

## Terms of Reference (TOR) for Consultancy to Review Human Resource Manual, Related Policies and Procedures

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**REFERENCE NUMBER:** TIK/OPs/007/2023

**DESCRIPTION:** Consultancy to review Human Resource Manual, Related Policies and Procedures

**DEADLINE DATE FOR SUBMISSION OF EOI:** 21<sup>st</sup> July 2023

**POSTING DATE:** 12<sup>th</sup> July 2023

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### Organizational profile

TI-Kenya is a not-for-profit organization that seeks to contribute to developing a transparent and corruption-free society through good governance and social justice initiatives. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that is bound by a common vision of a corruption-free world. The global movement provides a platform for sharing knowledge and experience, as well as developing strategies to respond to regionally distinct patterns of corruption.

TI-Kenya works towards a transparent and corruption-free society. Registered in Kenya in 1999, the organization has built extensive experience in governance work at the national and county levels. TI-Kenya pursues advocacy, partnerships development, strategic litigation, research, capacity building, and civic engagement as core approaches. TI-Kenya contributes to the development of effective, legal, policy, and legislative frameworks as well as the promotion of national values that support transparency and accountability

### Objectives

In close consultation with TI-Kenya's management, and staff, the main objectives of the consultancy are to:

- i) Review the current Human Resource manual and related policies, and align them with the labour laws.
- ii) Develop Human Resource guidelines and Standard Operating Procedures (SOPs)/ Internal Control Frameworks in line with the TI-Kenya Strategic Plan.

- iii) Review and improve the Administration Policies and Procedures manual in line with recommended industry practices.

### **Scope of consultancy**

The operational scope of this consultancy service will include:

- i) Review the current TI-Kenya HR Policies, Procedures manual and related policies against best practices and Labour Laws. The related policies include:
  - a. Alcohol, Drug and Substance Abuse Policy
  - b. HIV & Aids policy
  - c. Hybrid Working policy
  - d. Flexi Time Policy
  - e. Induction Handbook and policy
  - f. Whistle Blower protection policy
  - g. Prevention of Sexual Exploitation, Abuse and Harassment policy (PSEAH)
  - h. Child and Vulnerable Adults Protection policy
  - i. Environment, Health, Safety and Security policies
  - j. ICT and Data protection policy
  - k. Confidentiality policy
  - l. Code of conduct
  - m. Volunteerism and Internship Policy
  - n. Cyber Security SOPS
  - o. Reward Strategies (Official Benchmarking survey process to be considered)
- ii) Review existing internal control documents and develop Standard Operating Procedures (SOPs) taking into consideration changes in the internal and external environment.
- iii) Review the current TI-Kenya Administration Policies and procedures.
- iv) Provide drafts of revised manuals and SOPs for approval by TI-Kenya Management.
- v) Facilitate the training of staff members on the updated policies and procedures.

### **Qualifications and attributes required**

Interested individual(s) or consultancy firm (s) should possess the following minimum qualifications:

- Minimum of 7 to 10 years experience in human resource practice and managing/offering related advisory services to institutions/programmes. This includes, but is not limited to development of Operational Manuals, SOPs and internal control frameworks.

- Demonstrated knowledge of the requirements and regulations of Labor Laws and employment statutes
- Demonstrated knowledge of government regulations in Kenya and the Companies Act
- Good knowledge of NGO operations.
- Ability to establish priorities, plan, coordinate, and monitor own work.
- Good interpersonal skills, and ability to work in a consultative and collaborative manner.

### **Application Process**

Interested candidates should submit a concept note regarding this consultancy of **not more than 15 pages as a single attachment** which should include the following:

- i. Description of company/organization/personal profile.
- ii. Previous relevant experience – listing previous work relating to the review and development of manuals and standard operating procedures.
- iii. CVs of person (s) to carry out the assignment and their contact details. The staff should be members of relevant professional bodies.
- iv. Three reference letters from past clients who can attest to previous manuals and SOPs developed.
- v. Proposed methodology and proposed consultancy work plans.
- vi. Proposed cumulative consultancy fee

### **Submission of Bids**

The deadline for submission of expressions of interest is **21<sup>st</sup> July 2023**. Applications should be sent by email to [procurement@tikenya.org](mailto:procurement@tikenya.org). Please indicate “**TIK/OPs/007/2023- Consultancy to Review Human Resource Manual, Related Policies and Procedures**” in the subject line of your email application.

### **Complaint process**

This call for Expression of Interest does not constitute a solicitation and TI-Kenya reserves the right to change or cancel the requirement at any time during the EOI process. TI-Kenya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will

be issued in accordance with TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and the final tender award can be addressed, in writing, to:

The Executive Director,  
Transparency International Kenya,  
Kindaruma Road, Off Ring Road Kilimani,  
Gate 713, Suite No. 4,  
P.O. Box 198- 00200, Nairobi

Or

Email [complaints@tikenya.org](mailto:complaints@tikenya.org)