



Terms of Reference

For

Consultant(s) to Develop Human Resource Policy for Intersex Asia

Position: Consultant for the development of Human Resource Policy for Intersex Asia

Location: Home-based (Remote working)

Report to: Executive Director of Intersex Asia (IA)

Contract period: 10 October 2024 to 10 November 2024, inclusive (can be negotiated)

Application deadline: Sep. 25, 2024

1. Who are we

Intersex Asia is an autonomous regional network of intersex-led organizations and individuals from Asian countries that work to support, educate, and advocate for the rights and lives of intersex individuals and raise awareness of human rights violations and discrimination faced by intersex communities.

Intersex Asia was established when 12 intersex people representing organizations and communities from Hong Kong (China), India, Indonesia, Myanmar, Nepal, Pakistan, Philippines, Taiwan, Thailand, and Vietnam came together to attend the first Asian Intersex Forum which took place in February 2018 in Bangkok, Thailand.

For more details about the Intersex Asia, please click [here](#)

2. Scope of the Consultancy Work

The consultant we hire will carefully examine the existing policies and any related documents, such as the staff/consultant recruitment process, to gain a comprehensive understanding of the current framework. Subsequently, s/he will work collaboratively with the IA Board and Staff to develop a human resource policy that aligns with Intersex Asia's unique needs and objectives. This will involve detailed considerations of various elements, including recruitment, employee development, performance management, and organizational culture, to ensure the policy is well-suited for the organization.

- **Description of tasks:**

The consultant will undertake the following tasks but are not limited to the following;

- a. Conduct a thorough review of existing policy, including staff/consultant recruitment process, organizational background and history, organizational diagnosis report, organizational structure, constitutional document, and other appropriate documents.

- b. Develop necessary tools and resources, such as structured interview guides, and feedback forms, to effectively conduct meetings and interviews for the purpose of gathering valuable insights. These tools should be designed to ensure that insights/data are collected systematically and comprehensively.
- c. Engage with board members, key stakeholders (if necessary), and staff through interviews, focus groups, or surveys to gather insights into the HR challenges and priorities.
- d. Draft a detailed and comprehensive HR policy based on the gathered feedback and suggestions. This policy should encompass matters such as recruitment, employee development, performance appraisal, compensation, benefits, and other relevant aspects that align with the organization's core principles.
- e. Present the developed HR policy to Intersex Asia's staff and board members for feedback and incorporate any necessary revisions.
- f. Finalize the HR policy/manual incorporating feedback and recommendations.
- g. Conduct online training/workshops with the Staff for the implementation of HR policy.

3 Deliverables

- a. A structured interview guide, tools, feedback forms, and other resources to conduct interviews/ FGDs and other meetings to gather feedback/ insights;
- b. Draft HR policy;
- c. Finalized HR policy;
- d. Capacity building session for staff.

4. Duration

The consultancy contract is set to be in effect for a maximum of 30 days, commencing from 10 October to 10 November 2024 (tentative).

5. Qualification, Experience, and Skills

- **Qualification**

- a. Master's Degree in Human Resources, Business Administration, or other related fields.

- **Experience and Skills**

- a. S/he must have a minimum of five years of work experience in Human resources policy development and review;
- b. S/he must have a good understanding of CSO/NGO HR management;
- c. Proven experience in developing HR policies, SOPs, and other management guides;
- d. Comprehensive knowledge of HR best practices;

- e. Strong writing, editing, and language skills, with an ability to convey complex policies in a concise, clear, and direct style.
- f. Strong organizational and interpersonal skills, ability to meet deadlines and manage multiple tasks effectively and efficiently
- g. Experience working with NGOs or international development agencies would be an asset.

6. Reporting

The Consultant will closely work with the Program Manager under the overall direction of the Executive Director of IA.

7. Application process: The application must include the following:

- CV and Relevant experience of those who will be involved in the project.
- 2-3 page proposal that, among others, shows how the consultants understand and will operationalize the work (methodology), the outline of the activities involved against deliverables, timelines, and potential risks.
- Samples of Past work
- 2 References of previous clients/organisations.

How to Apply:

Please send your complete application to: **program.manager@intersexasia.org** no later than **25 September 2024** with the subject line “Application- IA HR Policy Consultant”

Note:

- We kindly ask for your understanding that, given the large number of applications we receive, we will only be able to follow up with those candidates who have been shortlisted for further consideration. We want to express our gratitude for your interest in our organization and for taking the time to submit your application.

Intersex Asia’s equal opportunities statement:

- Intersex Asia aims to ensure that all full-time and part-time employees, potential employees, and other individuals will receive equal treatment, including access to employment, training, and opportunities for promotion, regardless of any personal attribute, including but not limited to color, nationality, national or ethnic origin, race, gender, sexual orientation, gender identity, gender expression, domestic circumstances, marital status, pregnancy, trade union membership, gender reassignment, health status,

HIV status, religion or belief, age, sexuality, sex characteristics, bodily diversity, and disability.

- We strongly encourage individuals who identify as intersex, as well as those from diverse ethnic and racial backgrounds, to submit their applications.
- We strive to ensure the accessibility of our recruitment process for all applicants, including those with special needs. If you require any accommodations or assistance, please do not hesitate to inform us. We are committed to providing a fair and inclusive experience for all candidates.