



**Extension**  
**TERMS OF REFERENCE**

**Consultant for preparation of a Manual for Human Resources Management**

**1. Background:**

The First Children's Embassy in the World Megjashi (FCEWM; Megjashi) is a non-governmental, non-partisan and non-profit organization with the purpose to protect children and their rights.

**2. Purpose of the assignment:**

The purpose of this assignment is to prepare a Human Resources Policies and Procedures Manual of the FCEWM. The Manual should provide a framework of principles, policies, procedures, guidelines, tools, and templates to serve as a practical guide for HR management in the FCEWM.

The Manual has to be designed providing clear and precise guidelines in respect of HR activities. It should regulate the legal and ethical relationship between FCEWM and its staff, thereby setting the rights and obligations for both.

**3. Scope of work:**

The scope of work includes:

- Desk work to become familiar with existing operational documents including policies and procedures within the organization: Statute, Strategy Plan, Code of Ethic, ISO 9001:2008 documents and other relevant documents.
- The Human Resource Policies and Procedures Manual have to be developed within the context of national conditions, international best practices, donor guidelines and the Macedonian laws and regulations. The HRM should be in conjunction with the national legislation of the Republic of Macedonia (Law for Associations and Foundations, Labour Law, Law for Protection of Personal Data, Criminal Law and all other relevant laws, rules and regulations) and internal documents of FCEWM.
- Review and incorporate any comments received on the draft HR Manual after being shared with FCEWM and donors within 15 days' timeline
- Facilitate a 1-day workshop with the management and other staff members in Macedonian language.

The consultant will liaise regularly with the FCEWM Project coordinator and the final Manual should be submitted in Macedonian and English language and approved by the Assembly of the FCEWM.

#### **4. Deliverables:**

The HR Policies and Procedures Manual should be structured into three main areas:

1. The introductory section on the use of this HR Manual, description of the HR function and General Obligations of Staff.
2. The employee life cycle including: recruitment and selection, induction & probation period, performance management, staff development and welfare, reward and compensation, annual and other leave, staff duty of care and disciplinary procedures, exit/termination procedures.
3. The final section should be consisted of concrete templates and appendixes (Code of conduct; Conflict of Interest; Non-Discrimination policy; Confidentiality; Gifts and Entertainment; Sexual harassment; Nepotism and other relevant issues for the organization)

#### **5. Timeline:**

Within October 2018

#### **6. Qualifications of the Consultant:**

- Advanced degree in Law, Public Administration
- At least 3 years of documented experience in Human Resource Management
- Experience in drafting policies and similar documents
- Excellent analytical, oral and written communication skills in Macedonian.
- Strong facilitation skills and ability to lead a plenary and document simultaneously
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

#### **7. How to apply:**

Applications must be sent in English language with subject "Application –HR Management" to [freelegalservice@childrensembassy.org.mk](mailto:freelegalservice@childrensembassy.org.mk) not later than October 9 th, 2018 and entail the following:

- Expression of Interest (cover letter) emphasizing relevant experience
- CV
- Two references
- Financial offer including total number of working days anticipated for completion of this assignment (preparation, workshop, translation of the manual, finalization) and the fee per working day in gross amount (before any legal deductions).

\*Only shortlisted candidates will be contacted.