



FOR WOMN'S HUMAN RIGHTS

TERMS OF REFERENCE: JOB EVALUATION CONSULTANCY

Application Deadline: Friday 22 April 2022

Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and womn's human rights pan- African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi-Kenya, Kampala-Uganda, and Addis Ababa-Ethiopia; North Africa: Cairo-Egypt; Central Africa: Bujumbura- Burundi; Southern Africa: Harare-Zimbabwe, Lilongwe-Malawi, Antananarivo, Madagascar, Johannesburg & Cape town- South Africa, Francistown-Botswana; and West Africa: Benue State -Nigeria and Parakou-Benin and Yaoundé and Douala Cameroon and Lomé, Togo. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

Overall Purpose & Rational of the Job Evaluation Process

Urgent Action Fund-Africa seeks an experienced human resources consultancy firm to support and accompany the Fund to carry out an organisation-wide job evaluation (JE) process. Periodically to ensure alignment with market trends, review staff capacity needs and for strategic human resources planning, UAF-Africa engages skilled human resources consultants to carry out this work in an effort to create a pay structure that is fair, equitable, and consistent for all staff at UAF-Africa, in line with market trends. Noting that it is prudent to review existing jobs to access their relative worth and their alignment with the new objectives as spelt out in UAF-Africa's strategic compass, "**Centering African Womn: Feminist R/evolution in Action**", which runs from 2021 to 2030. The Fund invites eligible HR consultancy firms to submit their interests latest 22 April 2022.

UAF-Africa employs job evaluations (JE) as a systematic way of determining the value/ worth of each job within the Fund, vis-a-vis the work laid out in the respective strategic compass. This job evaluation will enable a methodical comparison between jobs to assess their relative worth for the purpose of establishing rational job grades and streamlining of roles and responsibilities effectively. It also aims to ensure transparency in the Funds' policies and practices around job grading, job roles and responsibilities and further upholding consistency with market and industry averages and expectations.

Therefore, this job evaluation aims to;

1. Understanding that a robust job evaluation process depends heavily on the job analysis process, the consultants must carry out a systematic job analysis of all jobs at UAF-Africa aimed at providing job specific information to be used to carry out a successful job evaluation.

2. Using comparative data and information from other similar and like-minded organisations, the consultants should review current jobs to ensure alignment with the objectives and key deliverables of the Fund for the next 3 years (2023 – 2025).
3. Identify gaps in current staff skills and capacity to meet the demands of the work.
4. Recommendations on skills/ capacity development needs for the current job holders.
5. Review and project additional staffing needs / if necessary with clear justification in line with the 2021 – 2030 strategic compass.
6. Systematically review the current grade system and align both current jobs and new jobs accordingly.
7. Review the peculiarity of the Fund’s structure and its operations vis-à-vis like-minded organisations and assess the competitiveness and viability of the Fund and further recommend and offer guidance on best practises and trends that improve the internal workings of the Fund going forward. To make UAF-Africa a competitive employer in the African Global markets.

Projected Timelines

Dates - 2022	Related Activities
22 April 2022	Call for applications closing date
25 – 29 April	Conversations with shortlisted firms
2 May	Signing of contract with selected firm
3 – 20 May	Consultants begin the work
23 – 27 May	First draft is shared with UAF-Africa for review
30 - 31 May	Edits are shared with the consultants
1 - 3 June	Final report is submitted

Criteria for Consultancy selection:

- Significant organizational development expertise.
- Technical knowledge of job evaluation process and practices in the civil society space and within the African context.
- Feminist practitioner with ability to apply feminist approaches to policy development.
- Knowledge and understanding of womn’s rights organizations.
- Expert in implementing HR projects in international and regional organizations, preferably NGOs.
- Demonstrated experience in developing institutional policies and operational guidelines.
- Skills in working with virtual operating organisations an added advantage.
- Ability to familiarize with UAF-Africa organizational culture and work ethics.
- Fluency in English. Good command of French is desirable.

Proposed Implementation Period

No	Activity	Days
1.	Research and data collection	5
2.	Data analysis and compilation	3
3.	Report Writing	2
4.	Submission of Draft & Final Report	1
TOTAL		11 days

Duration of Consultancy

The consultancy is expected to be conducted over 11 non-consecutive days as outlined below. The consultants are at liberty to move the days around as they please however total days should not exceed eleven days.

The consultancy is expected to take place any 11 days from 3 May - 3 June 2022.

Remuneration

UAF-Africa will negotiate consultancy fees with the selected consultants based on competitive rates.

Note: UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. To build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees and its partners.

How to Apply

Interested parties should send their proposal including budget and availability via the below link:

<http://uafahrrec.peopleshr.com/>

No phone calls please.