure the quality of the recruitment processes and are framed within the policies established by UNICEF.

• Attend frequent calls for follow-up meetings with the UNICEF Venezuela HR team.

• Maintain close communication and coordination with the candidates, hiring managers, and the Human Resources Officer.

• Timely inform UNICEF of any situation that makes it difficult to comply with the plan of proposed activities.

• Have the necessary computer equipment to carry out the required tasks as well as ensure a stable and quality connection to the Internet.

**Responsibilities of UNICEF:**

• UNICEF will provide technical guidance on the work to be developed, as well as review and approve the work plan for each recruitment.

• UNICEF will facilitate information and any other supplementary material required to carry out the assigned tasks.

* UNICEF will orient the consultant on UNICEF´s recruitment, diversity and inclusion strategy

• UNICEF will facilitate access to the HR Venezuela SharePoint, Talent Management System (TMS) and UNICEF email.

# 6. DELIVERABLES

|  |  |  |
| --- | --- | --- |
| **S.****No.** | **category****(if applicable)** | **Deliverable** |
| 1 | International Consultant | * Recruitment of International Professionals (IP) approved by Regional Office
* Recruitment of National Professionals (NO) approved by Regional Office
 |
| 2 | National Consultant | * Recruitment of National Professionals (NO) approved by Regional Office
* Recruitment of General Services (GS) approved by the Representative
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# 7. CHILD SAFEGUARDING

*Is this project/assignment considered as “*[*Elevated Risk Role”*](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView) *from a child*  *safeguarding perspective?*

 *YES NO*   *If YES, check all that apply:*

##   *Direct contact role YES NO*

*If yes, please indicate below the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:*

## *Child data role YES NO*

*If yes, please indicate below the number of hours/months of manipulating or transmitting personal identifiable information of children (name, national ID, location data, photos):*

*More information is available in the* [*Child Safeguarding SharePoint*](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) *and* [*Child Safeguarding FAQs and Updates*](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)

# 8. TRAVEL (OPTIONAL):

 The consultancy is 100% home-based so no travel is required.

# 9. ESTIMATED DURATION OF LTA

The expected duration of this Long Term Agreement will be 24 months.

# 10. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED (Please use as applicable)

## Category 1: International Consultant (Not a national of Venezuela)

**Education**: A Bachelor´s Degree in Human Resource management, business management, international relations, psychology or another related field is required.

**Experience**:

* Five years of increasingly responsible professional experience in recruitment in an international organization and/or large corporation is required.
* Experience working for UNICEF and knowledge of UNICEF’s recruitment policies and procedures is an asset, as well as experience using the informatic tools and systems (PageUp) is an asset.
* Experience conducting interviews using various methods and writing selection reports is required.

**Language**: Fluency in English and working knowledge of Spanish is required. Knowledge of another official UN language (Arabic, Chinese, French, or Russian) is an asset.

**Additional Skills**:

* Exceptional communication, interpersonal, and decision-making skills
* Ability to communicate effectively in a diverse organization and empathize with candidates and managers.
* Strong planning and organizational skills.

**Category 2: National Consultant (National of Venezuela)**

**Education**: A Bachelor´s Degree in human resource management, business management, international relations, psychology or another related field is required.

**Experience**:

* Three years of professional experience in recruitment in an international organization and/or large corporation is required.
* Experience working for UNICEF and knowledge of UNICEF’s recruitment policies and procedures is an asset, as well as experience using the informatic tools and systems (PageUp) is an asset.
* Experience conducting interviews using various methods and writing selection reports is required.

**Language:**

* Fluency in Spanish and working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, French, or Russian) is an asset.

**Additional Skills**:

* Exceptional communication, interpersonal, and decision-making skills
* Ability to communicate effectively in a diverse organization and empathize with candidates and managers.
* Strong planning and organizational skills.

**For every Child, you demonstrate…**

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability (CRITAS).

To view our competency framework, please visit here.

**Note:** Candidates are free to apply to any category based on their qualifications and experience. They can also apply for multiple categories or all of them. UNICEF will award an LTA to any of top ranked 3 candidates under each category. A candidate may be awarded an LTA for one or more than one category.

# 11. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of 70:30. The criteria for technical evaluation will be as follows:

|  |  |
| --- | --- |
| **Criteria**  | **Marks**  |
| **Min**  | **Max**  |
| Education | 7 | 10 |
| Experience | 30 | 40 |
| Language | 8 | 10 |
| Additional skills | 5 | 10 |
| **TOTAL TECHNICAL SCORE** The minimum overall qualifying score is 50. Only those candidates who meet the overall qualifying marks of 50 and score the minimum cut-off in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financials will be opened.  | 50 | 70 |
| **Financial Score** The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of 70:30  | 15  | 30 |
| **TOTAL**  | **65** | **100**  |

# 12. FINANCIAL PROPOSAL:

A financial proposal must be prepared indicating the Unit Rate for each one of the deliverables.

The application to be submitted through the online portal should contain 3 separate attachments:

1. A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate (to be uploaded online).
2. Curriculum Vitae (CV) (to be uploaded online)

# iii. A financial proposal indicating professional fee as per the above template. Please do not forget to specify your name in the file while saving. (To be uploaded under other supporting documents).

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee-related questions in the online application form.

***Without all the above 3 documents your application will be considered incomplete and invalid and will not be considered further.***

* Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
* Joint applications of two or more individuals are not accepted.
* Please note, UNICEF does not charge any fee during any stage of the process.
* UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.

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# INTERNAL INFORMATION

**Type of LTA:**  **Time-Bound**  **Target Value**

**Sharing Indicator:** **Open Use Controlled Use Reserved for Sole Use**

**LTA CONTRACT MANAGER: Abelardo Sulbaran, Human Resources Officer**

**IDENTIFICATION OF RISKS AND PLAN FOR MITIGATION:**

**Approval and Signatures (as per TOA):**

Prepared by: Abelardo Sulbaran, Human Resources Officer

Approved by: Blaise Berroa, Deputy Representative Operations (OIC)