

TERMS OF REFERENCE/ SCOPE OF WORK

Project Title:	HR consultancy for capacity strengthening of local partner organizations
Project Location:	Yangon
RFP launch date	10th May 2024
TOR clarification date	14th May 2024 at (10:00AM to 11:00AM) See meeting link in submission of offer clause)
Deadline for submission of application	17th May 2024

Background

We are Plan International; we work with children and girls in over 80 countries to help create a world where we are all equal. We work together with children, young people, supporters and partners to strive for a just world, where we are all equal. To do that we tackle the root causes of the challenges and inequalities that children and young girls face. We're there for children from birth until adulthood and we enable children to prepare for and respond to crises and adversity.

A. Objectives

PIM is seeking to recruit "The consultant/consultancy firm" with extensive experience and qualifications in HR management and Organization Development for the following purpose;

- To develop the standard package of HR related policy and related tools, templates and forms in line with the employment law and HR best practices which are intended for PIM's local partner organizations
- To provide capacity strengthening to staffs from local partner organizations on developed policy and procedures enabling them to establish the effective HR management system

B. Deliverables

(1) Comprehensive HR policy and detailed step by step procedures in English and Myanmar language in accordance with the in-country employment law and Plan International Myanmar's required standards for local partner organizations with related tools and templates involving the following sessions;

- Organization Structure, Hierarchy, Job Grading, preparation of Job Descriptions
- Compensation and Benefits system (Job evaluation tool, Market survey and Salary reference tool, Salary Grid – Range, Yearly increment system)
- Recruitment and selection process for staffs and volunteers
- Contracting, induction and onboarding procedures including samples of contract templates
- Working hours and leave entitlements
- Salary payments (Payday, Payroll disbursement, Payment Method, Deductions, withholdings, Advance payroll etc.)
- Benefits and Allowances (Bonus, 13th month, Gratuity etc. including definition and payment methods)
- Overtime calculation and payments

- Performance Appraisal System
- Contract termination and Separation Procedures (Voluntary, Involuntary and Disciplinary Process)
- Staff learning and development
- Inclusion of ethical standards and principles which may involve code of conducts, anti- fraud and anti-corruption, conflict of interest, gender equality and inclusion etc.
- Incident Management and complaint handling procedures on misconduct including whistle blowing and investigation procedures

(2) Facilitation of a participatory workshop for capacity strengthening of the selected local partner organizations on the developed policy and procedures enabling them to improve their own policy and procedures.

D. Scope of Work

The consultant/consultancy firm will work closely with Director of HR and Administration, Risk and Compliance Manager and Partnership Support Coordinator to produce the above-mentioned deliverables.

The draft policy and tools and templates produced by the consultant will be reviewed by the PIM HR and compliance team and the consultant will finalize on the provided feedback and comments. Afterwards, the consultant will require to hold a workshop with PIM’s selected local partner organizations to facilitate them to obtain understanding on these developed outputs and enable them set up their effective HR system.

E. Project Schedule

The consultant/firm is expected to work from second week of May to last week of June 2024 as per following tentative schedules.

Responsibilities of consultancy	Tentative timelines	No. of working days
Drafting HR policy and related tools and templates in English	20 th May – 31 st May 2024	10 days
Finalizing HR policy, tools and templates in English based on the comments and feedbacks from HR and compliance team from PIM	3 rd June – 7 th June 2024	5 days
Translating of the policy, tools and procedures to Myanmar language	10 th June -14 th June 2024	5 days
Facilitating a workshop the staffs of selected PIM’s local partner organizations on the developed policy, procedures, tools and templates enabling them to improve their HR policy and procedures and reviewing the draft policy of the partner organizations	17 th June -28 th June 2024	3 days per local partner (estimated no. is three local partners)

F. Project Management

The billing for the consultancy work will be as follows tentatively;

- First payment of 40% on signing the agreement, second payment of 40% on the completion of the final HR policy, tools and templates in English and Myanmar language and final 20% on completion of the workshop with the local partners will be made.

The consultant/firms should have the following qualifications and experience;

- Have a degree or relevant qualification in HR Management and Organizational Development
- Experience in developing the HR related policies and manuals for local and international NGOs in accordance with Myanmar employment law
- Capacity building on the HR management and facilitation/coaching experience on the organizations for their organizational capacity improvement
- Fluency in verbal and written English and Myanmar language

The consultants/ firms should provide the following documents;

- Proposal outlining the proposed processes/methodologies, detailed deliverables and timelines
- CV of the consultants detailing their qualifications and experience related to the announced consultancy service
- List of the organizations and the related supports on HR and Organizational Development
- Expected consultancy fee in MMK and proposed payment schedule ***(please mention separately the detailed breakdown for deliverable 1 and 2).***

G. Safeguarding and Prevention Sexual Harassment, Exploitation and Abuse

Plan International is committed to creating a safe environment for children and programme participants, including promoting child and programme participant safe practices, approaches, interventions and environments which respect, recognize and respond to the specific safeguarding needs and the different protection risks faced by children and programme participants based on their gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion.

Consultancy Service has been obliged to sign off Global Safeguarding, PSHEA Policy, Code of Conduct, Data Privacy Policy and Data Handling Procedure. He/she acquires a sound knowledge of Plan's safeguarding procedures and ensures that all activities are carried out in line with Plan's policies including content of illustrations, and process are not to be put at risk to all Children and Programme Participants, and respected and protected their dignity, rights, and safety.

H. Submission of offers

Please send your application to Plan International <Myanmar.Procurement@Plan-international.org> by **17th May 2024** > referencing **“HR consultancy for capacity strengthening of local partner organizations.”**

Interested service providers are encouraging to contact above email address for their interest.

a) To contact for expression of interest to above email is 13th May 2024 with CV or business profile.

b) ToR clarification meeting will conduct with interested service provider on 14th May 2024 via MS team at 10:00AM to 11:00AM.

Meeting link : [Join the meeting now](#)

Meeting ID: 369 145 685 133

Passcode: TEyu7N

a) Deadline for financial proposal submission: 17th May 2024, 17: 00 PM.

I. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.

Plan International, at its sole discretion, will select the successful supplier.

Plan international shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier.

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world. Plan International may award multiple contracts and all contracts will be non-exclusive.

J. Clarifications

The onus is on the invited individual/companies to ensure that its offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFP, please email: <Myanmar.Procurement@Plan-international.org>

Thank you for your proposal

