



Fadhili Trust

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10th January, 2025

Request for Proposals (Readvertisement)

Consultancy service: Development and Review of Human Resource Policies for Fadhili Trust

Background and Context:

Fadhili is a Christian organization registered in Kenya as a Trust. The organization works through strategic partnerships to design, promote, and implement innovative and sustainable projects that aim to achieve holistic transformation in rural communities. Fadhili's mission is anchored in creating lasting impacts through community empowerment, development, and social support programs.

To achieve its goals and objectives effectively, Fadhili recognizes the need for a robust and comprehensive Human Resource (HR) framework that fosters a productive, motivated, and well-supported workforce. Given the diverse and dynamic nature of the organization's projects, it is essential to establish HR policies that reflect Fadhili's values, ensure compliance with labour regulations, and promote a positive work environment.

Terms of Reference

Purpose of the Assignment:

The purpose of this assignment is to develop and review HR policies for Fadhili that align with the organization's mission, vision, and core values. These policies will provide a structured approach to managing the workforce, enhancing employee well-being, promoting ethical standards, and ensuring adherence to relevant labour laws.

Scope of the Assignment:

The assignment will involve the following key activities:

1. **Review of Existing Policies:** Assess the current HR policies and identify areas requiring revision or development.

2. **Stakeholder Engagement:** Conduct consultations with Fadhili's leadership, staff, and partners to gather insights on HR challenges and expectations.
3. **Policy Development:** Design new policies or update existing ones to address areas such as employee welfare, recruitment and on-boarding, compensation and benefits, performance management, training and development, workplace ethics, grievance handling, and employee relations, among others.
4. **Legal Compliance:** Ensure the policies are in compliance with Kenyan labour laws and relevant international standards.
5. **Approval and Implementation Plan:** Present the final draft of the policies to Fadhili leadership for approval and provide a roadmap for implementation and monitoring.

Specific Objectives (Responsibilities of the Consultant):

The Consultant(s) engaged for this assignment will be responsible for:

1. Conducting a comprehensive review of existing HR policies and relevant documents.
2. Organizing and facilitating meetings with key stakeholders for feedback and validation.
3. Drafting new or revised HR policies and presenting them to Fadhili's leadership team.
4. Developing a practical implementation plan to ensure smooth adoption of the policies across the organization.
5. Providing recommendations on the best practices for HR management and policy sustainability.

Expected Deliverables

The Consultant(s) will be expected to provide the following deliverables:

1. **Inception Report:** Outlining the approach, methodology, and work plan.
2. **Draft HR Policy Document:** A comprehensive document containing all revised and newly developed policies.
3. **Final HR Policy Document:** Incorporating feedback from consultations and meetings with stakeholders.
4. **Implementation Plan:** A detailed plan to guide the rollout and adherence to the new HR policies

Duration of the Assignment

The assignment is expected to be completed within two weeks from the start date.

Reporting and Communication

The Consultant(s) will report to the HR designated person and will maintain regular

communication with the designated focal person within Fadhili for the duration of the assignment. The Executive Director will oversee and approve the assignment's deliverables.

Qualifications and Experience

The ideal Consultant(s) should have:

- Proven experience in HR policy development and review **especially for NGOs.**
- Knowledge of Kenyan labour laws and HR best practices.
- Strong facilitation and stakeholder engagement skills.
- Relevant Statutory documents

Application Process

Interested candidates or firms are requested to submit their proposals, including a work plan, budget, and relevant qualifications to the address below and send it via the provided email address by COB 17th January 2025:

The Chairman, Procurement Committee
Fadhili Trust
P.O. Box 244-00511
Kajiado
info@fadhilitrust.org

**Fadhili
Trust**

