



## TERMS OF REFERENCE FOR CONSULTANT (LOCAL)

### 1. Background for Consultancy

The objective of the consultancy is to provide the required advice and support on the restructuring of the company by doing an organization review to understand the current system, identifying the gaps and weaknesses which will lead to implementing new strategies within the company.

It aims to understand the current status and strengthen organizational capacity. This project focuses on providing in-depth support to the top management to understand the company and develop a good system, leadership, compliance, financial management, communication and providing best service to the public.

### 2. Scope of Work

The scope will cover internal organizational structure, management, communication, functions and roles of all staff.

The Consultant will be required to meet with departments to gather necessary information on improvement of the company. The review will focus on all staff's functions and ability to perform required tasks and contribute to the organizational development.

The Consultant shall carry out the following tasks:

1. Assess the current situation and to derive the appropriate organizational system to deliver the best services
2. Initiate and facilitate a 360-degree assessment among employees and identify the gaps
3. Define the internal arrangement that will be required to improve the service
4. Refine the structure and functions
5. Refine the appropriate operational guidelines for the process as defined
6. Review strategic and policy documents to identify core functions and organizational strategies
7. Evaluate the strategic review to determine whether the structures, systems and staffing are adequate to deliver core functions
8. Examine existing plans and modernize services by improving productivity
9. Produce a change management plan setting out the functions
10. Ensure end line organizational review is commissioned at the end of the project

### 3. Timeframe and Reporting Requirements

The Consultancy will begin in April 2019, for a period of 03 months. The consultant will be expected to provide 20 working hours of support, per week. The Consultant will report directly to the Managing Director.

The consultant shall propose a work plan which shall propose a timeline to achieve the tasks.

### 4. Remuneration

Successful candidate will be paid a negotiable all-inclusive fee depending on qualification and experience.