

**REQUEST FOR EXPRESSION OF INTEREST FOR A CONSULTANCY TO
DEVELOP CTCA'S POLICY AND PROCEDURES MANUAL FOR THE PERIOD
2019-2025.**

Country: Uganda
Name of Project: Centre for Tobacco Control in Africa
Grant No.: 305
Expression of Interest Number: CTCA/EOI/ 008

1. Introduction:

The Centre for Tobacco Control in Africa (CTCA) was established in July 2011 by the World Health Organisation with funding from Bill and Melinda Gates Foundation to build and sustain institutional capacity of African governments in tobacco control. The Centre which is hosted by the Makerere University School of Public Health is funded by the Bill and Melinda Gates Foundation through the Africa Capacity Building Foundation (ACBF).

The Center for Tobacco Control in Africa (CTCA) operational contexts varies across the African continent, given the divergent regional social cultural, political, and economic disparities. The Policy and Procedures Manual is intended to provide guidelines for the operations of CTCA and minimum standards for Human resource and financial management to ensure organizational effectiveness and efficiency. The manual will also serve as a management tool to ensure fair and consistent decision making towards clear and objective interpretation of the HR rules and procedures as they relate to terms and conditions of employment of CTCA staff members. This manual should be in compliance with, and subject to all applicable labour/employment laws of the Republic of Uganda, the public Finance Management Act and International Audit Memorandum. The Manual will be premised on the CTCA Institutional Review Report. The current CTCA Institutional and technical delivery structure includes three divisions namely; 1) Institutional Support, 2) Strategy & Programs, and 3) Knowledge, Learning and Strategic Information.

CTCA therefore wishes to engage a Consultant to develop its policy and procedures manual for the period 2019 – 2025.

2. Objectives of the Assignment

The main objective of the assignment is to develop a comprehensive Policy and Procedures Manual informed by international best practices. The manual shall have two sections with sufficient details;

- The Human Resource Guidelines/Manual,
- The Administrative and Financial Management Guidelines to ensure linkage and mitigate against overlaps.

3. Scope of work

The consultant will develop a Policy and Procedures Manual with two sections;

1. Human Resource Guidelines
 - a. Review the existing HR manual based on identified gaps and in response to the business needs of CTCA, labour laws and best practices.
 - b. Develop comprehensive HR policies, procedures, and practices
 - c. Draw a staff development policy to guide capacity building and training plan
 - d. Develop salary administration guidelines including defining the salary structure and all eligible benefits for the different staff categories to operationalize the Institutional Review report. This will form basis for a salary survey
 - e. Develop performance targets to guide performance-based contracting and appraisal templates
 - f. Elaborate HR strategy for executing the Strategic Plan 2019-2025
 - g. Obtain and integrate comments from management and steering committee.
2. Administrative and financial management guidelines
 - a. Review existing administrative and financial management systems and practices
 - b. Draft procedures and practices for administration, financial management, travel, procurement, and audit
 - c. Design financial management system to track funding and expenditure
 - d. Design procurement management system

4. Expected deliverables

The consultant will produce the following deliverables;

- a. Inception report detailing the proposed methodology and agreed workplan submitted within 5 days from the date of signing the contract
- b. Draft consolidated Policy and Procedures Manual with views of management and steering committee
- c. Final consolidated Policy and Procedures Manual

5. Qualification, skills and Experience

The Centre for Tobacco Control (CTCA) is seeking to recruit a person conversant with and has the knowledge and competency in Human Resource and Financial Management

The Consultant should meet the following education and work experience:

- A Master's degree in either HRM, Management, Organisational psychology, Business Administration
- At least 10 years previous experience as a Human Resource specialist with Organizational Development and Financial Management experience
- Proven Experience in administration and financial management
- Demonstrated experience in developing policy manuals
- Knowledge of strategic human resource management and an understanding of organisational theory with regards to international organisations
- Have operating knowledge of procurement
- An HR expert will lead the assignment supported by a financial management specialist with practical knowledge on procurement, accounting, and audit.
- Management skills, particularly in managing change;
- Working knowledge of Uganda employment law;
- Excellent communication skills;
- The flexibility to work across other HR functions

- Excellent interpersonal skills
- Proficiency in conflict resolution
- Fluency in English

6. Selection of best candidate

The best candidate will be selected on merit in accordance with the **Selection Based on the Individual Qualifications and experience.**

7. How to apply

Interested and suitably qualified candidates may apply for the post by

- Submitting a motivation letter of not more than 1000 words and clearly marked as **“Expression of Interest for Consultancy to develop the CTCA Policy and Procedures manual for the period 2019-2025. CTCA/EOI/007/”** in soft copies at the address below not later than **17:00 hours on the June 8, 2018.** In addition to the requirement in (a), interested applicants should submit:
 - an application letter,
 - a CV with contacts of 3 professional referees, and
 - a hard copy of all relevant academic documents **OR** if submitted by email, a single file of all relevant academic documents in PDF.

Applications may be sent to:

Email: eo@ctc-africa.org copy angelan@ctc-africa.org

Physical address: Makerere University, College of Health Sciences, School of Public Health Centre for Tobacco Control in Africa (CTCA), Ekobo Road Plot 2 Kololo.