



FOR WOMN'S HUMAN RIGHTS

CONSULTANCY TERMS OF REFERENCE/ EXPRESSION OF INTEREST (EOI)

EMPLOYEE ENGAGEMENT SURVEY CONSULTANCY

Advertised: Wednesday, 28 August 2024

Submission Deadline: Monday, 30 September 2024 TIME: 17:00 CAT

1. WHO WE ARE

UAF-Africa is a feminist, pan-African, rapid response Fund, committed to transforming power relations through resourcing African feminists and womn human rights defenders and their formations as an act of solidarity. We are part of the ecosystem of feminist and womn's movements in Africa and globally. In character, we are bold and courageous, proactive, and responsive, creative, and rigorous, curious, alert, and agile, imaginative, and grounded, consistent, and reliable.

Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi & Makuyu- Kenya, Kampala- Uganda and Addis Ababa- Ethiopia; North Africa: Cairo-Egypt; Southern Africa: Harare- Zimbabwe, Lilongwe & Blantyre-Malawi, Antananarivo- Madagascar, Johannesburg & Cape Town- South Africa, Gaborone- Botswana; and West Africa: Abuja- Nigeria, Parakou & Cotonou- Benin, Yaoundé & 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 established itself as a base for a Rapid response Grant-making mechanism.

2. OVERALL PURPOSE & OBJECTIVE OF THE EMPLOYEE ENGAGEMENT SURVEY

a) Overall Purpose

UAF-Africa is committed to maintaining a dynamic, vibrant, fully engaged workforce that is crucial in advancing the organization's mission and mandate. As part of this commitment, the Fund seeks to partner with an experienced firm to collaborate with our HR team in conducting an employee engagement survey. Understanding that people are an integral part of an organization's efficient functioning, this survey aims to ensure Fund & staff alignment and functionality for mutual success.

b) Overall Objective

The objective of this assignment is to:

- i. Foster process ownership and buy-in by all staff.
- ii. Assess the staff members' perceptions regarding work engagement and motivation levels.
- iii. Propose a strategy to address issues affecting staff motivation, fully involving the concerned staff for a tailor-made strategy / solution.

- iv. Strengthening our organizational work culture.

3. Scope of work

- i. Survey questionnaires and related tools developed and approved by management.
- ii. Recommendations and strategies to improve employee engagement and satisfaction are developed and submitted.
- iii. Presentations to management and staff conducted.
- iv. Final submission of the complete survey report and necessary statistical data.

4. DURATION OF CONSULTANCY

The consultancy is expected to be conducted over seventeen (17) non-consecutive days tentatively broken down as follows.

Activities	Proposed No. of Days
Orientation & contract signing	1
Proposed methodology development and sharing for review	1
Internal Secondary Data sharing & review	2
Questionnaires and other related tools developed and approved by management.	2
Conduct the Survey	5
Compile results	2
Prepare first draft report for review	2
Incorporate edits & comments to second draft report	1
Submission of final report	1
Total	17 days

5. LANGUAGE OF THE CONTRACT

The Consultant(s) shall produce the deliverables/outputs and all related documents in English.

6. CONSULTANT/S QUALIFICATIONS AND SKILLS

- i. Master's degree in any social sciences, economics, business management, legal fields with particular emphasis on Organisational Development, or equivalent combination of qualification and experience.
- ii. Been in the Survey and research industry for more than 10 years;
- iii. Knowledge of research methodologies and techniques.
- iv. Data Analysis experience.
- v. OD Presentation skills.
- vi. Excellent communication skills.
- vii. Proficiency in MS Office.
- viii. Strong statistical and mathematical aptitude.
- ix. Strong problem-solving skills.

7. SPECIFIC PROFESSIONAL EXPERIENCE

- i. Working knowledge of feminist and or human rights organising is required.
- ii. Experience working within the NGO or development sector.
- iii. Experience conducting employee engagement survey consultancy services in recent years.
- iv. Knowledge of and experience with research, employee engagement surveys, and organisational culture.
- v. Experience in change management and organisational transformation.
- vi. Specific expertise in employee engagement surveys.
- vii. Experience in developing employee engagement survey tools

8. REMUNERATION

UAF-Africa will negotiate the consultancy rate with the selected consultants based on competitive rates for similar work in other spaces.

9. MANAGEMENT STRUCTURE AND REPORTING

The Consultant reports directly to the Director People & Culture and work closely with the HR team, who will be responsible for the operational day-to-day management and coordination of the consultancy work.

Note: UAF-Africa is an equal opportunity employer that does not discriminate in hiring practices. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills, and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on merit.

How to Apply

If interested in this consultancy, please send your proposal, including budget and availability, via the below link:

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

No phone calls, please.