

Terms of Reference for Human Resources Consultant To support the Senior Management Team (SMT) to revise the Staff Well-being policy

I. Background and context

The Asian Forum for Human Rights and Development was established in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia. It is a membership-based, non-governmental organisation with 81 members in 21 countries and Special Consultative Status with the United Nations Economic and Social Council (ECOSOC). FORUM-ASIA works on a wide range of issues related to human rights, democracy and development together with its members and partners. Its Secretariat is in Bangkok, Thailand, and it has offices in Jakarta, Geneva and Kathmandu. To effectively lead the regional human rights agenda in Asia and beyond, FORUM-ASIA has, over the years, recognised the need and value of continuously investing in organisational, policy and strategic developments.

The Secretariat of FORUM-ASIA has been based in Bangkok since 1992. The main office or Secretariat is responsible for overall project implementation, including regular follow-up for quality control, monitoring and evaluation. The Secretariat is headed by the Executive Director, who is responsible for assuring that the Secretariat implements the decisions of the Executive Committee (EC). The EC takes collective responsibility for proactive decisions at the strategic level. The Executive Director is the *ex-officio* secretary to the EC, without voting power. The Secretariat is composed of an international team of professionals. Their work is structured through programmes that reflect the strategies and priorities of FORUM-ASIA.

The Senior Management Team (SMT) is a collective leadership model responsible for the oversight of the FORUM-ASIA Secretariat and the programmes of FORUM-ASIA in line with its Statutes, By-Laws, and other policies including its Gender Policy, Environment Impact Policy as well as the Staff Handbook, Financial Rules and Regulations (FRR), and decisions of the Executive Committee (EC) and the General Assembly (GA).

The SMT recognises the fact that FORUM-ASIA as an employer and also as an organisation working on protection and promotion of human rights must ensure the health, safety and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as feasible factors that could harm employees' physical and mental well-being, which includes work-related stress. This duty extends only to those factors which are work-related and within the organisation's control.

The revision of the Staff Well-being policy aims to update the existing policy adopted at the 40th/79th meeting of the Executive Committee meeting, held on 24 August 2019. The revised policy should set out how the management of FORUM-ASIA will promote the well-being of employees by creating a working environment where potential triggers of work-related stress are avoided, minimised or mitigated, as far as practicable, through good management practices, effective Human Resources policies, adjustment of working culture and time and staff development.

II. Objectives

The purpose of this policy is to ensure that FORUM-ASIA:

- Develops a culture within the organisation that is open and supportive of people experiencing wellbeing challenges.
- Increases engagement with staff by the SMT and respective programmes managers to create constructive and effective working arrangements within teams and across the organisation.
- Establishes working arrangements, conditions and hours to ensure that staff can maintain an appropriate work-life balance.

III. Description of tasks and deliverables

The consultant is to undertake the following tasks:

- Review the Staff Handbook, in particular, **the existing the Staff Well-being Policy** attached as an annex of the handbook and advice the SMT and the Staff Representatives on the outlines of the new policy
- To conduct an evaluation on the current well-being policy, including through consultation of SMT and staff
- To revise the policy by incorporating staff comments, ensuring it addresses the key needs and concerns raised, as well as in line with international human rights standards and draws on existing best practices

The assignment will have the following deliverables:

Deliverables	Number of working days	Indicative deadline
Review the Staff Handbook, in particular, the existing the Staff Well-Being Policy attached as an annex of the handbook	2 Days	27 October, 2020
Conduct meetings with SMT, Staff Representatives and the rest of the staff of FORUM-ASIA to seek advice the SMT and the Staff Representatives on the outlines of the new policy.	3 Days	30 October, 2020
Revise the existing Staff Well-Being policy	7 Days	9 November ,2020
Consult with all staff on the new policy and revise the policy with the comments/ feedback from staff	2 Days	11 November 2020

IV. Timeframe

A maximum of **14 days** is expected. The assignment will tentatively start on **26 October 2020 and end on 11 November 2020.**

V. Working relationship and contractual arrangements

- The consultant will be working under the overall supervision of the SMT of FORUM-ASIA
- FORUM-ASIA is responsible for contractual arrangements. The SMT will provide additional guidance on the assignment where needed
- The consultant is under the obligation of confidentiality. Information, data, database, knowledge resources in the forms of briefings, reports, issued by FORUM-ASIA shall be treated as confidential by the consultant.

VI. Qualifications and requirements

- A Master's degree in Human Resources Management, staff well-being, Psychology or related fields;
- Proven and demonstrable expertise in developing wellbeing policies and action plans for the non-profit sector
- Minimum of 10 years of work experience in Human Resources Management and/or Development;
- Ability to work in a multicultural context;
- Excellent command of spoken and written English.

VII. Budget

The budget for the assignment includes a fee of **4 500 USD**. Other costs incurred in relation to fieldwork, *if required*, including costs for economy-class travel, local airport transfers and local transportation in the home and destination countries, standard accommodation costs, phone credit, and per diem, will follow FORUM-ASIA's Financial Rules and Regulation.

VIII. Key reference documents

- The consultant will have full access to all relevant documents as needed to undertake the assignment including, but not limited to:
- The Staff Handbook attached with the existing Staff Well-being policy.
- Governance Manual

Interested applicants are requested to fill in the [Job Application Form](#) and return it by email together with a cover-letter, CV to applications@forum-asia.org before **30 September 2020, midnight Bangkok Time (UTC+7)**, stating “**Consultant Application_Name**” in the subject line. Please note that late applications will not be considered. CV of the interested applicant should contain a full description of relevant qualifications and professional work experience.

Only short-listed candidates will be invited to an interview between 12 and 16 October 2020.