

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



Procurement Notice

CONSULTANCY TERMS OF REFERENCE FOR THE HUMAN RESOURCES MANAGEMENT (HRM) SPECIALIST (Local)

Project Name: Civil Service Job Evaluation

Background overview

UNDP Maldives together with the government of the Maldives and national Civil Service Commission is undertaking a project entitled *Building an Efficient, Service-oriented and Transparent Administration* (BEST). The main objective of the project, as the name suggests, is to assist in building an efficient, service oriented and transparent administration in support of democratic developments in the Maldives. To this end, the project will support the emergence of a merit-based civil service that is representative of the Maldivian society and capable to operate, in a professional, responsive and accountable manner, within the new democratic environment.

In line with the democratic changes in the political environment, the Civil Service Commission of Maldives (CSC) is committed to reform civil service into a modernized civil service required by democratic societies. Furthermore, the CSC is also committed to maintain a comparative and equitable remuneration scheme and offer equal opportunity for all civil servants in terms of promotion and career developments. Since current civil sector jobs are not structured in a systematic organizational hierarchy, the process of reforming civil service strongly requires determining the relative value of individual jobs systematically. A key component of this project is to conduct a comprehensive job evaluation of civil service jobs

Towards this end the Civil Service Commission of Maldives in collaboration with UNDP has hired an international consultant, and needs Human Resource Management Specialist who shall serve as primary support staff in both technical and administrative matters.

Duties and Responsibilities

The overall responsibility would be to provide support services to the international consultant in both technical and administrative matters associated with all activities carried out to achieve the overall objectives of the comprehensive study. Specifically the HRM Specialist will provide technical and administrative support to the consultant. The specific key objectives of the study are:

- To develop a framework , which would determine the relative value and size of individual jobs under a fair and equitable assessment process
- To establish the classification and level of individual jobs in organizational hierarchy based on the job description, responsibilities and duties of the job
- To standardize job classification and job description with suitable titles at different levels of grading
- To develop a system that consistently and accurately assesses the difference in relative value among jobs

- To establish a framework to determine the grade levels and the consequent salary range for new jobs or jobs which have evolved and changed
- To develop a framework which would ensure civil servants are offered a fair and equitable compensation, benefits and allowances in relation to the responsibilities and duties required by individual jobs

Scope of Work

The HRM Specialist shall also provide technical and administrative support to the International Consultant in the following areas:

- Assist the consultant in the study and review of available literature/documents on current organizational structure and remuneration policy in relation to the responsibilities and duties required by individual jobs
- Assist the Consultant in the review of current job descriptions, titles and classification at different levels in organizational hierarchy
- Assist the Consultant in the analyses of current job specification and qualification relating to the job grade level
- Assist the Consultant in the identification of the most appropriate job analysis method/s to analyze civil service jobs
- Assist the Consultant in the preparation and implementation of training sessions/workshops for selected job analysts to facilitate a proper job analysis
- Assist the Consultant in the development of required tools and framework with guidelines for evaluating individual jobs
- Assist the Consultant in the evaluation of civil service jobs using the most appropriate job evaluation method/s and develop structure for civil service
- Assist the Consultant in the development of recommendations for career development and promotion scheme for civil service jobs
- Assist the Consultant in the development of draft and final written reports
- Assist the Consultant by developing and implementing very well-organized document management system
- Assist the Consultant by developing and implementing very well-organized system for office logistics and supplies
- Assist the Consultant by developing and implementing a very well-organized contact management and calendaring system by
 - Maintaining detailed documentation of all contacts made and received
 - Responding to inquiries from appropriate parties in a timely manner
 - Keeping Consultant apprised of all developments in a timely manner

- Maintaining proper etiquette in communication by personal, phone, electronic and other mediums at all times

Required Qualification and Experience

- An undergraduate degree in Human Resources Management, Business Administration, Social Science, or related discipline from an accredited University (a postgraduate degree will be an added advantage)
- Should have minimum (03) years experience in the field of Human Resource Management or General Administration
- Candidate should have the knowledge and experience of developing and establishing modern human resources management policies
- Familiarity with the national Civil Service Commission and its Act will be an added advantage

Duration and place of work

The expected duration of the assignment is (06) months. The tentative date for commencement is mid December 2009. HRM Specialist will be based in the Civil Service Commission, Maldives.

Reporting Procedure

The HRM Specialist shall report regularly to the international Consultant and appointed focal points by CSC. He/she is also expected to liaise with the focal points of UNDP as required.

All interested parties should send in their application and supporting documentation, including a quotation for their technical assistance for the consultancy, before the **26th December 2009**. For additional information please contact Mr. Mohamed Saiman, at mohamed.saiman@undp.org