



TAITA TAVETA  
WILDLIFE  
CONSERVANCIES  
ASSOCIATION

## TERMS OF REFERENCE (TOR) FOR CONSULTANCY TO UNDERTAKE REVIEW OF TTWCA HUMAN RESOURCE POLICY

### 1. Background

TTWCA is a landscape community-based organization established in 2013 with the mandate to support the development of wildlife conservancies and other related economic activities among its members for improved livelihoods and coordinate sustainable management of the Tsavo ecosystem. TTWCA also serves as a landscape umbrella body for the 33 conservancies/ranches covering approximately 1 million acres within the larger Tsavo ecosystem. The conservancies/ranches form a migratory corridor for the Tsavo National Park which is 5.8 million acres.

TTWCA envisions building a robust institution to provide effective and efficient services to her membership and community through reviewing its human resource management policy.

### 2. Objectives

The objective of this consultancy is to provide technical support in the review of the human resource policy. The selected consultant(s) will be mandated to review and update the policy.

The specific task is to review and develop a context-specific, compatible Human Resource Management (HRM) policy in line with other TTWCA operations policies, international and national HRM best practices, to meet TTWCA human resource needs in;

- Staff recruitment guidelines
- Interns and volunteers' engagement guidelines
- salary structure,
- staff performance appraisal mechanism,
- employee benefits,
- succession plan.

### 3. Scope of work

Based on the above description of the project overview and objectives, TTWCA seeks to engage a competent consultant to:

- Submit a technical proposal for the assignment.

- Take part in meetings and/or introductory orientation sessions organized by the consultant for the execution of this assignment.
- Prepare an inception report on the reviewed content.
- Provide relevant HR templates and forms that are stipulated by Kenya law and meet the standards of the donor
- Incorporate the reviewed changes
- Submit the draft HR policy and share it with the TTWCA team
- Validation of the policy
- Submission of Final policy and report

#### 4. Expected Deliverables:

The consultant/s is expected to prepare and submit the following:

- Work schedule indicating when each task will be completed.
- Inception report after signing contract agreement;
- Draft of the reviewed HR policy after the approval of the inception report;
- Final policy after the validation.

#### 5. Time frame

The assignment will take approximately 30 working days from 1<sup>st</sup> March to 30<sup>th</sup> March 2022.

#### 6. Qualifications:

##### Essential

- Excellent report writing skills, spoken and written English
- Professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with TTWCA and even after the contract ends
- Commitment to meet deadlines and ability to work under pressure.

##### Desirable

- At least 6. years of HRM experience within Conservation sector
- Depth in Policy Development and exposure in conservation environments
- Has successfully delivered on the design & roll-out of HR policies, designing frameworks, facilitating capability building sessions to communicate policies

#### 7. Requirements

The proposal/application must outline the experience, capacity, and capability to undertake the scope of work within a specified time frame.

Submissions should include a clear and consistent approach to this work, supported by a project plan indicating the key activities, milestones, and deliverables.

In addition to providing the proposed approach and activities to be undertaken, the consultant should also provide;

- Detailed Curriculum vitae/ profile of the consultant
- A breakdown of proposed costs;
- Other supporting information as deemed to be relevant to the ToR.

## 8. Application procedure

Interested and suitable candidates should submit their Statement of Intent (SOI) that clearly addresses their background, experience and how they intend to meet the requirements a to:

Email: [jobs@ttwcakenya.com](mailto:jobs@ttwcakenya.com) CC: [info@ttwcakenya.com](mailto:info@ttwcakenya.com)

Or

**Hard copies addressed to:**

**Taita Taveta Wildlife Conservation Association  
(TTWCA)**

**P.O Box 26 – 80300, Voi**

**Contacts: 0707780438**

**On or before, 21<sup>st</sup> March 2022**