



CALL TO SUBMIT EXPRESSIONS OF INTEREST: Consultant to conduct external evaluation and support the update of the HR policies & practices of the Eurochild Secretariat

Launch date of the call: **13th April 2021**

Deadline for expressions of interest: **28th April 2021**

Timeframe for delivery: **May - September 2021**

Background

Eurochild is a network of organisations and individuals working with and for children throughout Europe, striving for a society that respects the rights of children. We influence policies, build internal capacities, facilitate mutual learning and exchange practice and research. Our work is underpinned by the UNCR. We are a rights-based organisation and learning & empowerment are among our key values. We share a commitment to work with integrity, professionalism and in a collaborative way. Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.

Eurochild's Brussels-based secretariat supports the network achieve impact by: influencing EU policy and legislation, building the capacity of members, and facilitating the direct participation of children and young people. The team has 17 employees, 13 full-time and 4 part-time. In addition, the Secretariat hosts 2 interns for 6-12 months.

Following steady expansion over recent years, the Secretariat was restructured in 2019. The team leadership (Executive Team) now comprises the Secretary General and 3 Directors (Director of Programmes, Director of Operations, Director of Finance). Each Director oversees a different area of work. In addition, there are 4 'middle managers' who supervise sub-teams.

The expansion of the secretariat team, the need for the work load and working methods to match the growing influence and scope of work of the network, as well as the impact of the prolonged home-working make it timely to review and update our HR management policies and working practices and ensure they are fit for purpose.

Tasks & responsibilities of an external consultant

The external consultant is expected to conduct an evaluation of all areas of human resource management, identify policies or practices that are missing or not fit for purpose, and make concrete recommendations for improvement and professionalization. Following the review, the consultant is expected to provide initial guidance and direct support to the Secretariat leadership to update policies and practices. This could include (but is not necessarily be limited to) how to build the capacity of staff leadership and management to improve work design, organisation and management, with the aim of creating greater job satisfaction and a healthy work environment, as well as aspects of improving existing employment practices

to promote inclusion and diversity. It should identify needs for training or other types of HR related service support, ideally with recommendations on which of these might be available through the Belgian authorities. It should also cover review of accountability, appraisal and professional development processes. The recommendations should take account of changing work practices brought on by the pandemic and how to incorporate the positive aspects of this experience into our ways of working in the long-term.

Concrete deliverables are envisaged to include

- mapping and analysis of existing HR policies and practices through document review, interviews or surveys to staff and Management Board members;
- working meetings with staff members and/or direct input to existing/ missing HR related documents;
- a final report with recommendations on further HR development / training needs for the secretariat team.
- a workshop with the Executive Team to discuss key take-aways from the report & follow-up action

The consultant will work closely with the Executive Team members of the secretariat. The selected candidate may be asked also to provide feedback to the Management Board sub-committee on Human Resources.

Candidates requirements

- Proven track record in supporting or leading HR evaluations and development in organisations
- Specific expertise of work with the non-profit sector and with diverse international teams
- Be able to design and implement the evaluation, including data gathering and processing
- Familiarity with relevant Belgian legislation and authorities
- Strong communication skills in English and excellent report writing skills
- Team work, collaborative spirit and strong work ethic

Selection process & conditions

Interested consultants should send a CV including qualifications and relevant past experience, along with a brief expression of interest to Jana Hainsworth (jana.hainsworth@eurochild.org) by 28th April 2021. Short-listed candidates will be notified and invited to interviews (conducted online). The expression of interest (max 2 pages) should outline motivation, brief reflections on the tasks involved, as well as expected remuneration. Specific terms of reference will be agreed following discussions with the selected consultant, outlining expectations, work methodology, outputs, etc.

Award ceiling: 8,000€ incl. VAT