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Justice, Advocacy and Empowerment Centre

**TERMS OF REFERENCE (JAEC/004/2022) (ToR) FOR HUMAN RESOURCE
MANAGEMENT POLICY**





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BACKGROUND

JUSTICE, ADVOCACY AND EMPOWERMENT CENTRE

Justice Advocacy and empowerment Centre (JAEC) is an independent Non-Governmental Organization (NGO), which was established on September 2017. Our goal is to promote peace, justice, human rights and development through advocacy and sustainable development.

JAEC provides community-based solutions by linking quality training and sustainable livelihood for the most vulnerable members of the community by breaking the poverty cycle.

We provide relevant help and support to most vulnerable in the community especially women and girls through designed projects which include education and protection, health long-term economic opportunities, Village Savings and Loan program (VSLs), youth empowerment programs peace building activities, budget advocacy, civic education. Our programs are designed and run by local people who understand the diversity of the issues affecting the communities we work with

OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to develop a Human Resource Management policy which will be a reference document for Human Resource related issues. The policy will be expected to:-

To guide the organization in enhancing learning, human potential and high performance in work-related systems that contribute to sustainable human development.

CONSULTANCY SCOPE OF WORK

The consultant will be required to undertake the following:-

- i. Define, establish and document full understanding of the scope of work.
- ii. Develop the Human Resource policy
- iii. Provide training to the BOD and staff

DELIVERABLES

Once contracted, the consultant will be expected to:-

- i. Provide an Inception report highlighting the strategy(ies) he/she will use to ensure that all the stakeholders' insights are well captured.



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- ii. Submit a draft Human Resource policy document.
- iii. Submit a report on the BOM and staff members' training on the Human Resource policy.
- iv. Submit the final Human Resource policy document.

TIME SCHEDULE AND REPORTING REQUIREMENTS

This assignment is expected to be completed within two months of the contractual agreement.

