**TOR for HR Consultant**

1. **Purpose of consultancy**

With a workforce of over 1500, the Human Resource Department of Indira Gandhi Memorial Group of Hospitals (IGMH and VMH) plays a vital role in meeting institutional manpower needs to provide services to the public. Human resources are the most valuable asset of any establishment and its effective management is critical to achieve improved performance. The diverse background of human resources and nature of work they do at different operational and managerial level is a relatively complex aspect of IGM group of Hospitals. The organizational structure and HRM approach at present needs to be updated to cope with rapid innovation and expansion of operations of the hospitals.

The situation demands for a thorough review of HRM issues in IGM group of Hospitals as the institutions are in its quest to improve its services. IGM groups of Hospitals has found it necessary to compare its HR policy with best modern HR practices of similar institutions, review its existing policies and procedures and equally develop new ones geared towards employee attraction, management, development and retention. Therefore services of an individual HR consultant is required for review of existing HR processes and for designing sound and impactful HR policies & procedures in key areas. The successful candidate is thus expected to offer consultancy services on HR issues ranging from recruitment, staff training and development, performance and reward management, staff welfare and benefits, disciplinary management and other issues relevant to HR at IGM group of Hospitals that will enable the institution staff to perform better in achieving its goals.

1. **Objectives and Tasks of the Consultant**

The consultant is expected to review and update the development, positioning, implementation and measurement of the HR functions of the hospital to ensure that IGMH’s HR function is seamlessly aligned with its strategic objective. The Consultant/Firm will be responsible for performing the following key tasks;

1. Guide to develop a manual of HR policies and procedures.
2. Review and update all job descriptions of positions in IGM group of Hospitals
3. Provide expert support to HRMD (Human Resource Management and Development committee) and other relevant committees of IGMH during consultancy period.
4. Draft a 5 year human resource management and development plan for the hospital.
5. Provide technical assistance in manpower calculations for National Diagnostic Center.
6. **Eligibility of the Consultant:**
   1. **Education:**

* Master’s Degree in Human Resource Management, project management, business administration, Health services management.
  1. **Experience & Skills Required:**
* At least 5-10 years of leadership experience in the human resource management field in public or private sector. The candidate must have previously led some strategic HR function in the workplaces.
* Exposure of working overseas/ internationally in best practices environments is an added advantage.
* Previous consulting experience cross industry exposure in human resource will be beneficial
* Knowledge on Civil Services Rules and Regulations is a plus point
* Experience is strategic planning and organizational development
* Excellent Communication Skills – verbal – written
* High level of achievement motivation
* Team leadership and teamwork cooperation
* Developing others – Impact and Influence
* Conceptual and Analytical skills
* Interpersonal Understanding
* Microsoft Applications

1. **Duration and Timing of Consultancy:**

The services of individual consultant will be initially for 6 but extendable with mutual understanding. Consultant will work to meet deadline as per the work plan that will be prepared during the first week of consultancy.

The consultant is expected to be self-motivated and work independently. However, he/she will work in close coordination with Director of Human Resources. In addition, supervision and support will be provided by the Human Resource Management and Development committee of IGMH.

1. **Schedule for completion of Tasks:**

The consultant will provide a detailed work plan for the whole period of consultancy within first two week of signing of the contract and undertake work as agreed by IGM group of Hospitals and the consultant.

1. **Services and Facilities to be provided by the IGMH:**

IGM group of hospitals will provide all the support to the consultant in carrying out tasks:

* + - Access to all the HR records of IGMH related to fulfillment of responsibilities as assigned above.
    - Availability of office space equipped with computer system, internet access and phone facility.

1. **Payment Terms:**

Salary Package: 20,000mvr per month (Payable at the end of each month)

1. **Reporting :**

* The consultant will present to management a work plan at the end of the second week.
* At the end of the any planned work in the work plan, the consultant is expected to present the work, incorporate managements/stakeholder comments and provide the final report/document in a timeframe agreed by both IGM group of Hospitals and the consultant.

1. **General Terms and Conditions :**

* All work by the consultant should will be carried out collaboratively with Director of Human Resources of IGM group of Hospitals
* All information gathered should be treated as confidential, and handed over to IGM group of Hospitals at the end of the consultancy period
* All materials produced or acquired under the terms of this assignment – written, graphics, or otherwise shall remain property of IGM group of Hospitals
* IGM group of Hospitals will furthermore retain the exclusive right to publish or disseminate report in all languages, arising from the work done by the consultant.
* An agreement shall be signed between IGM group of Hospitals and the consultant, before the commencement of the consultancy service.