Terms of Reference (TOR): Consultancy Service for Talent Acquisition

Plan International PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realize their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion, and discrimination. It's girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 200 million girls by implementing an integrated programme and influence approach.

In Bangladesh, we have set our vision for 2030 ‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’. Our country's strategy period runs from 2020 to 2030.

role PURPOSE

The primary purpose of the Talent Acquisition Specialist role is to efficiently and effectively support recruiting 40 qualified individuals within two months for an anticipated project. This involves managing the end-to-end recruitment process, from job posting and CV shortlisting to coordinating interviews and extending job offers. The specialist will ensure that all recruitment activities align with organizational policies and procedures, providing a seamless candidate experience and supporting the HR focal person to achieve the project staffing objectives within the specified timeframe.

Duration:

Two and half months

Initially for six (06) months extendable based on funding

Job location**:**

Dhaka

Key Responsibilities

* Prepare job advertisements and job postings/publishing on the website/ newspaper
* Review and Shortlist CVs based on the Job requirements and qualifications
* Maintain close communication with the line manager from HR to ensure alignment with HR policies and procedures
* Work with line manager to identify the appropriate assessment process
* Provide regular updates on the recruitment process to the Program team and HR team.
* Coordinate with Panel members to schedule interviews and assessment
* Provide panel members with necessary candidate information and documentation.
* Communicate with panel members and candidates and arrange written/viva tests or any other innovative assessment methods decided by the HR and Program team.
* Finalize the recruitment process based on the compiled scores and evaluations.
* Ensure appropriate job offers and employment contracts to the selection candidates following fixation of salary as per organizational policy, in consultation with HR Manager/Director-HR&OD, and ensuring internal equity as applicable.
* Establish and maintain a robust system preserving and updating the personnel file for staff hired under the response program

Key Deliverables

* A comprehensive plan detailing end-to-end recruitment process
* A well-structured schedule for all interviews, written tests, and viva assessments
* Documentation packages for panel members containing necessary candidate information and relevant documentation.
* Developed and compiled candidate score sheets (CS) for a structured and fair evaluation process.
* A detailed report finalizing the recruitment process, summarizing compiled scores, evaluations, and the final selection of candidates.
* Drafted and distributed offer letters and employment contracts to selected candidates, ensuring alignment with organizational policies and internal equity.
* Weekly progress reports detailing the status of the recruitment process, challenges faced, and steps taken, provided to both the Program and HR teams.
* A robust and updated system for preserving and maintaining personnel files for staff hired by this person.

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded following the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the policy.

Proposal submission:

The technical and financial proposals should be submitted electronically to the email address [planbd.consultant.hiring@plan-international.org](mailto:planbd.consultant.hiring@plan-international.org) with the title “**Proposals for Consultancy of Talent Acquisition”** as subject line. Proposal submitted to any other email account or address except this will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip.

Submissions after the deadline of **01 July, 2024 at 4:00 pm** will be treated as disqualified.

**“*Any direct or indirect pressure/persuasion/harassment to any Plan staff shall disqualify shortlisted vendors’***

*Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.*

Technical expertise, skills and knowledge

**Essential**

* Master's Degree preferably in HRM, OD, or any related disciplines
* At least four years’ work experience in human resources especially in recruitment and selection, and contract management in an INGO in a similar role.
* Fluency in English and Bangla (Speaking, Reading and writing),
* Good knowledge and understanding of country labour law,
* Ability to use common MSWord applications (MS Word, PowerPoint, Excel, Outlook, etc.) HRIS and payroll system

**Desirable**

HRM theories and concepts: Knows and takes into consideration appropriate recruitment and selection tools and techniques, compensation and benefits administration, HR information system, and country’s labour laws and regulations

* Interpersonal relationship building and collaboration: Effectively interacting with others to produce meaningful outcomes
* HR compliance management: Ability to enforce HR policies, systems, and procedures including tools and forms
* Information management: Understands the key information requirements needed to deliver an effective HRM service-effectively extracting, utilizing, and communicating key HRM information
* HR acquisition skills: Ability to plan, identify opportunities and strategies for recruitment and staffing
* Compensation survey skills: Ability to gather information on salaries and analyze and apply information
* Team player and relationship builder.
* A “can do” approach

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