

# **EXPRESSION OF INTEREST DOCUMENT**

## **“Hiring of HR Consultancy Firm for NDRMF’s Workforce Capacity Assessment and Skill Enhancement”**

**(REOI for Quality and Cost Based Selection Method)**



**National Disaster Risk Management Fund**

**24-May-2024**

# SECTION I: INSTRUCTIONS

National Disaster Risk Management Fund

REOI # 003/01/HR

for

## Hiring of HR Consultancy Firm for NDRMF's Workforce Capacity Assessment and Skill Enhancement

Date: 24/05/2024

1. NDRMF invites eligible and reputable "Human Resource (HR) Consultancy Firms".
2. Eligible Consultants should submit Expression of Interest (EOI) in English language along with relevant complete details of their qualification and experience as requested hereunder: -

**a) Basic Information: -**

- i. Name, address, Phone, Fax and E-mail address
- ii. postal and telegraphic address for the head office, branch offices and contact personnel

**b) Mandatory Criteria: -**

- i. Firm's Registration with authorized Government Department(s) as Legal Entity-  
**Provide Copy**
- ii. Having registration with Income & Sales Tax Departments - **Provide the copy of Tax registration certificates for both**
- iii. Active on Income & Sales Tax (**Provide ATL status**)
- iv. Affidavit confirming that: (a) applicant Consultant (Name of the Consultant) has never been blacklisted by any National, Government/Semi Government Organization and (b) All the information provided by the applicant Consultant is correct.

**c) Parameters for Evaluating EOI Responses: -**

Interested **HR Firms** are required to demonstrate/provide requisite information to prove their qualification/eligibility to perform the assignment. **The short-listing criteria are:**

- i. Complete Historical & Corporate profile of the organization/firm with the information i.e. (i) total Years of Business along with total General Experience as HR Firm, (ii) Management System; complete organogram along with availability of number of experienced HR professionals. **[Max. Score = 30]**
- ii. Details of completed projects of similar nature particularly HR capacity assessment, identifications of workforce skill gaps, Capacity Building of workforce, development of strategies for continuous learning, development of performance management system, conduction of salary surveys to overcome gaps, with requisite information i.e. project description, cost of the project, client, duration, number of field staff hired/mobilized & managed. Demonstrated knowledge about disaster risk management, Climate resilience, social development, and related sectors as defined in the TORs. **[Max. Score = 60]**
- iii. Latest audited financial statement from the **last three years** of the Consultant to check Financial Soundness. **[Max. Score = 10]**



3. Interested CA Firms must provide lucid information as per above requirements indicating that they are qualified to perform above services and must provide only materials that would be specific to the proposed services, and to avoid submitting generic promotional material. **Non-provision of requisite documentary evidences/ information as per this Instructions to Consultants, may lead to “Non-Responsiveness” of the Consultants’ response/ application.**
4. Selected Consultant will be required to declare any conflicts of interest, both for the organization as a whole as well as individuals assigned to carry out this work.
5. Any further information/clarification can be sought.

**MANAGER PROCUREMENT**  
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## SECTION II: TERMS OF REFERENCE

1. **POSITION TITLE:** HR CONSULTANCY FIRM FOR NDRMF'S WORKFORCE CAPACITY ASSESSMENT AND SKILL ENHANCEMENT [NATIONAL]
2. **DURATION:** 22 Weeks
3. **LOCATION:** Islamabad
4. **BACKGROUND:**

National Disaster Risk Management Fund (NDRMF) is a non-profit organization established under Section 42 of the Companies Act, 2017. NDRMF is a Government-owned entity that is providing grants for projects. These projects are contributing to Pakistan's enhancement in resilience to disaster, climatic and other natural hazards to strengthen the government's ability in making Pakistan a disaster-resilient country. NDRMF has evolved as a well-positioned organization as Pakistan's national investment fund for resilience building against disasters and long-term climate change adverse impacts. NDRMF is embarking on a transformative journey outlined in its new Business Strategy 2023-33. This strategy aims to enhance the organization's resilience and effectiveness in addressing disaster risks and climate change challenges in Pakistan as well as fill the critical knowledge gaps. With the introduction of the new Business Strategy 2023-33, NDRMF aims to transform its operations to effectively address evolving challenges and enhance resilience to natural hazards and climate change.

In alignment with the strategic objectives outlined in the Business Strategy 2023-33, NDRMF recognizes the importance of reskilling its existing workforce to bridge knowledge and technical skill gaps. This initiative aims to equip employees with the necessary competencies to effectively implement the key elements of the new Business Strategy and achieve organizational goal. As part of this transformation, there is a critical need to assess the knowledge and technical skill gaps within the current workforce to align them with the strategic objectives of NDRMF through capacity & skill development initiatives.

