

CONSULTANCY TO REVIEW RECSA STAFF MANUAL

Terms of Reference, July 2024

Review of the RECSA Staff Manual and Policies

1.0 INTRODUCTION

1.1 Regional Centre of Small Arms & Light Weapons (RECSA)

The Regional Centre on Small Arms in the Great Lakes Region and the Horn of Africa (RECSA) is an Intergovernmental Organization that was established in June, 2005 with the mandate of coordinating the implementation of the Nairobi Protocol for the Prevention, Control and Reduction of Small Arms and Light Weapons which was signed on 21st April, 2004. RECSA has 15 Member States namely Republic of Burundi, Republic of Congo, Central Africa Republic, Republic of Djibouti, Democratic Republic of Congo, State of Eritrea, Federal Republic of Ethiopia, Republic of Kenya, Republic of Rwanda, Republic of Seychelles, Federal Republic of Somalia, Republic of South Sudan, Republic of Sudan, United Republic of Tanzania, Republic of Uganda and the Secretariat is hosted in the Republic of Kenya.

1.2 Background

RECSA implements its mission and mandate with funds from the fifteen Member States Annual Contributions and occasional support from willing donors.

The proposed consultancy will evaluate the current manual against the changing organizational needs, legal framework, market trends and guide the process of the development of the revised manual.

2.0 OBJECTIVES

The main Objectives of the consultancy are to:

- i. Review the current RECSA Staff Manual, taking into account international, Regional and National best practices and the principles of ethics, merit, equality, fairness, transparency, diversity, inclusivity and responsiveness;
- ii. Develop revised Manual in line with the Organization mandate in consultation with RECSA management, in compliance with RECSA policies.

3.0 SCOPE OF THE CONSULTANCY

The operational scope of this consultancy service will include:

1. Evaluating the existing RECSA Staff manual. The assessment would be performed through desk review of existing legal and procedural frameworks, consultations/interviews of relevant staff and senior decision makers of RECSA and general observation of work practice.
2. Review the current staff welfare, remuneration and benefits structure against similar organizations and best practices
3. Review HR policies and make recommendations of realistic changes to be improved by Management.

4. Submit the revised draft staff manual to RECSA management.

4.0 DESCRIPTION OF TASKS

The process will be led by an independent consultancy firm or individual consultant(s) skilled in the field of Human Resource Management. The consultant shall be guided by the existing staff manual and relevant directorates lead by Executive Secretary or his designate for the purpose of providing relevant information and materials as may be requested by the Consultant.

5.0 METHODOLOGY

The consultant(s) will carry out a desk top evaluative review of RECSA current Staff Manual, its effectiveness and efficiency in terms of organizational goals and the currents trends

1. The assessment report will be outlined under the following themes:

a. Relevance: The extent to which RECSA has responded and can respond to the needs and priorities of the staff and stakeholders in line with its mandate.

b. Effectiveness: The extent to which the current staff manual facilitates RECSA to achieved its mandate.

c. Efficiency: The extent to which RECSA has exploited available opportunities to optimize its objectives.

d. Sustainability: The extent to which the guidelines in the staff manual can be used in future.

2. The second process will involve the Consultant(s) engaging RECSA management to collect relevant information in regards to updating the staff manual.

3. The third step will include sharing the draft Staff Manual including the new changes

4. Presentation of the final documents to senior management lead by the Executive Secretary.

6.0 EXPECTED DELIVARABLES AND OUTPUTS

The shortlisted consultant(s) is therefore expected to provide the following deliverables:

1. Summary of interpretation of the TOR and work plan.

2. An internal review exercise report that includes Executive Summary, Introduction, desktop research and assessment of the existing Staff Manual.

3. Methodology, Findings in line with Relevance, Effectiveness, Efficiency, Sustainability and the Recommendations thereof.

4. Draft Staff Manual for review and inputs by RECSA management.

5. The final copy of Revised Staff Manual ready for approval and adoption

7.0 CONSULTANCY TIME FRAME

The consultancy is expected to start on 15th Aug, 2024. Final document is expected to be delivered to RECSA by 20th Sept., 2024.

8.0 REQUIREMENTS OF THE CONSULTANT

1. Must be a registered and qualified HR Consulting firm / Consultant

2. Minimum of 3 years' experience of having carried out similar work.

2. Proven excellent communication skills.

3. Highly motivated and committed to the values of transparency and integrity.

4. Fluency in English. Knowledge of French and Arabic is an added advantage

5. Knowledge of RECSA or similar organization operations and working environment

Interested candidates should submit a concept note regarding this consultancy which should include the following:

1. Description of company/organization/personal profile.
2. Previous relevant experience – listing previous work relating to HR and development of HR manuals and policies. Attach 3 copies of similar work done/ contracts/ LPOs.
3. CVs of person(s) to carry out the assignment and their contact details. The staff should be members of the relevant professional body.
4. Current contact details of three referees. Preferably, referees who can attest to previous manuals developed.
5. Proposed methodology and proposed consultancy work plans.
6. Proposed cumulative consultancy fee.

RECSA will use a combined scoring method where the technical proposal will be weighted 70% and the financial proposal at 30%.

9.0 CORRUPT OR FRAUDULENT PRACTICES

The call requires that the applicant observes the highest standards of ethics during the procurement process and execution of the contract. The following terms are defined as provided;

- a) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the organization, and includes collusive practice among (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition; The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

10.0 ROLE OF RECSA

To facilitate the consultancy work, RECSA will:

- a. Prepare a consultancy contract with the consultant.
- b. Process consultancy fee payments directly to the consultant(s) in accordance with the contract.
- c. Inform, avail Relevant Directorates/ key stakeholders to participate in the stages of this exercise.
- d. Provide all relevant background documents or reference materials including, current staff manual and working RECSA policies to assist in the undertakings of the consultancy assignment.
- e. Organize internal meetings of the review exercise and other meetings with the Consultant.

11.0 SUBMISSIONS OF THE PROPOSALS

Interested consultants / Consulting firms are expected to submit two sets of sealed proposals, one **Technical** and the other **Financial**, clearly marked as such, and sent to: procurement@recsasec.org and addressed to;

The Director of Administration and Finance
Regional Centre on Small Arms & Light Weapons (RECSA)

P.O. Box 7039-00200
Nairobi, Kenya

Deadline for receiving submissions is 9th Aug. 2024.
Only shortlisted candidates will be contacted.