

TERMS OF REFERENCE

Job Title: Human Resource Advisory Services Specialist

Reports to: Senior Management, UNDP

Duty Station: Home based and Yangon

Application Deadline: **15 November 2012**

Type of Contract: Individual Contract

Language required: English

Expected Duration of Assignment: 2 months (subject to extension if need arises)

A. BACKGROUND

Myanmar is at an historic stage in its development. A new Constitution was adopted in May 2008 and elections were held in November 2010 with bi-elections in April 2012. Parliament and governments have been formed at the national and region/state levels. A number of reforms have already been undertaken focusing on good governance, human rights and reaching cease-fire agreements in a number of conflict areas. These reforms are seen as positive steps, which have led to increasing engagement with the international community and allowed Executive Board of UNDP to lift mandate restrictions and to propose fully fledged UNDP country programme (to be approved by the Executive Board at its 1st regular session in January 2013).

Against this rapidly changing background, UNDP Myanmar is undergoing strategic repositioning and ramping up its capacities in order to effectively support national priorities of democratic Realignment and poverty reduction. After more than 20 years of working exclusively at the grassroots level through the Human Development Initiative, the draft country programme for Myanmar (2013-2015) envisages contributions towards strengthening democratic governance, provision of policy advice for poverty reduction, strengthening resilience against climate change and disaster risk reduction, and targeted support for strengthening institutions of local governance. In this context, UNDP Myanmar has been engaged in a realignment exercise to prepare itself for the new programme cycle of 2013 – 2017. The new office structure was finalised and endorsed by the CO Management, and there is a need of external advisory services to help the office to implement the newly realigned structure, therefore the office is looking for an HR Advisory Services Specialist.

In close collaboration with the Senior Management and other key stakeholders of the UNDP Myanmar Country Office, the selected HR Advisory Services Specialist will support the Senior Management Team in the planning and implementation of the human resources strategy, as per the approved Office Realignment Plan. The selected HR Advisory Services Specialist will prepare necessary guidance documents and staff communication notes, advice on actions and decisions to be taken, as well as recommend options and adjustments to the action plan, as required. The HR Advisory Services Specialist will observe the application of prevailing HR policies and procedures, ensuring due process throughout the implementation of HR activities in the change management process.

The selected HR Advisory Services Specialist will have regular meetings with the Senior Management Team to ensure the Management involvement and decision making for the timely implementation of the HR processes. The HR Advisory Services Specialist will liaise with the Office of Human Resources of UNDP as necessary to ensure compliance with corporate standards and related advice, as necessary.

B. KEY OUTPUTS OF THE ADVISORY SERVICES SPECIALIST

1. Provide **sound advice to senior management on prevailing HR policies and procedures**, feeding into the design and implementation of the Change management process, focusing in the

following results:

- ❑ Promotes understanding of and compliance with UNDP HR policies and procedures related to corporate realignment process, ensuring due process is followed throughout (transparency, order or retention, etc);
 - ❑ Informs management and staff on the relevant HR related aspects as related to the implementation of the CO Realignment Plan;
 - ❑ Clarifies the roles and responsibilities of Senior Management, Staff Association, HR Advisory Services, staff, etc; and
 - ❑ Recommends options related to team building and training activities.
2. **Review/prepare Job Descriptions for all positions in the Realignment Plan** with reference to the CPD and CPAP
- ❑ Reviews/prepares Job Descriptions of all posts proposed and approved under the new structure of the office in consultation with the management, ensures they are in line with standard requirements
3. **Design a detailed implementation plan** based on the draft plan annexed to the approved Implementation Plan focusing on achieving the following results:
- ❑ Prepares a guidance note for job matching implementation – key criteria, implementation schedule, management/oversight, communication to key stakeholders;
 - ❑ Develops alternative methodology with suitable guidance note (as above) where job matching is not a viable selection strategy.
4. **Hands-on facilitation of the Job matching and Job fair processes**, supporting Senior Management in the overall implementation of the HR plan, focusing on the following results:
- ❑ Effective implementation of the Job matching and Job fair processes as per the approved schedule, steps and provisions stated in the CO guidance note;
 - ❑ Oversees the assessment and selection of candidates;
 - ❑ Participates in interview panels (where applicable) as facilitator and record-keeper (non-voting);
 - ❑ Ensures a transparent and competitive recruitment process in compliance with corporate HR policies and guidelines;
 - ❑ Compiles and drafts the necessary minutes and forms, ensuring adequate documentation of the HR process;
 - ❑ Liaises with the relevant OHR and HQ units, as needed; and
 - ❑ Supports the pro-active implementation of the change communications plan informing and involving the entire office staff in the change process.
5. Ensures **facilitation of knowledge building and knowledge sharing** within the CO and to the UNDP network focusing on achievement of the following results:
- ❑ Synthesis of lessons learnt and best practices in change management;
 - ❑ Sound contributions to the change management community of practice (MPN);
 - ❑ Contributions to the Toolkit for Managing Change on elements of the change project e.g. sharing of UNDP Examples, development of new tools etc.

C. TIME FRAME

The work programme shall be for a period of two months. Proposed Offeror may be prepared for a possible extension of contract should the work programme/client's needs require an extension.

D. TECHNICAL PROPOSAL

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The contents should include:

- Experience in similar and relevant skill or expertise of key personnel
- Previous relevant UNDP projects or UN or similar or equivalent organizations

(b) Proposed methodology (to address Terms of Reference presented)

The contents should include:

- Methodology and Approach with understanding and clarity
- Concepts with relevant details
- Schedule, planning and allocation of Resources
- Clear deliverables and milestones.

(c) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. The contents should include:

- CVs (UN P-11) of the key personnel to perform this task, with Qualifications in terms of education, consultancy, specializations and other relevant requirement.
- Key Technical Skills related to project scope
- Previous UNDP or equivalent similar organization/staff performance appraisal
- References

E. RESPONSIBILITIES AND QUALIFICATIONS OF THE HUMAN RESOURCE ADVISORY SPECIALIST

Qualifications

The service provider should possess

- experience with recruitment exercises of characteristics outlines above,
- good knowledge of the corporate approach to change management and the prevailing HR policies and procedures
- most importantly, be a strong facilitator with excellent communication skills (both oral and written), and an ability to engage and gain staff confidence.

Experience in the usage of computers and basic office software packages (MS Word, Excel, etc), advanced knowledge of other software packages (MS Project, Visio) an advantage.

Proficiency in English – spoken and written.

Responsibilities

- The selected consultant will be responsible to the UNDP Myanmar Senior Management to deliver on agreed outputs as mentioned above on agreed timelines and as detailed during periodic briefings during the progress of the change management process.

F. How to Apply

Interested and qualified bidders should provide the following support documents to prove qualifications, experience and competency to undertake the assignment.

- CV and supporting documents as proof of qualifications including

- Contact numbers of two non-related referees
- Financial Proposal should be on lump sum basis of a 2 month engagement; this should include in-country costs, consultancy fees, admin costs etc.

Please duly fill the below financial model

Lump Sum Fee	USD ;----- (in words;
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Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification by UNDP Senior Management of same. The applicant must factor in all possible costs in the lump sum. The UNDP will only pay Daily Subsistence Allowance (DSA) for any travel outside of the duty station (Yangon) upon prior recommendation and approval by the Senior Management. No other costs other than what has been quoted as lump sum will be reimbursed.

G. Deadline for Submission

Deadline is COB 15 November 2012 and the application must be emailed to the following:

Registry Myanmar <registry.mm@undp.org>