### 5. SCOPE OF WORK:

The scope of this consultancy is to conduct a comprehensive analysis to identify knowledge and technical skill gaps within the current workforce of NDRMF. Based on the findings, the consulting firm will propose capacity-building programs and skill enhancement initiatives aligned with the requirements of NDRMF's Business Strategy 2023-33. The program will cover various thematic areas, including but not limited to **Disaster Risk Reduction, Climate Change Adaptation, Disaster Risk Financing, Project Management, Data analytics, Research & development, Administration, Information Technology, human resources** etc. Overall scope is as under:

- a) Conduct a comprehensive assessment of the existing workforce to identify knowledge and technical skill gaps.
- b) Analyse the workforce capacity requirements in light of NDRMF's new Business Strategy 2023-33.
- c) Propose capacity building and skill enhancement plan to address identified gaps and align with the strategic objectives of NDRMF.

- d) Recommend appropriate training, coaching, mentoring, and other capacity development initiatives to reskill and upskill competencies of the workforce.
- e) Provide guidance on reskilling and upskilling strategies to optimize the performance and effectiveness of the workforce in implementing the new business strategy.
- f) Proposing and devising a new performance management system to enhance staff performance and accountability
- g) Conduct a salary survey in light of the positions as per revised organogram.

## 6. DETAILED TASKS (TORs):

### a) **Assessment of existing workforce's knowledge:**

Conduct a comprehensive assessment of the current workforce's knowledge and technical skills, (TNA). Review existing & revised organograms to address the smooth implementation of Scope of Work and TORs.

### b) **Highlight skill gaps:**

Identify key areas of strengths and weaknesses within the workforce, highlighting critical skill gaps benchmarking industry best practices to support the implementation of NDRMF's new Business Strategy.

### c) **Capacity Building:**

Propose/recommend capacity-building plan outlining specific training programs (on-the-job and classroom), workshops, seminars, and other learning interventions required to enhance the skills and competencies of the workforce

### d) **Continuous learning:**

Recommend strategies for fostering a culture of continuous learning and knowledge sharing within the organization.

### e) **Performance Management System:**

Develop a new performance management framework tailored to NDRMF's needs, implement the system and train staff on its use.

### f) **Salary Survey:**

Conduct a salary survey in light of the positions as per revised organogram and provide a roadmap to overcome salary gaps.

## 7. DELIVERABLES:

Sr No.	Deliverable	Actions Required	Tentative Time Period
(i)	Inception Report (Skills gap analysis report highlighting areas of improvement)	Assess current workforce competencies and identify skill gaps	Within [4] weeks from the signing of the contract.
(ii)	Capacity Building Plan proposal	Propose/recommend required trainings and workshops to address identified skill gaps.	Within [5] weeks of submission of skills gap analysis report.
(iii)	Devise Performance Management System	Propose and devise new system, train staff	Within [9] weeks of submission of skills gap

Sr No.	Deliverable	Actions Required	Tentative Time Period
			analysis report.
(iv)	Perform salary survey	Perform Salary Survey & recommend a roadmap of changes in the current salary structure of NDRMF.	Within [4] weeks of submission of capacity building program proposal
(v)	Successful Completion of the assignment		

Note: The timelines provided are tentative and subject to adjustment based on project requirements and mutual agreement between NDRMF and the consulting firm.

## 8. REQUIRED KEY STAFF: -

8.1. Firm must have demonstrated experience of at least five (05) years in conducting organizational capacity assessment and skill enhancement, and having a knowledge about disaster risk management, Climate resilience, social development, and related sectors as defined in the TORs.

The Firm is required to staff this engagement with qualified experts having demonstrated experience in managing and performing similar engagements and with relevant backgrounds, including devising organizational structure based on best practices in order to optimal utilization of human resource in efficient manner.

8.2. The Firm shall submit detailed CVs of the experts to be involved as part of the proposal, along with confirmation of the team members' availability for this engagement.

8.3. The minimum required experience of proposed key professional staff is:

**a. Team Leader (01):** Post-graduate qualification (at least Master degree (16 years) in Human Resource Management or suitable equivalency) with minimum 10 years of professional experience conducting HR related studies and devising organizational structure.

**b. Organizational Design & Behaviour Specialist (01):** - Post-graduate qualification (at least Master degree (16 years) in Human Resource Management or suitable equivalency) with minimum 05 years of similar experience in the field of assignments as per scope of work.

**c. Support/ Non Key Staff:** Besides the above key staff, firm may require additional inputs from other staff (data collection, salary survey, analyses of data, drafting, etc.). Accordingly, firm is expected to mobilize appropriate team to complete the task within the assigned period.