

# Terms of Reference for Human Resource Transition Implementation

## 1. Background

The AWP planning meeting from 3-5 March 2009, mid-year review of OMP and AWP from 29 June to 01 July 2009, the Strategic Review Workshop from 3-5 November 2009 (both meetings were participated by APRO) and a HR mission from 3-3 November 2009 came together with a new structure of staff support to align with the new strategic programme direction.

On 17 December 2009, UNFPA Representative shared with all staff members the new structures based the three meetings and the findings and recommendations by the consultant on Human Resources. In the revised organigram and staffing tables, new structure and posts are proposed. In summary, the CO is proposing 27 fixed term national level posts and 36 Service Contract posts.

## 2. Objective and Rational for Human Resource Contract

In order to implement the HR implementation plan and assist the UNFPA Country Office, a strong, capable, experienced recruitment and/or management company is being sub-contracted, which includes: advertisement, receiving applications (hard and soft copies) for each post, maintaining a database, screening for written test/telephone interview, short-listing for interview, participation in the final interview and preparing documentation and report of the recruitment for approval by UNFPA.

## 3. Scope of the Work

The contractor will assist the UNFPA Country Office to provide human resource services for recruitment and/or management of personnel for its Country Office and its projects. The contractor will receive all the applications (in hard copy/soft copy) for each post. The contractor will input all the applications (received for each post) separately in a database in a pre-defined template and will provide the complete documentation and report to UNFPA upon completion of the exercise. In summary,

- The contractor will update job description (ToR). UNFPA will provide information on key tasks to be performed for a new/existing position, which recruitment is to be undertaken and basic requirements (qualification and experience) for the position. The contractor will develop/update the new/existing job description in consultation with UNFPA.
- The contractor will advise on advertising modalities that may be used for a particular position. The contractor would be responsible for preparation of advertisement and releasing the same in appropriate media, including in the UNFPA Nepal website and UN information platform. The advertisement of positions (both fixed term and service contract) will be based on the new organigram.
- All the applicants received for any position advertised will be forwarded to the contractor. The contractor will be responsible for preparing a criteria (in consultation with UNFPA) for assessment and short-listing the applications received.
- The contractor, in consultation with UNFPA, will be responsible for constituting the interview panel, finalizing of dates, arranging a venue and conducting the tests/interviews.
- The contractor may also be required to conduct preliminary interviews/written tests and preparing a shortlist of applications received, whenever required.
- The contractor will submit 6-9 candidates per post to be interviewed by UNFPA.



- The contractor will be responsible for processing of travel claims and facilitating reimbursement to the candidates appearing for the interview. These claims will be settled as per rates established by UNFPA from time to time.
- The contractor will be responsible for conducting reference checks for the candidates selected during the interview process. The reference check questionnaire will be developed in consultation with UNFPA.
- The contractor will prepare minutes of interview of each post for approval by UNFPA.
- The contractor will submit final report, indicating the process undertaken and final list of candidates selected for each post.

#### 4. Cost Breakdown

Description	Unit Cost
1. Updating of Terms of Reference/Job Description (ToR/JD) in consultation with UNFPA (Per ToR/JD)	
2. Preparing advertisement and assisting in wide distribution (per advertisement)	
3. Receiving applications and updating in Excel database of applications	
4. Criteria Setting (per JD)	
5. Assessment and short-listing/per application	
6. Organizing written tests, telephone interview/final interview and assessment (by email) per candidate	
7.	
8. Preliminary interviewing (per candidate/interview), if required	
9. Processing travel claims/reimbursement of fares to candidates appearing for interviews (per travel claim)	
10. Three reference checks (per candidate)	
11. Interview Reporting (separate report for each post and a final summary report)	

#### 5. Process and Methodology

The contractor will be guided by the UNFPA Human Resource Policy and the UNDP HR policy whenever needed.

#### 6. Field Visit

The contract may be required to conduct field visit, if needed. These claims will be settled as per rates established by UN/UNFPA Nepal from time to time.

#### 7. Reporting

The contractor will prepare and submit minutes of interview of each post for approval by UNFPA. The contractor will also submit the final report, indicating the process taken and final list of candidates selected for each post.

#### 8. Payment

The payment schedule will be based on the established UNFPA service contract guidelines, rules and regulations.