

Area of Expertise Required	HR Consultant
Assignment	
Assignment Type/Location	In-person/Ouzai-Main Office
Duration and Level of Effort (LOE)	
Maximum Budget	
Brief Description	Borderless is looking for an experienced and certified HR consultant.

1. About the organization

Borderless is a non-governmental organization (NGO) with a mission to uplift marginalized communities, particularly in Lebanon. Our vision is to address structural barriers to overcoming hardships faced by disadvantaged and at-risk populations, including patterns of discrimination, lack of access to essential services, conflict, and social disorder. Our focus areas include providing support to children, youth, and women through integrated programs aimed at education, livelihood, protection, advocacy, and capacity-building.

2. Assignment Overview

Our objective is to elevate our organization's human resource management practices and processes to ensure maximum effectiveness, employee satisfaction, and alignment with international best practices. We are seeking an HR consultant to conduct a comprehensive assessment of our current HR systems, policies, and procedures, with a focus on optimizing recruitment, enhancing staff retention, and fostering a positive organizational culture.

Key goals of this initiative include:

1. Developing a robust HR framework that aligns with industry standards.
2. Streamlining recruitment and onboarding processes.
3. Evaluating and recommending modern HR technologies.
4. Providing training and capacity-building opportunities for HR staff.

Additionally, the consultant will implement best practices for staff development, establish a comprehensive performance evaluation system, and cultivate an inclusive work environment. The project also aims to enhance performance management processes by ensuring clear goal-setting, regular feedback, and recognition of staff achievements. By integrating these best practices, we seek to create continuous learning opportunities and support career advancement within the organization.

Ultimately, this initiative is designed to modernize and strengthen our HR management framework, enabling us to attract, retain, and develop talent more effectively, thereby supporting our mission with greater efficiency.

3. Tasks and Deliverables

Project Initiation and Assessment

Tasks:

- **Kick-off Meeting:** Conduct an initial meeting to understand the organization's current HR challenges, goals, and expectations.
- **Document Review:** Collect and review existing HR policies, procedures, and relevant documentation (e.g., performance reviews, recruitment processes, training materials).
- **Preliminary Assessment:** Perform an initial assessment of the HR systems, processes, and organizational culture.

Deliverables:

- Project plan with detailed timeline and milestones.
- Initial assessment report outlining key findings and areas of focus for the project.
- Updated HR policies and procedures.

Recruitment, Onboarding, and Technology Evaluation

Tasks:

- **Recruitment Process Optimization:** Review and streamline the recruitment and onboarding processes to improve efficiency and candidate experience.
- **Technology Assessment:** Evaluate current HR technologies and recommend new systems or improvements to existing ones.
- **Staff Development Plan:** Develop a staff development and training plan, focusing on career pathing, succession planning, and continuous learning opportunities.

Deliverables:

- Streamlined recruitment and onboarding processes.
- Technology assessment report with recommendations.
- Staff development and training plan.

Training and Capacity Building

Tasks:

- **HR Staff Training:** Deliver training sessions for HR staff on the new HR framework, updated policies, and performance management system.
- **Capacity Building Workshops:** Conduct workshops for staff on best practices for performance management, staff development, and using new HR technologies.
- **Employee Engagement Initiatives:** Develop strategies to enhance employee engagement and foster a positive organizational culture.

Deliverables:

- Completed training sessions and workshops.
- Training materials and resources.
- Employee engagement strategy document.

Finalization and Handover

Tasks:

- **Final Review:** Conduct a final review of all implemented changes and gather feedback.
- **Final Adjustments:** Make any necessary adjustments based on feedback from HR staff and management.
- **Handover and Documentation:** Prepare and hand over all relevant documentation, including the final HR framework, policies, training materials, and technology recommendations.
- **Project Closure Meeting:** Hold a project closure meeting to review achievements and discuss the next steps for continued HR optimization.

Deliverables:

- Final HR framework and updated policies.
- Complete documentation of processes, training materials, and technology recommendations.
- Final project report summarizing the outcomes and providing recommendations for ongoing HR improvements.

4. Timeline

The consultancy is expected to be delivered between the **16th of September 2024** and the **31st of October 2024**.

5. Skills and Experience Required

Applicants should possess the following qualifications and experience:

- Strong understanding of HR frameworks, policies, and procedures.

- Ability to design and implement HR strategies that align with organizational goals and best practices.
- Expertise in developing and implementing performance evaluation systems.
- Knowledge of best practices for staff development, including career pathing, succession planning, and continuous learning programs.
- Experience in designing and delivering training and capacity-building programs for HR teams and other staff members.
- Ability to evaluate and recommend technology solutions that fit organizational needs.
- Ability to engage and communicate effectively with staff at all levels during the implementation of new processes and technologies.
- Proficiency in fostering a positive and inclusive organizational culture.
- Expertise in handling employee relations issues and enhancing staff engagement and retention.
- Strong project management skills, including planning, executing, and monitoring HR projects.
- Ability to manage timelines, resources, and deliverables effectively.
- Ability to analyze HR data, identify trends, and make informed decisions.
- Proficient in diagnosing organizational issues and recommending practical solutions.

Required Experience:

- At least 7-10 years of experience in HR management or consultancy, with a focus on HR strategy, performance management, and staff development.
- Experience in the NGO or non-profit sector is highly desirable.
- A bachelor's degree in Human Resources, Business Administration, Organizational Development, or a related field.
- A master's degree or relevant HR certifications (e.g., SHRM-CP, SHRM-SCP, CIPD) is preferred.
- Demonstrated experience in leading and managing HR projects, particularly in organizational transformation or optimization initiatives.
- Experience in recommending and implementing technology solutions in HR processes.
- Proven track record of designing and implementing training programs that address skill gaps and enhance staff capabilities.

- Experience working in diverse and multicultural environments, with the ability to adapt HR practices to fit different cultural contexts.

6. Required Documents

Interested candidates should submit the following documents by the specified deadline:

- Cover letter
- Curriculum vitae (CV)
- Samples of previous work
- Financial offer in USD

Please send the required documents to procurement@borderlessngo.org by **11/09/2024**. Include **HR Consultant** in the subject line and specify how you learned about this opportunity. Incomplete applications will not be considered.