

**Terms of Reference (TOR)  
for hiring a  
Human Resources Consultant**

**Background:**

Badabon Sangho is a women's rights and women-led organisation. It started its journey in 2015 at Rampal Upazila, the south-eastern part of Bagerhat district. Currently, we are working in other districts of Bangladesh as well. Started with feminist approach by engaging women who face the worst forms of violence and discrimination regarding land ownership, race, and natural disaster and are even expelled from their own lands but is forced to remain silent to raise their voice or ask for their rights. It has group-based structure and governance. For more information please visit our [website](#).

Badabon Sangho has a Human Resources Policy was developed in 2018. Working nature and responsibilities are different for federation members, volunteers and team members- all are work in groups. All of them have been experiencing new contextual issues like inflations, security, additional expenditures, and health during field visit, daily operation and programme implementation. In the meantime, job security like provident fund was discussed and going to implement. Given the above, the executive board has decided to review the existing human resource policy. To make it happen, organisation is looking for a consultant/expert/specialist, who can assist for 15 working days period and coming up with following deliverables:

**Deliverables:**

- Review existing Human Resources policies and provide suggestions for necessary changes.
- Review and assess others local NGOs' salary and suggest Badabon Sangho's scale of salaries, benefits and as well as allowances.
- Work with individual team members to review the existing job positions, whether the positions are appropriate according to the designated job responsibilities
- Review and propose the organogram of Badabon Sangho.

**Requirements:**

- Should have minimum 5-10 years working experience on Human Resources management field.
- Should have graduation or diploma on Human Resource major.
- Must have adequate consultancy experience on HR policies and employee benefits.
- Should have working experiences with not-for-profit sector

**Skills:**

- Must have strong communication and organizational skills.
- Must be able to work with upper and field team with non-judgment views.
- Possess strong interpersonal skills such as leadership and monitoring capabilities.
- Familiar with technology and able to work with Microsoft applications.

**Subject of the contract:**

- 1) The advisor/consultant will submit the quotation addressing Admin Officer within deadline.
- 2) Badabon Sangho has power to cancel the terms of reference and as well as work order without any kind of prior notice.
- 3) Payment may be canceled if the management finds out that the deliverables are not satisfactory.

**Process of submission**

Interested consultants are requested to submit technical & financial proposal including timeline and budget by hand or email at [hr.badabonsangho@gmail.com](mailto:hr.badabonsangho@gmail.com) mentioning the subject line clearly.

All applications must reach on or before 22 June 2022.