Terms of Reference
Consultancy Services for Finalization of HR Framework and Policies

1. Background

The International Disability Alliance (IDA), an international not-for-profit organization based in Switzerland with employees across the world, is seeking a consultant to support in the finalization of its HR framework, including the development of comprehensive HR policies, reasonable accommodation policy, and fostering a safe space for employees.

2. Objectives

The primary objective of this consultancy is to finalize IDA’s HR framework and policies to ensure compliance, fairness, and inclusivity in HR practices across the organization's global workforce. The consultant will provide expertise in not-for-profit HR practices and guide the development of policies that align with IDA’s mission and values.

3. Scope of Work

The consultant shall undertake the following tasks:

- Review existing HR practices and documentation, including but not limited to employment contracts, policies, and procedures.
- Conduct interviews and surveys with key stakeholders, including employees and governance bodies, to gather insights into HR needs and challenges.
- Finalize and develop a comprehensive HR framework encompassing policies on recruitment, compensation, benefits, performance management, employee relations, and diversity, equity, and inclusion.
- Propose strategies and initiatives to create a safe and supportive work environment, including measures to address harassment, discrimination, and mental health issues and strengthen IDA’s whistleblowing mechanism.
- Establish mechanisms for oversight by governance bodies to ensure transparency and accountability in HR decisions.

4. Deliverables
The consultant shall deliver the following:

- A comprehensive HR policy, including Compensation & benefit, recruitment, code of conduct, safe space environment, performance appraisal system etc.
- Support Board members and relevant stakeholders in the finalization of the reasonable accommodation policy.
- Recommendations for oversight mechanisms by governance bodies to monitor HR decisions.
- Presentation of deliverables to the management team and IDA Board.

5. Qualifications and Expertise

The consultant should possess the following qualifications and expertise:

- Extensive experience in HR management and policy development, preferably in the not-for-profit sector.
- In-depth knowledge of global HR best practices, including compliance with international labor standards and regulations.
- Experience working with organizations with a diverse, geographically dispersed workforce.
- Strong understanding of diversity, equity, and inclusion principles and their application in HR policies and practices.
- Excellent communication and facilitation skills.
- Familiarity with Swiss HR regulations and practices is desirable but not mandatory.

6. Timeline

The consultancy is expected to be completed within April 30, with specific milestones and deadlines outlined in the consultant's work plan.

7. Proposal Submission

Interested consultants are invited to submit a proposal outlining their approach to the consultancy, including methodology, timeline, relevant experience, and proposed budget.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevance of experience and expertise in HR management and policy development.
- Clarity and feasibility of the proposed methodology.
• Ability to meet IDA’s objectives within the specified timeline and budget.
• Cost-effectiveness of the proposed budget.

9. Contractual Arrangements

The selected consultant will enter into a formal contract with IDA, detailing the terms and conditions of the consultancy, including deliverables, payment schedule, and confidentiality agreements.

10. Contact Information

For inquiries and submission of proposals, please contact: IDA Finance and Administration Director, Alexis Valtat, avaltat@ida-secretariat.org

Note: IDA reserves the right to reject any or all proposals received and to negotiate separately with individual consultants if deemed necessary.

Deadline for Proposal Submission: 15 March 2024