

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Nepal Country Office
Title:	HR Consultant
Scope of work: <i>(Description of services, activities, or outputs)</i>	In summary, the HR Consultant will: <ul style="list-style-type: none"> ● To support offices with speedy recruitment of posts under EU, KOIKA, RHEA and other donor funded projects. ● Supporting us strengthening our IC hiring process.
	In compliance with the UN Staff Regulations and Rules, and UNFPA Policies and Procedures, the Consultant is responsible for the following: <ol style="list-style-type: none"> 1. Recruitment <ul style="list-style-type: none"> ● Prepare and issue vacancy announcements in close consultation with HR Associate, including media and circulation to UN Agencies/NGOs in Nepal. ● Manage receipt of applications, conduct longlisting, and coordinate shortlisting, written assessments, and interviews and/or any other additional selection methods applicable. ● Establish the Interview Panels in consultation with the senior management team, prepare interview schedules, liaise with hiring managers to prepare interview questions, and brief panel members on interview processes. ● Participate in interview panels as HR representative and rapporteur. Draft and finalize interview reports, following feedback from the interview panel. ● Conduct requisite checks (references and performance appraisal reports). ● Assist in finalizing the interview stage and coordinate submissions and clearances of the selection process from Regional Compliance Review Body. ● Liaise with HR/UNDP Country Offices for effective and efficient processing of administrative arrangements. ● Ensure timely communication to candidates of the outcome of interview processes. ● Provide regular updates to senior management as it relates to progress on recruitments, and proactively notify of delays or bottlenecks. ● Prepare a checklist for e-filing of personal files. ● Review documentation for personal files as a part of future audit requirements 2. Support in hiring consultants <ul style="list-style-type: none"> ● Review TOR received from programmes and prepare vacancy announcement in system as well as publish in different media ● Perform selection method as applicable and prepare final assessment reports ● Collect necessary documents, perform reference checks as required and prepare contractual documents for the selected candidate ● Update Individual Consultant (IC) checklist ● Review documentation for IC hiring as a part of the future audit process. ● Strengthening IC hiring process 3. Prepare experience letter/salary certificates as per the requests from SMs 4. Any other HR tasks related to training and development, performance appraisal, employee well being, HR documentation as required

Duration and working schedule:	From Feb 2024 to July 2024 for 6 months		
Place where services are to be delivered:	UNFPA Nepal Country Office, Kathmandu with travel to various locations, when required.		
Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc)	Proper document and management of HR related and recruitment files in line with Nepal CO requirements and in compliance with UNFPA policies and procedures.		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular briefing meetings with International Operations Manager and HR Associate of UNFPA Nepal Country Office.		
Supervisory arrangements:	The Human Resources Consultant will work under the overall supervision of HR Associate and close coordination and collaboration with the Operations Team. He/she will also work in close collaboration with the HR Team at the Regional Office, Asia and the Pacific, Senior Management Team, as well as with the HR Services Branch at HQ, as appropriate.		
Expected travel:	Possibility to travel to: Consultant may be required to visit the provinces where UNFPA has sub-offices.		
Required expertise, qualifications and competencies, including language requirements:	Education: Secondary level (First level university degree preferred) with minimum six years of experience in relevant fields.		
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	Nepal Country Office will provide necessary documents to the HR Consultant. <ul style="list-style-type: none"> UNFPA HR Policies and Procedures (including Tools and Templates) Approved documents relating to the HR activities. Existing and sample job descriptions/generic job descriptions of personnel. Quantum access 		
Working conditions:	Admin. requirements		
	Location:	Office space required:	Others:
	IT requirements		
	Desktop required:	Email access:	Others:
	Yes	Yes	
COA			
Type of hiring (Competitive or non competitive) Note:1. If competitive please mention about the mode of vacancy announcement 2. If non competitive please attach the justification	Competitive		
Other relevant information or special			