TERMS OF REFERENCE
INTERNATIONAL CONSULTANT TO CONDUCT CAREER DEVELOPMENT, STRESS AND RELATIONSHIP MANAGEMENT FOR UNDP STAFF

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>International Consultant to conduct Career Development, stress and relationship Management training for UNDP Staff</th>
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</thead>
<tbody>
<tr>
<td>Category:</td>
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<tr>
<td>Duty Station: Kigali, Rwanda</td>
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<tr>
<td>Type of contract: Individual International Consultant</td>
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<tr>
<td>Expected starting date: March</td>
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<tr>
<td>Duration of assignment: 2 days</td>
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1. Background

UNDP Rwanda Learning Committee

UNDP Rwanda Country Office is committed to promote knowledge building and career development of its staff. Therefore, the Country Office aims at facilitating access to learning opportunities, allocating appropriate amount of funding from the office budgets, and ensure the 5% learning time to upgrade the skills levels of staff. It is within that framework that the Learning Committee was established in order to facilitate the development of a learning culture and encourage professional growth in UNDP Rwanda. The Committee serves as an on-going forum to develop learning mechanisms, implement them and monitor the progress with guidance of the senior management. With such continuous attention, the Committee ensures that the human resources capacity of the Country Office remains relevant to the emerging development challenges of Rwanda and the evolving UN system needs. It is within that background that the UNDP Rwanda Learning Committee develops every year a Learning Plan and budget approved by Senior Management. Within the context of the implementation of the Learning Plan, a training on Career Development, stress and relationship Management has been planned for UNDP Staff, this training will be conducted as part of the UNDP annual retreat which will held in meddle of March 2018.
Global Staff Survey

The results of the 2016 UNDP Rwanda Country Office Global Staff Survey showed that Personal growth and development, training for staff to perform their jobs and managing conflicts within the office are few areas that need a specific attention for the office to keep the momentum to deliver great results and continue to come among the best country offices in RBA.

2. Objective, Scope of Work and Responsibilities

It is within that background that UNDP Rwanda country office aims at recruiting an International consultant to support the capacity building efforts of the CO’s staff on Career Development, stress and relationship Management as well as to facilitate a two-day staff retreat in collaboration with UNDP Rwanda learning Committee and the annual retreat organizing committee. The International consultant will be responsible for the design, development and facilitation of tailored trainings on:

- Career Development/ Career Management (including within and outside the UN)
- Stress Management at work place,
- Relationship Management including communication tools

More specifically, the key tasks will include:

- Design of tailored training based on specific UNDP Rwanda CO requirements and needs
- Facilitation of the above-mentioned trainings (face-to face training)
- Conduct one and one sessions with Staff willing to have advice on career development
- Produce a short training report including the training material and a summary of the discussions and recommendations.

3. Deliverables

More specifically, the consultant is expected to produce the following deliverables:

- Develop training material,
- Conduct Face-to Face training
- Conduct face-to face one and one session with interested staff
- Produce the Staff Training report;

4. Duration of the Contract

The planned duration of the assignment is 2 working days. The consultant is expected to initiate the work end of March 2018. The consultancy will include the following phases with their respective time frame.
### Table 1: Consultancy Time frame

<table>
<thead>
<tr>
<th>No</th>
<th>Number of days</th>
<th>Deliverables</th>
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<tbody>
<tr>
<td>1</td>
<td>1 day</td>
<td>Training materials produced and submitted</td>
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</table>
| 2  | 0.5 day        | Face-to-Face trainings and practices  
Face-to-face one and one session with interested staff to advise on career development, stress and relationship management issues |
| 3  | 0.5 day        | Approved Staff retreat Facilitation and Training report |
|    | **Total number of days** | **2 days** |
|    | **27th March 2018- 28th March 2018** | |

### 5. Contract management and arrangement

This section describes the organization and management structure for the consultancy and defines the roles, key responsibilities and lines of authority of all parties involved in the evaluation process. Implementation arrangements are intended to clarify expectations, eliminate ambiguities, and facilitate an efficient and effective evaluation process.

**UNDP**

UNDP is responsible for the management of this consultancy and will contract the consultant. UNDP will be the focal point for the consultancy and will facilitate the logistical requirements and provide technical assistance for all training including logistics issues and payments of the consultant. UNDP will provide the guidance and general expectation for the training, it will review the training content. Day-to-day supervision of the consultant will be provided by UNDP Country Director or by his representative (representative of learning committee/ staff retreat committee) overseeing the initiative. He will ensure that all issues pertaining to the contract with the consultant, including the report and payments are completed on schedule and will be responsible for facilitating the work of the individual. UNDP will approve the training report before processing any payment.

**Consultant**

The consultant will prepare and deliver the training as per the ToRs. At the end of the assignment, the consultant will draft a report of the trainings and retreat facilitation with clear recommendations and way forward. This report should be reviewed and approved by the UNDP learning committee and Staff retreat committee.
6. **Duty Station**

The duty station of the work is outside Kigali, Rwanda where the staff retreat and trainings will be held.

7. **Required expertise and qualification**

The consultant shall have the following required expertise and qualifications:

**Experience:**
Specific qualifications for successful delivery of the assignment include:

- At least 5 years of experience in designing and providing tailored trainings including in the following specific areas:
  - Career Development/ Career Management
  - Stress Management
  - Relationship Management
  - Emotional intelligence
- Minimum of two years’ experience with industrial-organizational psychology, human resources, career management or relevant topics is required
- Knowledge of current research on career management theories and practice is required
- At least a Master degree in Human Resources/ Social sciences
- Proven Experience working with the UN/UNDP is required
- Knowledge of UN reforms
- Fluency in English and a working knowledge of French.
- Experience in Rwanda and in the region would be an added advantage

8. **Payment Modality**

The consultant shall be paid the consultancy fee upon completion of the following milestones:

- Submission and approval of Deliverable 1 (Training on Career Development, stress and relationship Management including Training material, face-to face training and Training report)

The Remuneration of the consultancy fees is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

9. **Application Procedure**

*Interested companies should apply by presenting the following documents:*

- Personal CV or P11, indicating education background/professional qualifications, all past experience from similar initiatives;
- 2-3 portfolios in color indicating similar projects conducted from the past;
- Brief description of why the consultant considered him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment;
10. Evaluation Criteria

The consultant will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. For each of the 3 profile candidates of the consultancy firm, the technical evaluation will include the following:

<table>
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<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>At least master’s degree in Human Resources/ Social sciences</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>At least 5 years of experience in designing and providing tailored training including in the following specific areas:</td>
<td>20%</td>
<td>20</td>
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<tr>
<td>• Career Development/ Career Management</td>
<td></td>
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<td>Proven Knowledge of UN reforms</td>
<td>10%</td>
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<tr>
<td>Proven Experience with working with UN/UNDP</td>
<td>20%</td>
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<tr>
<td>Overall Methodology (clear demonstration of evaluation methodology and understanding of the ToR)</td>
<td>30%</td>
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<tr>
<td>Fluent in English (written and verbal skills)</td>
<td>10%</td>
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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated fairly and equally.