

TERMS OF REFERENCE

Review of National Staff handbook and Terms of Employment

DRC South Sudan

October to December 2018

1. CONTEXT AND BACKGROUND TO THE PROJECT

The Danish Refugee Council (DRC) and Danish Demining Group (DDG) is a humanitarian, non-governmental, non-profit organization founded in 1956 that works in more than 30 countries through-out the world, including South Sudan. DRC/DDG fulfils its mandate by providing direct assistance to conflict-affected populations, including refugees, internally displaced people and host communities.

DRC DDG is committed to ensure that its National Staff policies are up to date and compliant with the Labour Law of South Sudan and also maintaining good and best human resources practices of having up to date staff policy documents. The National staff handbook was last updated in 2014 and over the last few years, there have been many changes which have been implemented which need to be incorporated in the staff handbook. In addition, there is need to align the handbook with Regional Office for East Africa and Great Lakes HR policies as well as key aspects of the new Labour Law (2017) of South Sudan. Related to this, the national staff terms of employment need to be revised to reflect what is in the new staff handbook.

2. OBJECTIVES OF THE HR CONSULTANCY

This consultancy has two main objectives:

- Review of the following:
 - Current national staff handbook and its annexes and terms of employment for national staff,
 - South Sudan Labour Law and its application to DRC HR practices
 - East Africa Regional Office and Great Lakes HR policies
 - Current HR practices within the organization which are not incorporated in the handbook.
- Develop a revised Staff Handbook and Terms of Employment for DRC DDG National staff

3. METHODOLOGY

The methodology of the assignment will follow as per minimum requirement the following steps:

- The consultant will meet with the Country Director, DCD Operations, Head of HR and Administration and Deputy HR Manager to discuss the details of the consultancy

- The consultant will receive an in-depth induction on DRC's HR Management policies and procedures.
- Current National Staff handbook, Draft revised National Staff handbook and the National Staff terms of employment and other documents such as forms, Memos, SoPs, Regional Office handbook will be shared with the consultant, to ensure accurate understanding and appreciation of DRC HR practices.
- Based on the discussions, the consultant will propose a work plan.
- Once the consultant and HR & Management team have agreed on the proposed National Staff handbook and Terms of Employment, the green light will be provided to the consultant to proceed with the review and revision of the policy documents in close collaboration with the Head of HR and Administration.

4. DELIVERABLES

The consultant will be expected to deliver by the end of the assignment:

- Completed revised National Staff Handbook and its annexes
- Completed revised National Staff Terms of Employment

5. INTENDED USE OF THE HR POLICY DOCUMENTS

The HR Policy documents will be for the following purposes:

- All staff will be given these two documents which are an integral part of their contractual documents.
- The documents will be used as a guide by both staff and managers on matters related to human resources for national staff.
- DRC DGG will be complying with general organizational and audit best practices in terms of national staff human resources management by having up to date and compliant documents

6. PRACTICAL IMPLEMENTATION OF THE CONSULTANCY

Consultant's Roles and Responsibilities

- Establish working contacts and consultations with all relevant stakeholders, including DRC Legal Advisor, Ministry of Labour Service and Human Resource Development and Ministry of Finance.
- Conduct extensive review of the HR documents including
- Conduct consultative meetings with DRC senior management and HR team
- Ensure that the revised documents are aligned to South Sudan labour Law (2017) and DRC East Africa Regional HR Policies and Procedures
- Ensure all deliverables are finalized and handed over to the DCD Operations and Head of HR & Administration and relevant team members by the end of the assignment.
- Ensure proactiveness and flexibility to allow for changes to the system based on the feedback from the HR and Management team.

DRC Responsibilities

- Provide the consultant with all necessary documents, including HR National Staff Handbook (2014), draft revised national staff handbook, Terms of Employment, HR SoPs, HR forms and templates
- Avail themselves for consultations with the consultant
- Pay the required consultancy fee as indicated in the signed contract.
- Provide work space where consultant can work from when the need arises.

The terms and conditions of service will follow DRC/DDG terms of consultancies. Payment will be done according to the finance procedures of DRC/DDG.

7. REPORTING ARRANGEMENTS

For day-to-day operations the consultant will report to DRC South Sudan Head of HR & Administration and Deputy Country Director-Operations or their appointed delegate. The consultant will be required to provide weekly updates on progress and challenges encountered or when requested by the aforementioned.

8. EXPECTED PROFILE OF CONSULTANT OR CONSULTANCY FIRM

- Bachelor's Degree and/or Masters in Law
- More than 5 years working in a senior legal role.
- Extensive knowledge of South Sudan Labour policies and practices is a pre-requisite and added advantage
- Extensive experience and proven work in developing HR policies and procedures
- Extensive and recommended experience in providing HR consultancy services to INGO sector and other sectors in South Sudan
- Excellent English writing, editing and spoken skills

9. TERMS & CONDITIONS

The consultant will be required to be in-country all throughout the consultancy period. The consultant may have his/her own team to work with and then they will entirely be under the jurisdiction of the consultant and at no time will DRC/DDG be held responsible for them.

10. GENERAL

DRC/DDG has a Humanitarian Accountability Framework, outlining its global accountability commitments. All staff are required to contribute to the achievement of this framework (<http://www.DRC/DDG.dk/HAF.4265.0.html>).

11. APPLICATION PROCESS

Interested applicants who meet the required profile and methodology are invited to submit an expression of interest and a preliminary proposal that includes:

- A suitability statement including CV of participating consultant(s) with details of qualifications and experience.
- Technical proposal that summarizes understanding of the TOR, methodology and tools to be used.
- Work-plan clearly indicating the activity schedule.
- Financial proposal providing cost estimates and consultancy fees.
- Contacts of three organizations that have recently contracted you to carry out similar assignment, ideally with sample works or links to online works done

Interested parties should forward the expression of interest, in English no later than **11 October 2018**.

If you have questions or are facing problems with the online application process,