



TERMS OF REFERENCE FOR THE PROVISION OF HUMAN RESOURCE CONSULTANCY SERVICES TO SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION (SAADO)

1. BACKGROUND:

Smile Again Africa Development Organization (SAADO) was founded in 2011. Registered with South Sudan ministry of Justice (1158) as a national non-profit organization that aims to promote social cohesion among the communities in South Sudan and empowers them to fight poverty. As our motto states, it is an obligation for the youth of South Sudan to build a strong coalition and fight a bloodless war against poverty. SAADO is a vehicle through which ideas, expertise, and experiences are channeled. Our conscience commits us to the creation of better access to basic human needs through economic empowerment and the recognition of vulnerable groups—women and children. We do this in way that is very simple. We consider everyone as an actor in the process of community empowerment, helping to enhance food security and livelihoods, access to quality health services and nutrition, access to quality education, and, in creating peaceful co-existence within and among communities. Above all, SAADO cherishes principles of human rights and dignity.

2. SCOPE OF WORK

2.1 Overall Objectives

- a) Undertake a job grading, salary structure and review of the organization structure with a view to maintaining internal equity and external competitiveness in its pay structure.
- b) Establish an ideal Staff Performance Management System for SAADO.
- c) Review and recommend updates on Human Resource Policy based on the above.
- d) Develop Minimum Operation Standard (MOS) and Standard Operating Procedures (SOP) for Human Resources Department.
- e) Training Human Resources Department Staff on HR Related issues.

2.2 Specific Objectives

The Consultant shall carry out the feasibility study to a high standard in a professional manner and in accordance with the provisions of its expression of interest. The services will aim at achieving the following specific objectives;



- a) Conducting a job analysis and evaluation exercise, review existing job roles and competencies required to effectively manage them.
- b) Prepare and update job descriptions
- c) Analyze all jobs in the organization with a view to placing staff in proper positions in the organization vis-a-vis the organization's strategic plan.
- d) Harmonize internal salary inequities and design a robust grading structure, which has the capability to attract and retain competent staff.
- e) Design and recommend an externally competitive pay and benefits structure for the organization.
- f) Design and recommend an internally equitable grading structure and come up with optimum/appropriate grades in the management structure of SAADO.
- g) Review the organization structure in line with SAADO strategic plan
- h) Establish an ideal and acceptable Staff Performance Management System
- i) Review and recommend updates on Human Resource Policy based on the above.
- j) Train Human Resources staff on the processes and systems developed and in the use of the various documentation that will have been developed in the course of the review.

2.3 Execution of the Human Resource Consultancy Agreement

The execution will be as follows:

- Assignments are to be performed in accordance with the high standards of professionalism.
- The execution of this assignment shall be in accordance with the instructions the bidder will get from the client.
- In carrying out the work, the successful bidder must ensure their staff maintains their objectivity by remaining independent of the activities they review.

2.4 Location of services

The required service will be rendered at the Head Office in Juba, South Sudan as situated off Gudele Road, opposite Antipas Pharmacy, Munuki Block C, Plot no. 274.

3. TECHNICAL REQUIREMENTS

Thorough research must be conducted for benchmarking purposes and estimation of overall hours by the organization inviting tenders, the overall hours should be the basis for evaluation of the following in the bidding process:

- 3.1 Explanation of the approach to performing the consultancy work, including the methodology, nature, timing and extent of the procedures to be performed;
- 3.2 Demonstration of experience and expertise of HR Consultancy with non-governmental organizations;
- 3.3 Providing an activity plan (project plan) of actions to achieve the objectives of the HR Consultancy function, specifying budgeted hours, timelines and sequence for its procedure and level of staff to be assigned;
- 3.4 Incorporating CV's of the proposed professional staff of the core management team proposed for the engagement and the authorized representative submitting the proposal. Key information should include the position of the individual in the company, the role that the individual will have in the engagement, number of years' experience, all tertiary and professional qualifications, professional memberships, experience, and degree of responsibility held in various assignments during the last three (3) years. CVs must be maximum one (1) page per staff member.
- 3.5 Proof of experience in performing HR Consultancy services: list current and past clients where the bidder carried out HR Consultancy assignments along with the name of the organization, contact person, designation, contact number, nature of the consultancy services and length of the appointment for at least five (5) non-governmental organizations where you have rendered HR Consultancy services in the last three (3) years.
- 3.6 Proposals must remain valid from the submission date. SAADO will make its best effort to complete negotiations within this period. If the Proposal validity period of 30 days is extended, bidders have the right to withdraw their Proposals.

4. EVALUATION CRITERIA

Proposals will be evaluated in two parts. The technical proposal shall bear 60% of the total marks while the financial proposal shall bear 40% of the total marks.



- Proposals should make clear about the relevant skills, experience and capacity of the participant, in respect of this particular TOR.
- Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the TOR.
- Proposals should clearly indicate whether or not bid participants have the capacity to meet the requirements of the TOR.

5. PAYMENT DETAILS

Payment will be in accordance with a detailed budget breakdown as submitted through the proposal, and invoices will be expected from the consultant prior to payment.

6. SUBMISSIONS

The Executive Director,
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