

Position Title: Human Resources (HR) Expert Consultant

Timeframe: April 2020; Estimated seven total consultant days

Assigned Unit/Team: Global Support Unit

Coordinator: Operations Coordinator, Finance Manager

Position Location: Remote

Deadline to apply: 10 April 2020

Overview: This scope of work outlines the Human Resources (HR) Expert Consultancy with the Center for Operational Analysis and Research (COAR). The HR Expert will refine and realign COAR's existing policies, procedures, and tools, based on donor/client compliance requirements, best international practices, and organizational need. The main objective of the HR Expert will be to provide a streamlined, flexible HR system to be handed over and implemented by the relevant COAR stakeholders and personnel. This consultancy is expected to last approximately five days in total.

About COAR: COAR is an operational think tank that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- To improve COAR's internal HR policies, procedures, and tools;
- To ensure all HR policies adhere to international 'best practices' and in compliance with COAR's primary donors and clients;
- To ensure flexibility, adaptability, and ease of use in relation to HR policies, procedures, and tools;
- To ensure COAR's HR policies, procedures, and templates are fair, equitable, and justifiable.

Responsibilities and Deliverables

The HR Expert Consultant will:

- Review all of COAR's extant HR policies, procedures, and tools, to include (but not limited to) recruitment, pay scale, benefits, contracting, personnel filing, code of conduct etc.;
- Ensure COAR's extant HR policies, procedures, and tools are compliant with donor/client requirements;
- Draft new policies, procedures, and tools/templates (see deliverables below) emphasizing donor/client compliance, organizational need, and flexibility/ease-of-use;
- Conduct one two-hour presentation of HR policies and procedures to COAR project managers to ensure an understanding and adherence;
- Develop a uniform policy for consultant contracting and compensation;
- Develop a model for the distribution of additional compensation and benefits based on performance factors, qualifications, vested time with the organization, etc.
- Work in a committed, professional manner with consistency, integrity, and confidentiality.

Final deliverables include:

- **HR Report:** A short document outlining COAR's HR-related strengths and vulnerabilities (as related to donor/client compliance and best practices), suggestions to streamline HR policies/procedures/tools, salary scale per industry standards (informed by comparables and

industry standards related to specific positions and requisite experience) and any additional recommendations. This document should justify the proposed deliverables below. (~ 2-5 pages);

- **HR Policy:** Develop succinct, streamlined, and compliant HR policy that includes; recruitment practices; salary scale (based on position and qualifications); non-salary benefits (to include compliance-related questions for staff benefits); required HR documentation (to include timesheets), performance evaluations, pay adjustments/termination, a framework to categorize employees/consultants to inform eligibility for additional compensation and benefits, organizational modifications, approval authority matrix, etc. (~ 3-5 pages);
- **HR SoPs:** A clear, concise set of standard operating procedures including (but not limited to) recruitment, personnel contracting, onboarding, paid leave requests, performance reviews, personnel advancement/termination, offboarding, etc. (~ 2-4 Pages);
- **HR Tools/Templates:** Standardized templates to document HR-related decision-making and approval process, aligned with the proposed HR policy/SoPs above. To include (but not limited to) HR initiation form (position approval, recruitment report, and contracting form); paid leave request/approval, personnel modification report (contract renewal, payment increase, promotions, termination, etc), paid leave tracker tool, etc (~ 1-3 pages each);
- **HR Presentation/Training:** A remote-based presentation of all changes and additions to COAR's HR system, to include a Q&A and troubleshooting/feedback session. HR Expert to incorporate any changes agreed upon into the deliverables listed above. (No more than one to two hours).

Qualifications and Experience

The ideal candidate for the HR Expert will have:

- Seven to ten years of experience managing human resources for a donor government-funded organization, such as a research organization, think tank, international NGO, etc;
- Bachelor's degree in Human Resources, business administration, or a related field. MBA, MSc, or a related master's degree an advantage;
- A minimum of five years experience and In-depth, demonstrable working knowledge of donor government compliance and general conditions related to human resources for both service contracts and grants (specifically, but not limited to, the European Commission, UKaid, Sida, etc);
- Experience in HR consulting for donor government-funded organizations, including for- and non-profit entities;
- Expert understanding and implementation of best HR practices, including HR systems and metrics;
- Demonstrable experience designing low-cost, easy-to-use human resource tools using applications such as Microsoft Office, Google Docs, and Adobe Acrobat;
- Excellent written and verbal (English) communication skills;
- Demonstrated ability and/or willingness to work independently, under tight deadlines;
- Commitment to discretion and confidentiality.

To apply for this position, please send your **C.V., letter of motivation, proposed day rate, and proposed number of days to complete the deliverables** outlined above to hr@coar-global.org with 'HR Expert Consultant' in the subject line.