

Terms of Reference for HR Manual updating Consultancy of HFHB



Request for Proposal | Habitat for Humanity Bangladesh Update HR Manual & Employee Handbook

Context:

Habitat for Humanity is the world's largest affordable housing civil society organization. With programs in more than 70 countries and thousands of communities, our vision is a world where everyone has a decent place to live. Habitat works collaboratively with communities, governments, and the private sector to find housing solutions. We are recognized for the meaningful changes our programs bring to communities. However, we understand that the housing deficit is far greater than what any one organization can address on its own. Therefore, we are enhancing our capability to influence broader systems that affect access to housing, aiming to ensure greater access to affordable, resilient housing for all.

Habitat for Humanity Bangladesh, a branch of Habitat for Humanity International, began its journey in 1999 as an affordable housing organization and has since operated in 24 districts across Bangladesh. Currently, we are active in six locations: Khulna, Dhaka, Satkhira, Cox's Bazar, Kurigram, and Noakhali, with an average annual budget of around \$2 million USD.

We are seeking qualified consultant to facilitate the developing HR Manual and employee handbook.

Background:

HFH Bangladesh has a HR Manual in place which was last revised in 2015. It's highly imperative for Habitat Bangladesh to have policies which are updated and contextualized suiting the need of the hour. Hence, most policies were revisited, amended, and got approved by the National Directors or Interim Directors. These new policies must be integrated into the existing manual. While doing so, the compliance aspects must also be considered and duly incorporated. With changes in the organization structure over the years, the overall organogram and function specific organograms have gone through several modifications, which also must be Integrated into the manual.

Alongside, there is a need for the development of an "Employee Hand Book" which must be given to all staff for use a ready reference.

Objectives:

- To review HR Manual for Habitat for Humanity Bangladesh, ensuring that all policies are updated, contextualized as per our country labor law, and aligning with AP policies.
- An employee handbook is ready for staff to carry with them for ready reference.

Scope of work:

- To develop HR Manual integrating all new/amended approved policies.
- To check on compliance related matters in all relevant policies and procedures, if needed, details to be added to the existing policy to have updated information with respect to the Bangladesh Labor Law (BLA) / legal review.
- To layout and develop a simplified, pocket-size "Employee Hand book".

Deliverables: The following are expected in terms of deliverables:

- Incorporate the approved new policies in the existing HR Manual and remove the old ones. While doing so, you may have to check for statutory compliance and incorporate provisions on policies to respond to DR3.
- Draft the HR Manual and Employee handbook and share with HR & Admin Manager
- Employee Handbook
- Finalize the HR Manual & Employee handbook by incorporating feedback on the draft, and ensure appropriate legal review/s.
- Present the final documents with the senior management team.
- Any other task/s as needed to complete the project/work.

Contract Duration: The consultancy will be carried out from **November 1 to Feb. 28, 2025.**

Confidentiality Clause: All data/materials and information with respect to the consultancy and findings will be the sole property of HFH Bangladesh which should not be disclosed to third parties. On completion of the assignment, all soft copies of the assignment should be deleted from your records after completing the whole process/project, deletion confirmation to be sent to HFH Bangladesh. Any violation of this obligation to maintain confidentiality shall make you liable to payment of damages or indemnification of losses that HFH Bangladesh shall suffer as a consequence of the same.

Transparency and Code of conduct: You will be governed by the code of conduct and expectations of HFH Bangladesh, while representing the organization in coordination.

Safeguarding: The consultant and the field staff engaged in the project must adhere to the safeguarding code of conduct in both their professional and personal lives, which includes doing "NO HARM" to vulnerable children and adults, whether directly or indirectly, intentionally or unintentionally, knowingly or unknowingly. Each employee must take proactive steps to prevent, respond to, and report safeguarding-related risks and concerns by extending support and encouraging a "Speak Up" culture using the established reporting system. Any breaches would invite immediate disciplinary action, including the termination of the contract.

The following steps are part of safe-guarding related screening:

- Undergo orientation to have a comprehensive understanding of Habitat Bangladesh (including its values), its safeguarding obligations and the personal responsibility to maintain the same, the available reporting system and the consequences of non-adherence to the safeguarding code of conduct.
- Submission of the signed code of conduct and acknowledgement of Safeguarding.
- A self-declaration stating that they have no involvement, past or present, in any case of any form of abuse against any child or adult.

Relationship:

During the term of your association with HFHB, you shall perform your services in the capacity as an independent consultant and shall have no claims/benefits or entitlements that an employee of HFHB shall be entitled to.

Working Relationship: The Consultant will work closely with the HR & Admin Manager, Habitat for Humanity Bangladesh.

Pre-Closure or Termination:

The consultancy can be pre-closed or terminated mutually by providing written notice of 15 days by either party, without assigning any reasons in writing for such Pre-closure or termination. On Pre-closure or termination of the agreement all the materials, documents in your possession will be returned to Habitat for Humanity Bangladesh. Subsequent to termination, you shall refrain from holding yourself out as a representative of HFHB, in any manner whatsoever.

As acceptance of the terms and conditions stipulated, please sign the duplicate copy of this letter for our Records.

Selection Criteria:

Evaluation criteria will include but may not be limited to:

1. Proven track-record of success with similar analyses
 - a. Subject matter expertise & experience in developing HR Manual and employee handbook
 - b. Familiarity with the labor law of Bangladesh
2. Strong analytical skills and the ability to articulate the policy in simple language

Applications should include:

- A brief overview of relevant working experience
- Proposed overall approach of work with brief plan of action
- A copy of CVs for key personnel and a breakdown of estimated time for completing the relevant task
- Estimated total costs for proposed consultancy and expected deliverables

The technical proposal must include:

1. An expression of interest letter that clearly states their interest in and suitability for the role (1-2 pages),
2. The proposed methodology
3. Outputs/deliverables.
4. Writing sample (preferably a policy) that the firm/individual has written.
5. CV of the individuals/ team members who will be involved during the process, including three contactable references of organizations you carried out such assignment in last 2 years.
6. Any other relevant documents

Financial Proposal:

The financial proposal should include at least a budget narrative. The cost estimates used to prepare the budget should be presented in BDT. The proposal and costing structure should include (but not be limited to) fixed pricing & deliverables, required hours, travel expenses, etc.

Habitat for Humanity International Bangladesh will ask for the correction and incorporate feedback until the HR Manual is finalized and accepted by Habitat for Humanity International Bangladesh.

The Consultant shall submit both the "Technical" and "Financial" Proposal in PDF format by email mentioning the subject - "Developing HR Manual and Employee handbook of HFHB."

Application deadline: 28 October 2024

Please submit applications to:

e-mail: hr@habitatbangladesh.org