



Terms of Reference

ToR/RN01012-03.01.02/REVISION OF MID-P HR MANUAL/2022 Consultancy for the Revision of MID-P's Human Resource Compensation Structure in the Organizational HR Manual

Rural Agency for Community Development and Assistance (RACIDA) in Collaboration with Merti Integrated Development Programme (MID-P) and the Johanniter International Assistance (JIA)

Synopsis of the Consultancy Opportunity (Individual Consultant / Registered firm)

Solicitation Reference No.	ToR/RN01012-03.01.02/Revision of MID-P HR Manual/2022
Title of Solicitation	Consultancy for the Revision of MID-P's Human Resource Compensation Structure in the Organizational HR Manual
Issuing Office & Address	Rural Agency for Community Development and Assistance (RACIDA) Website: www.racida.org
Point of contact for clarifications, questions and amendments	RACIDA Procurement, Procurement@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA Procurement, Procurement@racida.org
Solicitation Issue Date	27 th June 2022
Deadline for Submission of Proposals	8 th July 2022, 11:59 PM EAT
Anticipated Award Type	Consultancy Agreement
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information</p> <p>Mandatory Eligibility Requirement</p> <ol style="list-style-type: none"> Must be an Individual/ Registered firm consultant Must submit CV of Key Personnel If applying as a firm, the consultant must provide certificate of Incorporation/ Business Registration The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution. The consultant must submit a valid tax compliance certificate (whether applying as a firm or an individual) <p>Technical Evaluation Criteria</p> <ol style="list-style-type: none"> Consultant Academic and Professional Qualification-20% Consultant's Prior Work Experience- 35% Methodology/Approach- 35% Language and analytical skills -10% <p>NB. The minimum technical score shall be 75%. There will be no financial negotiations, as per The German Federal Ministry for Economic Cooperation and Development (BMZ) guidelines.</p>

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1. Background and Rationale

Kenya is subject to recurrent, cyclical, and erratic disasters characterized as natural (climatological, hydrological, biological, and the like) or man-made (technological, social, chemical, and the like). When disasters occur in Kenya, local actors are the first to respond. However, these local actors are undermined by gaps and shortcomings within the Kenya Disaster Response System.

As such, Johanniter International Assistance (JIA), and three local NGO first responders i.e. The Rural Agency for Community Development and Assistance (RACIDA), St. Johns Ambulance of Kenya, and Merti-Integrated Development Programme (MID-P) (hereafter referred to as the consortium members) – commissioned a systemic analysis of Kenya's Disaster Response System to identify key areas for investment and capacity building. The analysis revealed several categories of barriers that hinder effective service delivery by first responders in Kenya, which relate to policy, legal and institutional frameworks, structures and systems, resources and community/public awareness.

Based on these gaps, the consortium is planning to invest to strengthen the capacity of national first responders' partners to accomplish the following:

- a) increase their technical capacity
- b) b) improve their in-country fundraising capacity for timely intervention
- c) c) increase their public recognition and accountability
- d) d) share and develop the "Knowledge Products" of first responders, i.e. share and document best practices to better learn from successes and failures.

The project will coordinate their activities with other actors such as the Police, County Steering Committees, the Northern Frontier Alliance in ASAL, etc. to avoid duplication, exploit synergies and ensure the transmission of relevant information.

The direct beneficiaries of the project are staff of the three consortium members, whose technical, advocacy and fundraising capacities will be strengthened, as well as selected members of the County/National ASAL Forums and the County Steering Group.

As per the proposal, the consortium members have selected governance as the capacity area to be strengthened in the first year of implementation. MID-P's identified area for investment is to improve its compensation structure. Specifically, MID-P seeks to develop a compensation structure that is competitive with its peer organizations and a salary scale. This guidance and salary scale are envisioned to be implemented as a new chapter and annex within the MID-P HR Manual. Therefore, the consultancy requires an addition to the existing HR Manual and a review of the MID-P HR Manual since its last review was in 2017.

2. Board Council Member's Induction Consultancy Objectives.

2.1 Overall Objective

Review MID-P's Human Resource (HR) Manual and Develop a new salary compensation structure within MID-P's HR Manual, with a salary scale annex and a policy for providing staff gratuity and compensation.

3. Duration of Assignment

The consultant should be available to start work in 18th July 2022, and should plan on completing the assignment within seven working days.

