

TERMS OF REFERENCE FOR DEVELOPMENT OF HUMAN RESOURCE STRATEGIC PLAN

1.0 BACKGROUND

Section 110 of the county Government Act provides that a County Department shall develop a Ten year Sectoral plan as component parts of the County Integrated Development plan. The County Sectoral plans shall be—

- (a) Program based;
- (b) The basis for Budgeting and performance Management; and
- (c) revised every Five years by the County Executive and Approved by the County Assembly but updated annually.

Isiolo county government is therefore seeking to hire a consultant or consulting firm to develop a suitable Five years Human Resource Strategic plan

2.0 OBJECTIVE

The objective of this consultancy is to conduct a comprehensive review of the existing Human Resource Strategic plan at the county and develop a more suitable strategic plan which meets the following specific objectives:

- 2.1** Creating a basis for several administrative decisions: strategic planning, succession planning, promotions and rewards system.
- 2.2** Ensuring that the employees' duties are linked to and contribute to the mission, goals and results of the organisation;
- 2.3** Ensuring the establishment of a process for boosting employee performance by encouraging employee empowerment, motivation and implementation of an effective reward mechanism.
- 2.4** Invest in professional development programs to improve leadership capabilities, job skills and employee productivity
- 2.5** Inform employees about the importance of the Education, awareness, self-care, and behavioral change in improving wellness and productivity.
- 2.6** Leverage technology to streamline Human Resource service processes and improve access to employee information.
- 2.7** Promoting a two way system of communication between the supervisors and the employees for clarifying expectations about the roles and accountabilities, communicating the functional and organizational goals, providing a regular and a transparent feedback for improving employee performance and continuous coaching.

3.0 SCOPE OF WORK

The work to be undertaken by the Consultant or Consulting firm in the preparation of the Outputs/deliverables should include, but not necessarily be limited to the following:

3.1 Conduct a strategic analysis:

- 3.1.1** Understanding of the County Government's Mission and values
- 3.1.2** Understanding of the Human Resource Management Department Mission and Values
- 3.1.3** Understanding of the challenges facing the Department

3.2 Identify Strategic Human Resource issues:

3.2.1 Analysis of the challenges facing the department

3.2.2 Review relevant literature internally and externally including but not limited to the:

- a) County Integrated Development Plan and Work Programme 2018-2022
- b) Performance management systems
- c) other relevant literature

OUTPUTS/DELIVERABLES:

The consultant is expected to submit to the following:

Outputs	Time Frame for Delivery
Inception Report to include <i>inter alia</i> the detailed proposed methodology and a Work Implementation Plan	Within 1 week of contract signature
First Progress Report to include: <input type="checkbox"/> <input type="checkbox"/> Review of current and other existing HR strategic plan <input type="checkbox"/> <input type="checkbox"/> Initial Findings, Issues and proposed actions <input type="checkbox"/> <input type="checkbox"/> The Human Resource Strategic Plan proposed	Within 3 weeks of contract signature
Draft Final Report to include: <input type="checkbox"/> <input type="checkbox"/> Recommended Human Resource strategic plan <input type="checkbox"/> <input type="checkbox"/> Implementation plan	Within 5 weeks of contract signature

5.0 DURATION

The terms and conditions of the CONTRACT shall apply for the duration of the CONTRACT, beginning on the date of the contract signature and COMPLETED within 5(five)weeks.

6.0 PAYMENT SCHEDULE

Payment to the Consultant (s) for the provision of deliverables outlined in Clause will be according to the following schedule:

40% upon signing the contract.

20% upon the Client's receipt of the Draft report, acceptable to the Client;

30% upon the Client's receipt of the Final report, acceptable to the Client.

7.0 EXPERTISE

Eligible Consultants should have the following:

7.1 At least ten years relevant experience in the Public Service. Experience with County Government is an added advantage

7.2 Good knowledge of Human Resource Strategic Planning.

7.3 A Practicing Human Resource Professional(IHRM)

7.4 Qualifications: Master's Degree in Public Administration, Business Administration, Human Resources or related field.

7.5 Ability to manage assignments effectively –consistently ensuring timeliness and quality of work with minimum supervision.

7.6 Excellent communication and presentation skills.

7.7 Willingness and ability to travel County wide.

7.8 Must have been accredited by Kenya School of Government (KSG)

8.0 SUBMISSION OF PROPOSAL

The proposal from eligible Consultant(s) should include the following:

8.1 Both electronic and hard copy of proposal

8.2 Technical proposal

8.3 Financial proposal

8.4 Statement of relevant experience i.e. similar assignments executed in/under execution in the last five years

8.5 Measurable goals, objectives and methodology

8.6 Appendix: Documentation such as CVs

8.7 Indication of availability to carry out the Consultancy during the period **May, 2018 to 20th June, 2018.**

Interested consultants should submit a Proposal of not more than ten (10) pages with supporting documentation as an appendix electronically or in a sealed envelope clearly marked

“PROPOSAL TO PROVIDE CONSULTANCY SERVICES FOR THE DEVELOPMENT OF HUMAN RESOURCE STRATEGIC PLAN”.

Proposals should be delivered not later than 1600hrs on **May 24th, 2018** to the address below:

The County Secretary

Isiolo County Government

P.O. Box 36 - 60300

Isiolo.