



**REQUEST FOR
QUOTATION**

Main Facts Table	
RFQ reference	RFQ-1/23323 HR Manual
RFQ launch date	24.03.2023
Contract Manager	Konstantin Nesterenko
Deadline for submission of offers	14.04.2023

Submission of offers to Konstantin.nesterenko@plan.de

Please include the RFQ reference number above in all correspondence



Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 85 years, and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: **Girls Standing Strong** at <https://plan-international.org/strategy>

1. Requirements

Purpose :

The conflict in Ukraine is resulting in a major humanitarian crisis with over 4 million people have fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organizations in Poland, Romania, and Moldova to meet the key needs of those affected by the crisis as well as host communities.

Ukraine Response offices include Romania, Moldova, and Poland, Plan International is onboarding national staff in all its response offices. This requires adhering the local laws and regulations to be compliant in the context, to the local legislation and industry practices with the aim for improved operational efficiency and effectiveness contributing towards appropriate internal controls, transparency and accountability to program participants, donor and stakeholders. Plan International is looking for a professional consultancy firm or an individual consultant to develop a HR Manual for the national staffs in Romania ,Moldova and Poland .

Approach: The consultant will have to understand Plan International's values and principles to design the policy manual for the response country's. The consultant has to review the existing policy and practice of Plan International, where there are certain policies which are mandatory to follow by all the Plan International entities. The consultant can further adapt and modify according to the existing country law and regulations and context. Also, can consider the other country policy and procedures to contextualize as needed.

Objectives and Specific Tasks to be undertaken by the Consultant(s)

Developing a Human Resource (HR) Manual: The overall objective is to develop a context-specific, compatible Human Resource Management (HRM) manual in line with international best practices, local laws and consolidate HR policies, procedures and practices in a single document for ease of reference, as well as include user- friendly HR related forms, templates and procedures, to meet the HRM needs . The HR policies

provide in-depth guidance on non-discriminatory and equitable hiring process that promote gender equality and hiring of qualified staff with requisite knowledge, skills and credentials. In addition, provide templates/format that are required for overall recruitment cycle and staff management encompassing staff requisitions, JDs, contracts, staff management, performance review and overall HR file.

The consultant needs to identify the gap of the existing policy and need for developing the essential ones. That involves but not limited to :

- Recruitment and Selection Policy including background verification process.
- Recruitment and Selection Short Term Contract and Casual Employees
- General Working Conditions
- Employee Induction and Orientation Policy
- Probationary Period and Employment Confirmation Policy
- Salary Structure and Benefits Policy
- Holidays and Leave Policy
- Promotion, Transfer and Secondment Policy
- Unsatisfactory Performance Management Policy
- Staff Development Policy
- Travel Policy
- Employee Wellness Policy
- Serious Diseases Policy
- Disciplinary Procedure
- Separation of Employment

• This is not a conclusive list and the requirements and needs for the consultancy may vary upon the findings and recommendations from the response country offices.

Deliverables :

The consultant(s) will be expected to design the HR Manual, and review the Global policies to suggest if any areas are contradicting with the local law and standard practices.

- Sharing draft of HR Manual for feedback from Plan International.
- Finalization of manual based on feedback.

Timeline & Milestone :

- 1st step : Gathering relevant document , data from Plan International , reviewing global policies , designing the draft manual and submit for feedback : 10 working days
- 2nd step : Plan International will take 10 working days to review and feedback
- 3rd step : The consultant will adjust Plan International's review recommendations in 3-4 working days and submit to Plan
- 4th Step : Plan International will send the document for legal vetting and does adjustments in 7 working days
- 5th step : The consultant finalize the vetted version and submit to Plan in 2-3 working days.

This schedule will be replicated for Romania , Moldova and Poland to design the respective offices HR Manual. The consultant may advice in the proposal if they want to reduce or increase their working days reasonably. From the time of signing of the consultancy agreement, Plan International anticipates this to be a 18 to 20 working days consultancy work. There might be days during this period when the consultant is not working as it is awaiting feedback on submitted documents. Only the days consultant has worked will be considered as actual working days. A work plan has to be submitted for this purpose.

Budget : Budget can be submitted as standard daily rate for 15-20 days work or as gross pay including TAX /VAT to develop the manual.

Consultant Essential and Desirable Expertise/Experience**Essential****Consultancy Firm/Institute**

- Institutional operational experience of consultancy services of at least ten (10) years;
- Previous proven work experience with INGOs/UN relevant to similar assignment;
- Human resource capacity of consultancy firm with available/potential staff for the proposed assignments in the context of Ukraine response specifically to the countries like Poland, Moldova, & Romania.

Staff/Human Resource for the proposed Assignment

- The proposed staff must have requisite academic qualifications, preferably postgraduate in related field. the proposed staff for HR related SOPs/Manuals must have HR related academic qualification,
- Previous work experience of proposed staff in similar assignments with I/NGOs and/or UN in the similar context will be given preference.

Desirable

- Institutional and staff experience of working in humanitarian sector, understanding of humanitarian standards and principles, specifically working experience in emergency context;
- Understanding of local labour laws, safeguarding requirements (organizational code of conducts), procurement rules and internationally accepted best practices and standards;
- Strong analytical skills, including legal analysis.

Selection criterion:

Technical Proposal :	60%
Relevant Skill & Expertise	20%
Similar work done with reference	20%
Contextual knowledge (labor law, industry practices)	20%
Total	60%
Financial Offer :	40%
Grand Total	100%

N.B : The template of submitting the Technical and Financial Proposal should contain the following fields as the minimum and it's recommended to be strict within 4 pages proposal including the financial offer. References can be attached as annexures.

- Background/preamble
- Organizational Profile
- Methodology
- Relevant work experience
- Contextual experience in Romania, Moldova, and Poland
- Financial offer
- Annexures:
 - o CV of the lead consultant and team members (if any)
 - o Client reference
 - o Relevant work reference

2. List of documents to be submitted with the RFQ

Add any additional documents. The following examples are the minimum requirement.

RFQ must be inclusive of the following documents:

Document	Form
Supplier Questionnaire (Inclusive) of Health & Safety Policy, ISO Accreditation and any other requested policies as outlines in the questionnaire). All suppliers should complete this form unless they have already completed a similar form within the last three years.	Annex (1) – All companies to complete. Individuals need only complete applicable areas, the areas that are not applicable mark as N/A
Plan International Non-Staff Code of Conduct. It is mandatory for all supplier to agree to this policy.	Annex (2)
Detailed proposal in response to the ToR including proposed scope, methodology and timelines	
Company profile / Team Structure	
Detailed Financial proposal, including rates, expenses etc.	
Examples of previous work	
Contact details of three Referees. (Referees may only be contacted in the final stages of the process and only with your permission)	Type of contract, period of performance, company name, contact name, telephone number, e-mail

3. Submission of offers

Offers must be received before the deadline specified in the “Request for Quotations”

The offer must be sent via email to aparna.barma@plan-international.org
With the subject line *RFQ-1/23323 HR Manual*

4. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan’s discretion.

Plan International, at its sole discretion, will select the successful RFQ.

Plan international shall be free to:

- Accept the whole, or part only, of any submission

- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier and a site visit by Plan International staff, to offices.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

5. Contract Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

6. Plan International's Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

7. Clarifications

The onus is on the invited companies to ensure that its offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFQ, please email to Konstantin.nesterenko@plan.de

Thank you for your proposal.