3.1 Obligations

3.1.1 Obligations of the Consultant

- Give leadership to the MID-P HR Manual review and developing of new Salary compensation Structure.
- Conduct the consultancy as per agreements in TOR, and contract, and if modifications are necessary, bring to the attention of the Program Manager before making any changes.
- Report on a timely basis as per the TOR and the contract agreement
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- Declare any possible conflict of interest before signing the contract.
- Cater for his/her transport to the training venue.
- Organize for his/her own accommodation and cater for other expenses they may likely to incur during the assignment.
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3.1.2 4. Obligations of MID-P

Deliverables

- Make sure the Consultant is provided with the necessary and required resources i.e. the project documents- existing HR Manual, reports and any other that the consultant may need.
- Monitor the daily work of the consultant and bring to the attention of the consultant /MID-P any concerns that may arise
- Provide technical oversight in the review of all deliverables.
- Provide timely comments on the draft report and approving the final HR Manual for payment.

The consultant' will be required of the following but not limited to;

- i. An inception report that details the methodology to be undertaken and the approach that the consultant will employ.
- ii. Review of secondary data etc??
- iii. Revised Portion of the HR Manual with the following:
 - a. New Chapter for providing staff gratuity and employee compensation.
 - b. A salary scale as an annex.
 - c.
- iv. Final report detailing changes made and accomplishments of the consultancy.
- v. Approved HR manual signed and validated by MID-P board.

5. Qualifications and Experience of Consultant

The independent consultant/consultancy firm must demonstrate experience and expertise as follows:

- i. Master's degree in Business Administration, Human resources management, financial management, governance or other areas of relevance to this consultancy.
- ii. Should understand the labour laws in Kenya and prior experience in HR manual development and review. Belonging to a HR professional body will be an added advantage.
- iii. Understanding complex governance issues and show how he/she have helped clients navigate a change in governance structure.
- iv. Evidence of developing effective systems including all governance documents, policies and processes for decision making and monitoring and executing trainings on the same.
- v. Consultant must be able to communicate effectively with boards and management in addressing governance issues.

6. Application requirement

- i. Technical proposal detailing understanding of the task, proposed methodologies of the consultancy, expected activities and deliverables (Must be submitted in PDF format).
- ii. Financial proposal submitted in KES and not any other currency. The financial proposal should indicate only the professional fees as well as any applicable taxes. Please note that RACIDA / MID-P is not in a position to negotiate, due to the regulations stipulated by the donor, therefore, RACIDA recommends that the applicant submits a financial proposal without expectations of negotiations. (Must be submitted in PDF format).**
- iii. Detailed CVs of all professional(s) who will work on the Consultancy Assignment.
- iv. If applying as a firm, the consultant must provide Certificate of Incorporation/Business Registration
- v. The consultant must submit a valid tax compliance certificate (whether applying as a firm or an individual).
- vi. The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution.
- vii. Professional references: Please provide at least 3 references from your previous clients and full contact details of the referees.

7. Evaluation Criteria:

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Lead consultant have a Master's degree in Business Administration, Human Resources management, financial management, governance or other areas of relevance to this consultancy. Belonging to the relevant professional HR bodies in Kenya.	20%
Consultant Prior Work Experience	<ul style="list-style-type: none"> i. Understanding complex governance issues and show how he/she have helped clients navigate a change in governance structure. ii. Should understands the labour laws in Kenya and prior experience in HR manual development and review. Belonging to a HR professional body will be an added advantage. iii. Evidence of developing effective systems including all governance documents, policies and processes for decision making and monitoring. iv. 3 relevant referees together with previous works/task undertaken relevant to this TOR 	35%
Methodology/Approach	<p>Understanding of the terms of reference that includes:</p> <ul style="list-style-type: none"> i. Outline of methodology and approach of implementing this assignment. ii. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation. iii. Sample of at least of 3 knowledge products developed and disseminated that are relevant to the assignment. iv. Detailed financial proposal and budget breakdown based on expected daily rates and initial work plan. The budget should be inclusive of all costs required to complete the activities, such as accommodation, printing, airtime, transport? <p>Technical Proposal Maximum 15 pages</p>	35%
Language and analytical skills	<ul style="list-style-type: none"> i. Fluency in English is mandatory. ii. Designing training plans and modules based on individual and organizational needs iii. Excellent interpersonal and communication skills, including the ability to communicate and work with a wide range of stakeholders in a participatory, respectful, collaborative manner, and to enhance effective work. iv. Commitment to team building and a consensus-led approach to work. 	10%

Only consultants scoring 75% or above will be invited to participate in the next round of procurement: presentation of technical bids.

Application procedure

Please send in a short but detailed technical and cost proposal in Kenya Shillings with an itemized budget and the proposed timeframe in response to the above scope and intended deliverables to procurement@racida.org. The email submission should have the words “**Consultancy for the Revision of MID-P’s HR Compensation Structure**” as the subject line of your email response by **8th July 2022, 11:59 PM East Africa Time**.