

TERMS OF REFERENCE (ToR)

Human Resources Consultant

BACKGROUND:

Trafficking in Persons (TIP) is a global problem that is multidimensional and multisectoral and thus is a complex issue that requires multi-disciplinary solutions with many stakeholders. Nepal is a source, transit, and destination country for sex, labor, and organ trafficking. The 2018 “Walk Free Foundations Global Slavery Index” revealed that two-third out of 40.3 million people around the world who have been living under the modern slavery are in Asia and the Pacific. Out of them 70 percent are women and girls. According to that data 6 percent of total population of Nepal are compelled to live under modern slavery (Walk Free Foundations Global Slavery Index can be accessed [here](#)). The Hamro Samman project is a five-year program generously supported by the American people through the United States Agency for International Development (USAID) and the British people through the United Kingdom’s UK Aid and implemented by Winrock International. It seeks to build the capacity of and facilitate coordination among the Government of Nepal (GON), civil society, and private sector to combat human trafficking in Nepal.

OVERVIEW:

The Hamro Samman Project is seeking qualified consultant to work with the Chief of Party and team of Hamro Samman Project to provide human resource technical and administrative support and facilitate compliance procedures in accordance with local labor Law and Winrock’s policies and procedures.

TASKS AND OUTPUT:

The Consultant will undertake the following duties and responsibilities:

Recruitment and Onboarding:

- Support in developing ToRs, advert, longlisting and shortlisting, prepare and process written and interviews, complete post recruitment procedures.
- Support team on the process on hiring consultant up to settlement.
- Support on onboarding new staff and consultants

Performance Management:

- Orient and train all staff Performance Management tools.
- Support team on performance management process, calibration and documentation.
- Collect and track record of submission of all Performance Agreement Form.

Human Resource Administration and Management:

- Support team on effective employee life cycle management and engagement
- Lead recruitment and procurement of consultants
- Orient all staff on new employee manual and develop an orientation package and presentation
- Orient all staff on existing operational policies and procedures and develop orientation materials
- Provide technical advisory support to strengthen human resource capacity of operations team, management team and Chief of Party
- Support on effective arrangement in recognition programs and team building events.
- Avail all HR templates and orient its use to teams.
- Effective and systematic filing of all HR documents.
- Responsible for personnel file management and timely updates.
- Update staff contacts details and upload in server.
- Process requests for staff ID cards.
- Process staff insurance claims and reimbursements and keep the tracks.
- Maintain attendance and leave records.
- Process Employment contract, renewal and separation process.
- Responding to routine queries related to Human resources department

Provide other support as may be assigned.

Skills/Knowledge:

- Ability to do the best negotiation to fit the organizational objectives
- Strong recording and documentation skill required
- Strong Coordination and effective communication skills required
- Advanced computer skills in Microsoft Word, Excel and Powerpoint
- Technical experience or knowledge of human trafficking, labor migration and related themes preferred

TIMING, DURATION AND LOCATION:

The consultant should be able to start as soon as possible. This will be estimated 2 months contract on level of effort (LoE) i.e., per day basis. The work will be based on Kathmandu office.

QUALIFICATIONS:

Education: Master's degree in Human Resource Management or related field

Technical: Minimum of 4 years of professional expertise on Human Resource Management and Organizational Development

Experience:

- Strong background on dealing with different cultural groups and ethnicities
- Experience on organizational development, structure transitioning and people management skills
- Experience of handling the strategic decisions and stakeholder analysis
- Experience working with bigger team and technically sound on Human resource management and development.

TO APPLY: Interested Nepalese nationals can submit the following documents to

HamroSammanRecruitment@winrock.org with the subject "Application for Human Resources consultant" in the subject line. Application closes on February 19, 2023.

- A cover letter and resume/CV outlining relevant experience and work references.
- Gross NPR daily fee
- PAN registration required.

All employees and consultants must adhere to USAID, UK aid and Winrock International's code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.

EEOE/AA.