



**African Forum  
for Agricultural  
Advisory Services**  
Knowledge & Novelty  
for Africa's Livelihoods

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## **REQUEST FOR EXPRESSIONS OF INTEREST (REOI) CONSULTANCY TO UPDATE THE HUMAN RESOURCE MANUAL FOR AFAAS SECRETARIAT**

**Country:** Uganda

**Organisation:** African Forum for Agricultural Advisory Services (AFAAS)

**Sector:** Agriculture and Rural Development

**Project Name:** Second AFAAS Multi-Donor Trust Fund Project

**Grant No.** TF015730

**Procurement Reference:** AFAAS/ICS-2017/009

**Consultancy Assignment:** Consultancy to Update the HR Manual for AFAAS Secretariat

**Reference No.** (As per Procurement Plan): Item 3.1.9(a)

**Date Issued:** 24<sup>th</sup> March, 2017

- 1) African Forum for Agricultural Advisory Services (AFAAS) has received financing from the European Union (EU) under the World Bank towards the implementation of the Second AFAAS Multi Donor Trust Fund Project, and it intends to apply part of the proceeds to payments under the contract for - **Consultancy to update the Human Resource Manual for AFAAS Secretariat.**

The objective of the assignment is to review and update and tailor the Human Resources Manual of AFAAS Secretariat to suite the current environment and consolidate all HR policies, procedures and practices in one document for ease of reference.

The HR Consultant will specifically undertake the following tasks - Review the existing HR Manual and identify gaps and weaknesses compared to international best practice; Propose and develop comprehensive HR Policies, Procedures and Practices; Obtain and integrate comments from management, Board and the World Bank and Consolidate all HR policies, procedures and practices in one document for ease of reference. The assignment is expected to be accomplished within 22 working days

- 2) AFAAS now invites eligible individual consultants (*"Consultant"*) to express their interest in providing the Services by submitting their EOI together with Curriculum Vitae (CVs). Interested Individual Consultants (IC) must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Consulting firms may propose individual consultant, but only the experience and qualifications of individual shall be used in the selection process, and that his or her corporate experience shall not be taken into account, and the contract will be signed with the proposed individual.

This Request for Expression of Interest (REOI) will lead to the preparation of a Short List of consultants. The short listing criteria are:

- a) General Education Qualification and Relevant Training (15 points);

- b) Experience Related to the Assignment (75 points);
  - c) References for similar assignment (10 points).
- 3) The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers* (January 2011 edition) ("Consultants Guidelines"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment - ***Relationship with Borrower's staff***: Consultants that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment, (ii) the selection process of the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner accepted to the Bank throughout the selection process and the execution of the contract.

- 4) The consultant will be selected under the Individual Consultant Selection (ICS) method in accordance with the procedures set out in the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers \(January 2011\)](#).
- 5) Individual Consultants shall acknowledge the receipt of this Request for Expression of interest (REOI) by email to Grace Paddy Wanzala, [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org) no later than **29<sup>th</sup> March, 2017**, and indicate whether an EOI shall be submitted. *The acknowledgement shall provide the consultant name, telephone number and email.*
- 6) Further information can be obtained at the address below during office hours (8.30 to 1700 hours). Expression of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **10<sup>th</sup> April, 2017. Time of deadline: 10.00 hrs (10.00 a.m.)**.

**Address:**

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