

HRIS Team and Global iHRIS Support Consultancy
SCOPE OF WORK
CapacityPlus Project

Applications received after December 1, 2011 will be rejected.

1. Background and Objectives of the consultancy

CapacityPlus, the USAID global flagship project for human resources for health, has been supporting human resources information system (HRIS) strengthening in several countries since the project's inception.

The Project is seeking a consultant who will mine existing and potential Associate Awards and other areas of CapacityPlus interest for opportunities to prioritize existing HRIS services and potentially expand the service offerings.

2. Responsibilities of the Consultant

The Consultant will be responsible for the following:

- Consultant will initiate monthly contact with each existing Associate Award currently utilizing HRIS home office services as well as any additional country teams or areas of interest deemed appropriate by CapacityPlus leadership. Via monthly communication the consultant will uncover HRIS priorities and strategize appropriate solutions to meet most pressing needs in collaboration with country teams and home office HRIS Director and team
- Support and/or lead iHRIS based tasks and projects
- Support iHRIS team on project activities

3. Detailed List of Tasks

- The consultant will initiate monthly contact with each CapacityPlus target country utilizing HRIS as well as Associate Award countries with HRIS programs.
- Conduct monthly call or email communication with key HRIS activity leaders
- Thoroughly document status of existing HRIS activities as well as requests for future work and availability of funding to support requested activities
- Provide samples of HRIS tools and reports and aid country programs in adapting to meet their needs

- Identify and analyze factors underlying gaps and make recommendations for overcoming any constraints to achieving required program results.
- Participate in monthly meetings with Director of HRIS and team to review findings and offer recommendations for aligning needs of multiple country programs.
- Develop on-line iHRIS Users Course for Botswana based on existing user manuals
- Support iHRIS team as needed on iHRIS work (examples: iHRIS.org, writing use cases, updating eLearning courses)
- Update HRIS country status table including summary of key projects, deliverables, and key personnel.
- Update HRIS tools and reports as adapted to meet needs of country team

4. Deliverables and Reports

The main deliverables of the consultancy will be:

- Ensure alignment with HRIS team and associated projects
- Document all work with written reports to HRIS team
- Provide progress reports to HRIS team (in person and in writing)
- Review progress and advise on next-steps for HRIS work

5. Duration of the Consultancy and Location

The consultancy will be performed in North Carolina. This assignment is expected to take place during the period of December through June 2012.

6. Consultant Qualifications

This assignment will require a consultant with demonstrable competencies and experiences in:

- HR management in public service and private sector organizations including recruitment, supervision, succession planning and training and development.
- Familiarity with government structures and HRIS programs in Capacity*Plus* target countries.
- Experience in HRIS and related improvement projects.
- Development and design of evidence based policy and process improvement recommendations.
- Experience in writing software use-cases (specifically, iHRIS suite of software)
- The consultant will require experience with the Capacity Plus award objectives and history
- Experience in sample HRIS tools and reports utilized in successful country programs.
- Consultant will have knowledge of target countries' HRIS as well as government structures.

The individual consultants being fielded to support the undertaking of the assignment should have a combination of the following sets of qualifications:

- At least 10 years experience either in management or consultant in wider scope of human resources and organizational development fields.
- Knowledge and demonstrable experience consulting both domestically and abroad.
- An understanding of the workings of the public service organization in the region including the context of public service reform.
- Knowledge and experience in human Resources for Health (HRH).

7. Submission of Application

Please submit a resume/CV, and cover letter expressing how your knowledge, skills and abilities are a direct match for the scope of work, salary history and three professional references at procurement@intrahealth.org. Place the "HRIS Team and Global iHRIS Support" title in the subject line. Resumes that do not match the Knowledge and Expertise will not be considered. No phone calls please.

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