



TERMS OF REFERENCE FOR A CONSULTANT TO DEVELOP INPACT'S PPERFORMANCE MANAGEMENT PLAN

1.0 Introduction:

Innovation Program for Community Transformation (InPact) is a registered Ugandan National Non-Governmental Organization (NGO) founded in 2012 with a Mission to improve the quality of life of individuals and communities through innovative development solutions. To achieve this, InPact is implementing several community development projects in Health, Economic Development and Environment Conservation across Uganda.

In 2023, InPact secured a partnership with East West Management Institute (EWMI) through the USAID /Civil Society Strengthening Activity (USAID/CSSA) to build InPact's internal capacity and systems strengthening. Part of this support involves strengthening InPact's overall M&E function.

InPact considers that developing a staff Performance Management System (PMS) that monitors, evaluates and improves employee performance while aligning individual performance goals and organizational objective is critical to identifying the right employee personal development goals, increase productivity and realize better organizational outcomes. InPact anticipates that the proposed PMS will help the HR team to create personalized career development plans that provide each employee with a clear trajectory for growth and improvement, thus improving employee engagement and performance.

Against this background, InPact is looking to hire the services of a consultant with expertise and prior experience in developing PMS for not-for-profit organizations, orienting staff on how the PMS will operate and supporting leadership to mainstream the system in the organization.

2.0 The Assignment:

2.1 Purpose

The objective of the consultancy is to develop an institutional Performance Management System to guide InPact's HR team in monitoring and evaluating individual staff performance during the strategic period 2024-2027, after which a review will be done if deemed necessary.

This PMS will also support InPact to increase knowledge, confidence, and success in Monitoring, Evaluation, and Learning. It will strengthen our organizational MEL practices and enhance our capacity to become more effective and to maximize our impact through review and learning with partners and the communities InPact works: Specifically, the PMS will help InPact to:

- a) Identifying competence and skills gaps and how to bridge them;
- b) Identify what motivates and engages staff to inform individual development plans;
- c) Establish a culture of continuous learning; and
- d) Create a blueprint for career growth in InPact, thus promote employee retention.

3.0 Scope of Work:

The Consultant will support InPact to develop the PMS for a period of **10 working days**, during this time, the consultant will work very closely with the Executive Director, HR Officer to ensure this assignment I executed as per the TORs.

3.1 Summary of Key Activities: The Consultant will undertake the following indicative activities as part of the comprehensive activities s/he will propose in the inception report.

- i) Prepare inception report and budget. Hold consultative meetings with senior management to agree on schedules for availing time and staff for this activity.
- ii) Study the current HR system and any other documents, including interviewing staff and propose processes, S/he will take to develop a PMS aligned to InPact's business and embark on refreshing InPact's system
- iii) Work closely with Senior Management and HR Officer to develop the PMS and its plan of implementation
- iv) Orient Senior Management and staff on how the PMS will be implemented and receive feedback
- v) Finalize the PMS and its implementation schedule and submit it to Executive Director
- vi) Prepare and submit assignment completion report

Deliverables:

1. A final copy of PMS and implantation schedule for 2024 for InPact.

3.0 Institutional Arrangement.

The Consultant will have contract from InPact and will report to the Executive Director of InPact. While s/he will work with the HR Officer for day-to-day scheduling of meetings. The Consultant will be expected to be administratively self-sufficient, but will be provided with a workstation at InPact offices which S/He can use to perform his duties.

4.0 Required Qualifications:

- Master's degree in relevant discipline or the equivalent experience with at least 10 years of professional experience as a Human Resource Manager for reputable organizations
- Strong conceptual and analytic skills with ability to quickly analyze data and information from different sources and produce a coherent PMS.
- Excellent training skills using participatory and andragogic approaches
- Excellent written and oral communications skills with strong demonstrated ability to convey complex ideas in clear, direct and lively style.
- Ability to work independently, manage multiple tasks, deliver time sensitive, high-quality work, and meet team objectives
- Ability to communicate and write competently in English.

- Highly organized at both the task and overall assignment level

Cost Proposal and Schedule of Payments

The Consultant will be paid in two Installments that are tagged to deliverables as follows

- 30% upon submission and discussion of Inception report
- 70% upon submission of the assignment completion report

Interested candidates should send their Technical and Financial proposals including the CVs for the Consultant and a motivation letter addressed to the Executive Director of InPact on info@inpactug.org; the motivation letter should highlight your level of experience with similar assignments and a reference from the organizations where you supported development of their PMS

The Deadline for this application is **18 July 2024 at 5pm**