

# **TERMS OF REFERENCE FOR HUMAN RESOURCE/PAYROLL AUDIT CONSULTANCY**

## **1.0 Background and Introduction.**

The County Government of Isiolo (*hereinafter "the County"*) is one of the forty seven (47) devolved governments contemplated by Chapter 11 of the Constitution of Kenya.

## **1.1 The Task**

The County intends to undertake a human resource and payroll audit intended to ensure that County policies, practices, procedures and strategies adhere to good practice and specifically to address the following issues: -

- (a) Establish the County human resource compliance status with all employment and labour relations laws of the country;
- (b) Address gaps between theory and practice that need to be aligned with good human resource practices as well as national and international human resource trends
- (c) Ensure consistency with established objectives, practices and policies of human resource management and practice in Kenya;
- (d) Establish the appropriateness of the human resource to the County in light of the County's financial resources.

The County is therefore seeking services of an experienced and highly proficient Human Resource Consultant in conducting the stated audit.

## **1.2 Specific Terms of Reference and Key Deliverables**

The specific tasks of the consultant shall be:

- a) To review all human resource policies, procedures, documentation and systems and assess the gaps and propose minimum requirements as per the current employment law and other relevant statutory provisions encapsulated in the Constitution of Kenya 2010, employment and labour relations laws and attendant statutes and regulations;
- b) To identify gaps between theory and practice and ensure all human policies and procedures are in place and propose the best human resource practices
- c) To determine how well the human resource processes and procedures align with the County organizational structure and recommend remedial action if any misalignment is identified.
- d) To identify areas of strength, improvement or enhancement and provide recommendations and suggestions for the remedy of any problems or gaps identified.
- e) To determine whether the payroll benefits reflect current and legal standards of compensation, whether all benefits have been effectively communicated, whether any disparities exist in compensation and whether there are any mistakes in employee salary structures, calculations and payroll deductions;

- f) To identify any gaps and recommend appropriate remedial measures in the recruitment of permanent, contractual and casual employees in the County;
- g) To undertake an audit of the County payroll: and
- h) To undertake an audit of all matters attendant to and incidental to the above terms of reference.

The areas to be reviewed are listed below are only indicative and not exhaustive: -

- a. Human resource planning
- b. Recruitment and Selection
- c. Staff onboarding
- d. Human Resource Management Information System (HRMIS)
- e. Training and development
- f. Skills and competency mapping
- g. Compensation and Benefits system
- h. Career management and succession planning
- i. Employee relations
- j. Performance management and evaluation
- k. Termination /Separation
- l. Human Resource key performance indicators / Performance Management specific to the human resource department
- m. Employee relations
- n. Health and safety
- o. Leave Management
- p. Communications
- q. Record keeping and Documentation
- r. County payroll

## **2.0 Deliverables for the Expert/Consultant**

- a) Job evaluation report
- b) Job classification
- c) Revised job descriptions and specifications
- d) A job profile manual
- e) A revised/ new grading and salary structure and proposed implementation plan consistent with the Salaries and Remuneration Commission guidelines on the matter
- f) Review of organizational structure including job titles if applicable
- g) Updated documentation such as employment contracts and any other related human resource documentation, tools or forms where the expert deems necessary
- h) Audit report on the County Payroll
- i) Presentation of the consolidated report to H.E. the Governor.

### **3.0 Application details**

Expressions of Interest clearly marked should be deposited in the Tender Box at the County Treasury and addressed to **The Director of Procurement, County Government of Isiolo, P.O. Box 36-60300 Isiolo** by close of business on 3<sup>rd</sup> April , 2025.

All bidders will be required to attach the profile(s) of the lead consultant(s) together with referrals from at least three (3) clients of equal calibre whose similar assignments have been successfully conducted in the past.

