



# MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

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### REQUEST FOR PROPOSALS:

### CONSULTANT SERVICES TO CONDUCT A HUMAN RESOURCES ORGANIZATIONAL REVIEW

**CLOSE DATE & TIME: 30th September 2019**

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## Organizational Background

MTG is a pioneer in football for girls' empowerment in Kenya's Coast Region. Started in 2002 in Kilifi, the women-led organization works towards a fair, just and inclusive world where girls and young women's rights are acknowledged, respected and realized. It employs a rights based and sports (football) approach and focuses primarily on education, sexual and reproductive health and rights, economic empowerment and leadership development. By positively influencing and equipping communities to provide safe spaces and opportunities for girls and young women, MTG contributes to the facilitation of girls to achieve their full potential. More than nine thousand girls (aged 9 – 25 years) participate in MTG programming annually in Kilifi, Mombasa, Kwale and Tana River counties.

## Introduction:

MTG is soliciting proposals from qualified firms to conduct a Human Resources Organizational Review. And facilitate the recruitment of a Human Resource Officer. The external consultant will work under the direction of the Executive Director and directly in collaboration with requisite Senior Leadership. This RFP is being issued to obtain proposals from highly professional and experienced consultants whom:

- Deliver high quality services as outlined below with skill, integrity, confidentiality, accuracy and expertise,
- Are knowledgeable concerning community- based organizations focusing on girls and young women programming, their administration, procedures and policies, including in depth knowledge of Human Resource functions and best practices.
- Are subject matter experts in current legislative compliance governing HR requirements.
- Are experienced in conducting similar HR Organizational Reviews.
- Offer services on a competitive fee basis.

## Purpose

The purpose of the Human Resource (HR) Organizational Review is:

- To examine MTG's compliance with HR & interrelated legislative requirements, organizational policies, and best practices.
- Assess current HR department structure against MTG's Vision, Mission, Values, and Strategy.



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- Identify gaps, and best HR department roles/structures that provide optimal HR services to the organization.
- To explore how to better service the needs and satisfaction levels of relevant stakeholders including the Board of Directors' HR Governance requirements, Senior Management, Management, and Employees within an optimal Human Resources department/structure.
- To define / streamline the work processes used to carry out functional work within Human Resources, and
- To determine what needs to be done, how these changes will benefit MTG and how to prioritize problem areas in terms of significance.
- To provide a framework for resource mobilization for MTG in regards to attracting and retaining passionate changemakers.

## Objectives

The objectives of the Human Resource Organizational Review are:

- To analyze and review current HR organizational structures, roles, accountabilities, engagement
- To review all systems, policies and practices related to HR to determine the effectiveness of these systems.
- To review the HR systems in comparison with other similar organizations and provide recommendations to meet the leading practices of human resource management.
- To locate gaps, lapses, or shortcomings in the implementation of the policies, procedures, practices, and directives of the HR department and to know the areas where non-implementation and/or wrong implementation has hindered the planned program and activities.
- To evaluate the current HR competencies and identify gaps and requirements to ensure the organization is fulfilling legislated requirements and leading practices.
- To establish a baseline for future improvements.
- To provide clear, prioritized recommendations regarding the above

## Scope

MTG recognizes that creating an environment where exceptional talent thrives and develops is essential to its mission. We therefore want to develop best in class talent management systems, covering the full range of:

- HR Strategy and strategic competency for senior management & management
- HR Planning and Organizational Development
- Team Culture- Employee Relations
- Human Resource Programs, Policies , Procedures & Tools
- Recruitment and Selection
- Onboarding and Orientation
- Remuneration
- Performance Management
- Training and Development, Succession Planning



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- Facilitation of workshops, learning sessions, focus groups for HRM practices
- Job analysis & Competency Management
- HR Department – operational HR roles and core processes for centralized shared-services
- Support for implementation of the Review Recommendations and action plans.

## Proposal outline

Submissions are to include the following:

- A cover letter, signed and dated, summarizing the qualifications of the Proponent's firm to engage in this project.
- An outline of the range of services the Proponent's firm can provide in view of the scope shared.
- A chart /table/outline showing the appropriate timing of the deliverables, and milestones.
- A summary of similar projects on which the Proponent's firm have worked, and, in particular, reviews for similar organizations or institutions.
- A profile of the consultant(s) who would assigned to the project, and an identification of the key contact person for the engagement. A complete CV of the individuals who would be assigned to complete the intended contract will be included as an appendix to the submission.
- An outline of fees which will include detailed information on all expenses required and all contractual information.

## Proposal Submission

Firms and Individuals interested in offering a proposal for the work, to submit PDF electronic copy of the EOI directed to the Executive Director at [humanresource@mtgk.org](mailto:humanresource@mtgk.org). Submissions must be received **on or before 5:00pm local time on October 4, 2019**. Ensure that the subject is clear with position advertised. Only shortlisted candidates will be contacted.