

Terms of reference



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GENERAL INFORMATION

Title: Talent Management Support Consultant

Project Name: Human Resources

Reports to: UNDP Indonesia HR Associate

Duty Station: Home Based- Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 125 working days-6 months from December 2020 to May 2021

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
1	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☐ partial (explain): The contractor will be based in Jakarta during his/her consultancy. No requirement for daily attendance at the Project Office, however to be available for any meeting requested by the supervisor and ability to visit counterparts during interview and facts findings.

☐ intermittent (explain):

☒ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☒ Yes ☐ No

Equipment (laptop etc.): ☒ Yes ☐ No

Secretarial Services ☒ Yes ☐ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

I. BACKGROUND

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in two key areas of development. Governance Reform, Regional Development and Poverty Reduction, and Environment Management, with the overarching aim of improving human development in Indonesia. Besides the two priority areas, UNDP Indonesia is also engaged in a variety of cross cutting initiatives focused on SDG, climate change, gender equality and technology for development.

Under the overall guidance of Human Resources Unit (HR Associate), the Consultant will provide services in several administration services ensuring the effective and transparent utilization of human resources and integrity of human resources services. The Consultant promotes a client oriented approach consistent with UNDP rules and regulations.

The Consultant works in close collaboration with the Management Support and Business Development, Programme and Operations teams in the CO and UNDP HQ for resolving complex programme and operations – related issues. The Consultant may supervise and lead support staff as assigned by the HR Associate, Deputy Country Director (Programme) and/or Country Director.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work and Methodology

National consultant will provide:

- 1) Effective scheduling and facilitation of interview and written test processes
- 2) Completed and updated recruitment files
- 3) Completed and updated internship documents and database
- 4) Proper filing for personnel files and other HR documents
- 5) Effective logistical support of training activities
- 6) Effective support in letter administration

To assist with the administrative and coordination work for recruitment activities

- Provide support to recruitment activities;
- Assist in uploading vacancy announcements
- Schedule and liaise with candidates in the recruitment processes, including testing and interview;
- Arrange venues and facilities for the test and interview.
- Draft interview reports
- Conduct reference checking process

To assist with administration and coordination work for internship management

- Provide support to recruitment of interns
- Liaise with internship candidates to ensure completion of required documents
- Update internship database
- Provide support in collecting interns absence record cards on monthly basis
- Draft internship certificates upon completion of internships

To clean up the filing system and arrange HR files

- Maintain proper filing system for HR records and documents;
- Support HR team with other ad hoc archiving tasks/database update as requested.

To provide general HR related support:

- Draft a variety of letters for visa, employment certificates, and other purpose as requested;
- Provide support to training activities
- Provide support to absence management
- Support other/ad hoc activities as seen relevant and needed.

III. WORKING ARRANGEMENTS**Duration of the Work**

125 working days within 6 Months, December 2020– May 2021

Deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required <small>(Indicate designation of person who will review output and confirm acceptance)</small>
1st Deliverables: <ul style="list-style-type: none">• Written test & Interview arrangement for at least 3 recruitments for Environment Unit• Prepare DRAFT Interview reports• Upload vacancy announcements in Kalibrr for Environment Unit	22 Worked days	Nov 2020	HR Team
2nd Deliverables : <ul style="list-style-type: none">• Filing management for leave• Support training activities• Written test & Interview arrangement for at least 3 recruitments for Environment Unit• Updating internship	21 Worked days	Dec 2020	HR Team

database				
3rd Deliverables : <ul style="list-style-type: none"> Collecting Absence Record Cards Upload vacancies in Kalibrr for Environment Unit Reference checking process Facilitating Internship recruitment, entrance and exit procedures 	20 Worked Days	January 2021	HR Team	
4th Deliverables <ul style="list-style-type: none"> Written test & Interview arrangement for at least 3 recruitments for Environment Unit DRAFT Interview reports for recruitments Filing management of HR records Upload position management requests in the GSSU platform 	20 Worked Days	February 2021	HR Team	
5th Deliverable : <ul style="list-style-type: none"> Reference checking process Upload vacancies in Kalibrr for Environment Unit Letter administration 	20 Worked Days	March 2021	HR Team	
6th Deliverable : <ul style="list-style-type: none"> Written test & Interview arrangement for at least 3 recruitments for Environment Unit DRAFT Interview reports 	22 Worked Days	April 2021	HR Team	

for recruitments <ul style="list-style-type: none"> • Reference checking process • Facilitation of training activities 			
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Duty Station

The contractor will do office base working arrangement during his/her consultancy. It's requirement to attend daily to the office in Jakarta.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic and Work Qualifications:

1. Graduate from High School is mandatory. Bachelor's degree in Human Resources, Business Administration, Psychology, Public Administration or equivalent is preferable
2. High School with 3 years of experience, Bachelor's Degree with at least 6 months working experience
3. Knowledge and a proficient user of Microsoft Office productivity tools
4. Experience working in supporting recruitment and personnel administration.
5. Familiar with UN/UNDP procedure would be preferable

Competencies and special skills requirement:

1. Demonstrated keen interest in the work of the UN
2. Good analytical skills in gathering and consolidating data for practical implementation;
3. Outgoing and initiative-taking person with a goal oriented mind-set;
4. Communicates effectively when working in teams and independently;
5. Good in organizing and structuring various tasks and responsibilities;
6. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
7. Responds positively to feedback and differing points of view;

V. EVALUATION METHOD AND CRITERIA

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	70%	70
1. Graduate from High School is mandatory. Bachelor's degree in Human Resources, Business Administration, Psychology, Public Administration or equivalent is preferable	10%	15
	15%	15
2. High School with 3 years of experience, Bachelor's Degree with at least 6 months working experience	15 %	15
3. Experience working in supporting recruitment and personnel administration.	15 %	15
4. Familiar with UN/UNDP procedure	15%	10
Criteria B: Brief Description of Approach to Assignment.	30%	30
1. Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.	10	10
2. Important aspect of the task addressed clearly and detailed.	10	10
3. Logical, realistic planning for efficient project implementation.	10	10
Criteria C: Further Assessment by Interview (if any)	-	-