



## **CALL FOR EXPRESSION OF INTEREST FOR PROVISION OF HUMAN RESOURCE AUDIT SERVICES**

### **Introduction**

Katiba Institute (KI) is a non-profit, non-governmental organization, registered as a company limited by guarantee. It is a research and litigation institution that was established in 2011 with the mission of supporting the implementation of Kenya's 2010 Constitution, helping to resist the effort to undermine the Constitution, and generally to assist in developing a culture of constitutionalism in Kenya. KI undertakes constitutional research, reviews policies and laws from a constitutional perspective, publishes books and other material on the Constitution.

A great deal of KI's work involves going to court, to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities. KI operates through three different departments: Public Interest Litigation Unit, Programmes Department and the Finance and Operations Department.

### **Objective**

Katiba Institute has a vibrant human resource staff and recognizes its staff as the most important resource. KI is therefore committed to synchronizing the human resources, relations, and rights perspectives in the governance of staff, with applicable Kenyan law. In addition to its staff, KI also engages the services of consultants and provides learning opportunities for local and international interns.

KI wishes to undertake a Human Resource Audit of its policies, processes, procedures, documentation, and systems relating to our hiring procedures, employee onboarding, performance review, termination of tenure and exit interviews, internship and consultancy programs among others.

### **I. Methodology and Scope of Work:**

The consultant will provide leadership and guidance to the Katiba Institute team, in the process of undertaking a Human Resource Audit. The consultancy will involve auditing KI's policies and compliance with statutory requirements on employment and labour. The consultant will conduct the following activities:

- a) Undertake a review of KI's policies and practices and other relevant background documents that underpin work done by KI, against the Employment and Labour Laws.
- b) Provide a report on the assessment on (a) with recommendations for alignment.
- c) Perform an in-depth assessment of the following internal processes and provide recommendations on:

- (i) *Employee remuneration*: the most appropriate approach to compensation for all KI staff, including the annual general salary increment for KI staff and evaluation of current salary scale.
  - (ii) *Employee Onboarding and termination*: Evaluate the recruitment process & records keeping, staff engagement contracts and exit documents.
  - (iii) *Employee Evaluations*: Review the KI performance appraisal tool and provide recommendations on improving the same.
  - (iv) *Employee Benefits*: Review existing staff benefits towards possibly offering more competitive packages.
  - (v) *Employee Trainings*: Review existing training framework for new and existing employees.
  - (vi) *Legal Compliance Audit*: Advise on Human Resource legal tools and adherence of KI's practices with all employment and labour laws.
  - (vii) Safety Audit to ensure that Katiba institute has put measures in place to limit risk within its premises.
  - (viii) Review KI's internship policy and consultancy documents to ensure adherence with employment and labour laws
- d) Facilitate requisite meetings with KI Board of Directors, Senior Management Team and Staff to deliberate on recommendations from the Human Resource Audit.
  - e) Undertake requisite trainings to staff in the Operations Department and Management Team towards improving KI Human Resource policies and processes.

## **II. Expected Deliverables**

The consultant will be expected to deliver the following:

1. An inception report detailing your understanding and execution plan of the assignment.
2. A preliminary report providing a critical analysis of current practice and recommendations on Human Resource Procedures
3. Meetings with the Senior Management Team, the Operations Department and the Board
4. Trainings for the Senior Management Team and Operations Department on recommendations (where required)
5. A final report on the assessment

## **III. Duration of the task**

The duration planned for the Human Resource Audit is 4 ½ months.

## **IV. Qualifications for the Consultancy**

The successful consultant must meet the following minimum requirements:

1. A minimum of 5 years' experience and skills in undertaking Human Resource Audits
2. A Bachelor's degree or an MBA in Business Management, Administration or Human Resource management.
3. Membership to the IHRM with a practicing certificate
4. Excellent Knowledge and understanding of Kenyan Employment and Labour Laws

5. Previous experience working with a Non-governmental organization will be an added advantage.
6. Knowledge and understanding of constitutional matters, governance and rule of law.
7. Excellent verbal communication and writing skills in English
8. Demonstrated ability to deliver results to specified deadlines and quality standards
9. Excellent presentation skills

Interested individuals/firms that meet the above requirements are encouraged to apply on or before **1<sup>st</sup> March 2021, 5.00 pm**. Proposal documents should be sent to the email [info@katibainstitute.org](mailto:info@katibainstitute.org).