

TERMS OF REFERENCE(TOR)

<b>About Hope Revival Organization (HRO)</b>	Hope Revival Organization (HRO) / Umudu Canlandırma derneği (UCD) is a humanitarian, advocacy, non-profit organization dedicated to working with communities in order to overcome experiencing difficulty coping. HRO's main priorities are aimed at improving access and availability of evidence-based, high quality and culturally sensitive mental health services and psychosocial support for populations affected by conflict and crisis in order to build sustainable local capacities and provide comprehensive, integrated and community-based mental health services and psychosocial support activities that promote the resilience and overall wellbeing of vulnerable refugees, internally displaced people and host populations. We work on involving women, youth and people with disabilities in economic, social and civil activities in order to limit marginalization, violence and empower them by raising awareness for their rights. HRO focuses on community care by creating safe environments through increasing quality of life, mitigating violence, opposing marginalization, and striving to eliminate poverty.			
<b>Objective</b>	This consultancy shall review and modify HRO's HR policies and develop procedures to ensure the organization's compliance with the Turkish labor law and regulations and compliance of international NGOs and institutional donors. This would be followed by staff training on the use of developed procedures. As well as suggesting the required structure for HRO related departments.			
<b>Scope of Service(including mission and goal):</b>	This consultancy will cover the policies & procedures of HR and its forms.			
<b>Ref: NO:</b>	TO-0054	<b>Duration</b>	60 days between September 1st and October 30th 2023	
<b>Title</b>	HR Consultant	<b>Location (Remotely or physically)</b>	Physically	
<b>Service Details</b>	<b>Task/Outputs</b>	<b>Estimated Duration for full service delivery (day/month/year)</b>	<b>Target due date</b>	<b>Payment schedule in proportion to the percentage of completion for each output</b>
	<p><b>IV-Tasks and Responsibilities:</b> In accordance with the TOR, the achievement of this consultancy's objectives will be through the following:</p> <ol style="list-style-type: none"> <li>Desk review of the existing policies and organogram.</li> <li>Comparative analysis of the documents mentioned on item 1 against the Turkish labor law and regulations, and compliances of Institutional donors and INGOs.</li> <li>Present the suggested development of the procedures to HRO's management for review and approval.</li> <li>Conduct Orientation session for all HRO staff on the modified/developed policies and procedures.</li> <li>Support HRO in developing templates that match with the new policies and procedures.</li> </ol> <p><b>V-Deliverables required:</b></p> <ol style="list-style-type: none"> <li>Modified policies and procedures with a set of tools for HR.</li> <li>Training report on the training conducted for HRO staff on these documents.</li> </ol> <p><b>VI-Duration of the consultancy:</b> The assignment will take approximately 30 days between September 1st and October 30th 2023 include the presence of the consultants at the Hope Revival Organization office.</p>	Full service Package	To 31 Oct 2023	
<b>Total (from 100%) including taxes</b>				

Minimum Qualifications of the Individual Contractor

<b>Qualification</b>	Education: University qualification (master's degree is preferred) in the field of HR, or any relevant field.	
<b>Professional Experience</b>	<p>VII-Language of the consultancy: The above consultancy should be provided in Arabic and procedures might be translated to English.</p> <p>VIII-The competencies and skills required for the consultant:</p> <ol style="list-style-type: none"> <li>Experience in HR Management in the humanitarian sector for more than 10 years.</li> <li>Provine track experience in Turkish labor law.</li> <li>Experience in similar consultancies.</li> <li>Strong coordinating, facilitation and training skills.</li> <li>Analytical thinking and reporting skills.</li> </ol>	
<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>Time management (in managing deliverables);</li> <li>Team management;</li> <li>Professionalism, courtesy, patience;</li> <li>Outstanding inter-cultural communication, networking and coordination skills</li> </ul>	
<b>Language Requirement</b>	Arabic is essential and English proficiency is required	
<b>Supported Document(identified by service requester)</b>	<p>Copy of CV, ID, Copy of Certificates, Proof of previous experience, and reference letters.</p> <p>Deliverables (Policies, SoPs, Guidelines, Manuals).</p> <p>Services completion report and Invoice.</p>	
<b>.Criteria for Evaluation of Level of Technical Compliance of Individual Contractor</b>		
	<b>Evaluation Criteria</b>	<b>Obtainable Score</b>
1	Total Price/السعر الإجمالي	40%
2	Certificates of experience related to the requested service/شهادات الخبرة المرتبطة بالخدمة المطلوبة	25%
3	Certificates of academic qualifications related to the requested service/المؤهلات العلمية المرتبطة بالخدمة المطلوبة	25%
4	Previous contracts with HRO or with other parties to provide similar services/العقود السابقة مع منظمة احياء الامل او مع جهات اخرى لتقديم خدمات مماثلة	10%
<b>Total (out of 100%)</b>		<b>100%</b>

Applicants must fill the questionnaire based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual provider's duty station) and any other applicable cost to be incurred by the service provider in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.  
Note: Only In the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be paid from the service provider.

How to Apply:

- Hope Revival has a zero-tolerance regarding sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. HRO also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles
  - Hope Revival is an Equal Opportunity Employer. Hope Revival considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.
  - If you are interested to contract with HRO you should fill the following link: <https://forms.gle/gsTr6bkrYbteP6dF7> no later than 14/08/2023 (Turkey Time) clearly stating the title of service applied for and the reference number (Ref No TO-0054). Any offers received after this date/time will not be accepted.
- Service providers wishing to contract with the Hope Revival organization must submit the following documents at the minimum:
- 1-A copy of the company's license - for service providers in Turkey
  - 2-A copy of the tax number of the company or the service provider - for service providers in Turkey
  - 3- A copy of some of the previous contracts executed by the company or by the service provider - for service providers in Syria and Turkey
  - 4- A copy of the recommendation letters for the institutions / organizations / companies or previously contracted parties - for service providers in Syria and Turkey
  - 5- A copy of the ID card (except if the contractor is a company) - for service providers in Syria and Turkey
  - 6-A copy of the bank account - for service providers in Syria (PTT account) and Turkey.
  - 7- Any other documents that can support the information presented above is considered an added value for evaluating the provider's service
  - 8-Signed CV including names of at least 3 referees including contact information and cover letter in ENGLISH describing your reasons for applying and relevant qualifications
- Hope Revival thank all applicants; however, kindly be informed that only winner provider will be contacted.