

TERMS OF REFERENCE

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| TITLE OF WORK: | Consultant to review of Human Resource Manual 2013 and Governance Manual 2013 and finalize manuals |
| CONTRACTING AGENCY: | Lhak-Sam (BNP+). |
| LOCATION OF ASSIGNMENT: | Thimphu Bhutan. |
| EXPECTED DURATION OF TASK : | 30 days (16 th August – 16 th September 2018) |

BACKGROUND AND RATIONALE

Lhak-Sam, *Bhutan network of People Living with HIV & AIDs* (BNP+) formally registered as a nonprofit, public benefit and nongovernmental organization in November 2010 under the CSOA Act of Bhutan 2007. Since then the organization has been striving towards shouldering the responsibility of supplementing and complimenting the government in responding to HIV epidemic by reducing new HIV infections, facilitating treatment, care and support to PLHIVs and challenging social prejudice. Numerous HIV intervention supported by international donors has been carried out mainly targeting the key affected populations uplifting fundamental health and social rights as well as confronting HIV transmission among these key groups. Over the years the technical capacity of the organization has developed which is duly recognized by the government and the partners and donors locally and regionally.

Under the parenthood of Lhak-Sam, members of the Sexually Marginalized group of population such as the LGBTIQ (Lesbian Gay Bisexual Transgender Intersex & Queer/Questioning) are also functioning as a network based informal community representing the LGBTI in Bhutan. Besides that, Lhak-Sam also has deep empathy towards the young girls and women who are at vulnerable and at are currently a hidden population such as the female sex workers. Lhak-Sam has already included and addressed this group of population in its long terms plan and thus included in the Strategic Plan (2018-2022) as well.

Governed by the Board of Directors taking a role of an oversight and advisory body, the regular operation of the office is led by the Executive Director under whose administration and supervision, directives are carried out by the dedicated staff. Lhak-Sam's daily operations are guided by its existing policy documents such as HR and Governance manual.

The review and amendment of the organizational policy documents at some intervals are an integral part of the organization's quality system management. It provides individuals with guidance for continuous maintenance of transparency, accountability, quality and integrity of the services that deliver by the organization. Furthermore, an accurate and appropriate policy align with organizational mandate and the CSOA Act promotes and ensures a quality of the organization through consistent implementation of a process or a procedure within the organization, even if there are temporary or permanent personnel external and internal changes. The review and amendment of the existing policy documents will further guide the systemic operation of the organization's day to day smooth functions. Such guiding documents will help minimize misunderstanding among the employees when it comes to increment, up gradation of post, leaves and benefits etc. based on the employee's progress assessment which are in line with organization policy

and procedures. Therefore, the updated policy documents will facilitate the employees and trustees of Lhak-Sam in achieving organization's goals and objectives.

Keeping the organization policy documents reviewed and updated including the organization financial manual are essentially required by the partners and donors before negotiating and maintaining uniformity. As a legally registered organization such updated policy documents are also mandatorily required by the CSOA act, the royal audit authority, royal revenue and custom, anti-corruption commission and by the royal civil service commission and Ministry of Labor and Human Resources for the transparent and accountable execution of the organization work both at the level of secretariat and the board of trustees.

PURPOSE

The reviewed and updated version of Lhak-Sam HR and Governance Manual (2013) to 2018 is required mandatorily by Lhak-Sam, government, partners and donors for the systemic, smooth, transparent and accountable functions of the organization. It helps to facilitate for quality implementation, reporting and monitoring and evaluation and also can lead in building trust, confidence and strengthen partnership.

The updated HR and Governance Manual shall continue to form standard mechanisms for constant inculcation of effectiveness and uniformity in organizational dealings. There shall also be a provision of revising and reviewing this document and endorsing a new document annually.

OBJECTIVES

To review and amend the existing Lhak-Sam 2013 HR and Governance Manual in accordance to the Civil Society Act of Bhutan and guided by Lhak-Sam's core mandates, Mission, vision and Objectives.

SCOPE OF WORK

To review, revise, update and finalize the existing Lhak-Sam HR and Governance Manual.

KEY ACTIVITIES/METHODS

- Conduct desk review on existing Lhak-Sam Governance and Human Resources Manual,
- Conduct desk review of the government and some of the corporation and civil society's Governance and HR Manual and compare it with the existing Lhak-Sam Governance and HR manual.
- Present the findings and the draft Governance and HR Manual to the Lhak-Sam executive committee, management staff for inputs and comments
- Incorporate the inputs and comments and present the draft to the board of trustees for their inputs and recommendation
- Conduct a consultation meeting between the board of trustees and executive committee, present the final draft for further inputs and comments.
- Compile and finalize the document and submit the final Lhak-Sam Governance and HR manual to Lhak-Sam on the agreed date and time.

DELIVERABLES

- Submit the Lhak-Sam (BNP+)’s final Governance and HR Manual to Lhak-Sam on agreed time and date.
- The consultant should demonstrate that all the activities bulleted in the ToR under the heading method/key activities were all fulfilled as a process for amendment of Lhak-Sam Governance and HR manual.

INSTITUTIONAL ARRANGEMENTS

- Client (**Lhak-Sam**) shall provide and make available to the Consultant, free of charge, the following facilities, services, documents and information required by the Consultant to carry out the works specified in the TOR:
- Provide documents required for desktop review both in hard copy and soft copy.
- Provide the list of relevant stakeholders to meet and facilitate their meeting & appointments.
- Provide office space, internet and communication facility when required.
- Nominate one staff from Lhak-Sam as the focal Person for this assignment

DURATION OF ASSIGNMENT

The duration of the assignment is one month from the date of signing the contractual agreement. This includes all the field visits conducted by the consultant for his/her research into reviewing all the organizational policy documents, consultation with relevant and key stakeholders, and final compilation and completion of the document. 30 days (16th August – 16th September 2018)

REMUNERATION AND EXPENSES

Lhak-Sam shall pay the consultancy fee as agreed between both the parties by contract agreement. All travel and local expenses shall also be included in the contract agreement. All Payments will be made after the successful completion of the task and handed over to the organization and no payments shall be made initially at the signing of the contract.

QUALIFICATION AND EXPERIENCE

- The consultant should hold a Master’s degree in Public Health or Related field.
- The consultant should preferably be one who had worked in the past in the Field of Health and should have Adequate Knowledge and experiences on Organizational Management structure, familiar with the CSOA act, organizational system operations and procedures.
- Excellent written and oral communication skills in English & Dzongkha (other local dialects will be an added advantage).
- Consultant must also demonstrate his/her skills in carrying out the desired assignment.
- Experience in designing and developing organizational policy documents and internal control manuals for organizations especially in relevance to the civil society organizations in Bhutan.

METHODS OF PAYMENT

| Stipulated Deliverables | (Nu) |
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| Upon submission of final comprehensive narrative and budget project proposal | 100 |
| Total | 100 |

CRITERIA FOR SELECTION

The criteria which shall serve as basis for evaluating offers will be:

| Criteria | Weight | Max.Point |
|--|--------|-----------|
| Technical | 40 | |
| Academic background | | 10 |
| Experience in developing HR and governance manual. | | 25 |
| Experience in undertaking similar activities | | 5 |
| Sub-total A. (Technical) | | 40 |
| Financial | 60 | 60 |
| Sub-Total B.(Financial) | | 60 |
| Total (A+B) | | 100 |