



CONSUELO

ZOBEL ALGER FOUNDATION

RECRUITMENT

Terms of Reference

HR Consultant: Review and Enhancement of the
PGDP Tool

Consultancy Position



TERMS OF REFERENCE

HR Consultant for the Review and Enhancement of Consuelo's PGDP Tool

1. Background:

Consuelo Zobel Alger Foundation (Consuelo) is a private, U.S.-based foundation that works for the prevention and treatment of abuse, neglect, and exploitation of children, women, and their families in the Philippines and in Hawaii. We are named after our Founder, the late Consuelo Zobel Alger, whose generosity and genuine love for children allowed us to renew hope for those who have lost it and give hope to those who never had it.

Human Resources Unit (HRU) conducted check-ins with nine (9) selected staff last June 24 and 25 to get their feedback regarding the current Performance Management System, particularly the Performance Goal Development Plan (PGDP) Tool. HRU received feedback about the PGDP, hence Consuelo seeks to engage the services of an experienced Human Resources (HR) consultant to review and enhance the PGDP tool.

1.1 Instructions

Interested consultants should submit the following **by September 13, 2024 (Friday), 12:00 noon:**

- a. Cover letter addressed to Ms. Aмоса Ott, Director of Operations of Consuelo Zobel Alger Foundation Philippine Branch.
- b. Curriculum vitae or company profile highlighting relevant experience and track record

Send your application documents to consultancy@consuelo.org on or before the deadline.

2. Period of Contract:

The period of this assignment is from September 16 to October 15, 2024.

3. Scope of Work

The HR Consultant must render the following tasks:

- Review feedback from staff.
- Review and enhance the PGDP tool.
- Identify and initiate revisions/modifications on areas for improvement and enhancement to the tool.
- Collaborate with internal key stakeholders and decision-makers within the organization to carry out work effectively.
- Regularly communicate with internal key stakeholders and decision-makers on expectations, timelines, and feedback to ensure timely completion of the project.

4. Qualifications

The HR Consultant shall fulfil the minimum requirements outlined below:

- a.) Demonstrate working experience in conducting Employee Performance Management Review and Evaluation.
- b.) Familiarity with various PGDP tools. Exposure to NGO operations is a plus but not required.
- c.) Have excellent verbal and written communication skills.
- d.) Good facilitation and presentation skills.

5. Engagement Activities, Timeline, Deliverables, Payment Tranches, and Due Dates

Activities	Due Date	Deliverables	Payment Tranche
Initial consultation meeting with the Director of Operations and HR Team	Sept. 16, 2024	Methodology in the review and enhancement of the PGDP tool	Php20,000.00 (40%)
Review of feedback from Consuelo staff (attached Annex A)	Sept. 16 – 17, 2024	Provide communication strategy and proposed action plan to address the feedback from staff	
Review of PGDP tool (attached Annex B) and recommendations for enhancement	Sept. 23 – 24, 2024	Detailed report outlining findings and recommendation	
Submission of final PGDP Tool	Oct.15, 2024	Revised PGDP tool	Php30,000.00 (60%)
TOTAL			Php50,000.00 Net of Tax (100%)

6. Invoicing and Payment

The consultant shall submit an Invoice or Billing statement along with deliverables and due dates identified above. Payments will be made upon final acceptance and approval of the deliverable.

7. Reporting and Monitoring:

The consultant shall work closely with the Director of Operations to communicate expectations, timelines, and feedback. The consultant shall collaborate with the HRU for the provision of necessary resources, documents, and information to enable the consultant to perform work efficiently and effectively. The consultant shall be meeting with the internal stakeholders for guidance, strategy, and approach to the work and deliverables. Considering that this is a short-term engagement, the consultant is expected to be available to collaborate with the team during normal office hours, as needed.

This role can be successfully performed via remote work, but consultants may be required to meet with the team in-person at the Makati office, as needed.

The Director of Operations shall be responsible for the supervision of the Consultant's performance of the above assignments as well as the review of the technical outputs and deliverables.

8. Approval

The above Terms of Reference have been prepared, reviewed, and edited to a degree sufficient for approval and contracting.