

Job ID/Title :	Individual Consultant – Human Resources Management Consultant
Scope of advertisement :	Internationally advertised
Category (eligible applicants) :	External
Brand :	International Solar Alliance
Practice Area :	Management
Application Deadline :	28.08.2018
Type of Contract :	Individual Contract
Post Type and Level :	Management Consultant
Duty Station :	Gurugram (Delhi NCR)/Headquarters
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)August 2018
Expected Duration of Assignment :	The total contract duration will be initially for a period of 6 months, beginning tentatively from August 2018 to February 2019 on the retainership basis (90 working days) i.e. payment based on the number of days worked during a month. The exact timelines will be agreed mutually between ISA Secretariat represented by Competent Authority and the selected Consultant at the time of finalization of the Contract.
Background:	
<p>The International Solar Alliance (ISA) was launched on 30 November 2015 as a coalition of solar resource rich countries by Shri Narendra Modi, Hon'ble Prime Minister of India and Mr. Francois Hollande, former Hon'ble French President in the presence of Mr. Ban Ki Moon, former Secretary General of the United Nations at the Paris Climate Conference, CoP 21. The main objective of ISA is to undertake joint efforts required to reduce the cost of finance and the cost of technology, mobilize more than US \$ 1000 Billion of investment needed by 2030 for massive deployment of solar energy, and pave the way for future technologies adapted to the needs of 121 countries lying fully or partially between Tropics of Cancer and Capricorn.</p> <p>The vision and mission of the ISA is to provide a dedicated platform for cooperation among solar resource rich countries where the global community, including bilateral and</p>	

multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy in meeting energy needs of prospective ISA member countries in a safe, convenient, affordable, equitable and sustainable manner.

International Solar Alliance is a treaty-based organization which is headquartered in Gurugram. Rules and regulations which have been developed are largely based on IRENA/UN pending ratification during the annual Assembly, which is scheduled to take place during the last quarter of 2018.

Consultant would be required physically present between 2-3 October 2018 for Assembly.

LOCATION OF THE ASSIGNMENT

The Consultant will be based in Gurugram (Delhi NCR) and would work out of ISA Secretariat office as per project requirement, during the duration of the assignment. Any travel required to be undertaken by Consultant outside of Delhi NCR related to the assignment would be under the direction and approval of competent authority, ISA

PAYMENT TERMS

This would be an input-based contract. Consultant should quote a daily rate while submitting proposal. All financial quotations could be in USD/INR, and inclusive of Out of Pocket expenses (OPE) and non-inclusive of all applicable Taxes and. Any OPE incurred by the Consultant for travel outside of NCR for execution of the assignment, will be reimbursed on actual basis by ISA, subject to submission of relevant documents.

SUPERVISION ARRANGEMENTS

The consultant shall report to the Director Administration/HRD Officer, ISA.

ISA will provide the following to the consultant:

- Access of ISA facilities as necessary.
- ISA email address and access to recruitment platform, if any
- Access to secure printer.
- Access to a secure office/boardroom that is lockable or has locking cabinets.
- Long distance code/card for domestic and international phone calls, as required.
- Institutional support to ensure compliance and consistency with HR processes.

Description of Responsibilities :

SCOPE OF WORK

The Consultant will provide support and guidance to the ISA Secretariat in formulating, implementing and managing components of the HR procedures and guidelines for the development of the structure of the ISA Office under supervision of Director Administration and guidance from HRD Officer, ISA.

In particular, the ISA office needs to review the draft human resources policies and organizational structure in alignment with the resources available and the needs of the ISA through a transparent HR process. The Consultant will support this through the following key indicative functions:

REVIEW OF PROPOSED STRUCTURE & PROVIDE DESIGN INPUTS

- Review draft staff rules and regulations to be placed in Assembly for approval.
- Provided support in developing standard operating procedures, and provide necessary inputs keeping in view the evolving needs of the organization.
- Provide advice on interpretation and application of policies, regulations and rules developed.
- Provide support to the HRD officer in work planning and build-up structure for ISA office keeping in mind the structure of the headquarters office.

PLANNING OF PROCESSES & MANAGEMENT SUPPORT

- Assist in finalization of HR implementation plan and make a presentation to ISA team on modalities of the same.
- Advise the Director Administration/HRD officer on all aspects of human resources policies and procedures and provide proactive and innovative approaches to delivery of human resources services as well as to strategic and policy issues.
- Develop contract templates for the staff and consultants.
- Staff training
- Compensation and benefits
- Promotion policy/template

RECRUITMENT STRATEGY & JOB DESIGN

- Develop recruitment strategies, for ISA office in consultation with the Interim Director General/Director General.
- Develop job descriptions using the standard UNDP job description template (*mutatis mutandis*) and classification levels with a view to reflect the new organizational context and functions expected from these positions. The relevant competency requirements as commensurate with the classified level of the position will be incorporated in these job descriptions to meet the business/strategic needs.

COMPETITIVE RECRUITMENT PROCESS

- Develop Vacancy Announcements based on approved Job Descriptions and suggest various platforms on posting of these vacancies for wider circulation.
- Long/short list candidates for each position based on post criteria.

- Assist programme directors with the development of appropriate tests and selection criteria and in coordination ISA management team, organize conduct and review of written tests.
- Organize and facilitate interview panels, including preparation of questionnaires for the panel's use to probe technical suitability and corporate competencies of the applicants. Consolidate recommendations based on written test and interview results for approval by DG.

ON-BOARDING CANDIDATES & CAPACITY BUILDING SUPPORT

Advise on the implementation of appropriate conditions of service and entitlements.

- Recommends benefit and entitlements of staff and level of remuneration for consultants.
- Build capacity of the ISA HRD staff

QUALIFICATIONS

Academic Requirements:

- Master's degree in management, business administration, public administration, economics or a related field; or Bachelor's degree with minimum 20 year's relevant experience.

Experience:

- Minimum 10 years of relevant experience in human resources functions and supporting change management processes in an international organization is essential
- Familiarity with UN human resources policies and procedures would be essential.
- Experience in the UN (Office of Human Resources) or in multilateral organisations such as IRENA or similar Institution would be added advantage.

Languages:

- Fluency in oral and written English

Computer skills:

- Proficiency in Microsoft Office software applications.

DOCUMENTATION REQUIRED

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Cover Letter specifying suitability for assignment and all contact details
- Detailed CV indicating past experience of the Consultant from similar projects, including names and contact details of professional references
- Financial proposal
- Work experience

Please send the your applications to archanabhardwaj@isolaralliance.org.

Evaluation Method and Criteria:

Shortlisting would be done based on the following criteria:

- **Educational Qualification 30% Marks;**
- **Relevant Experience 50% Marks;**
- **Face to face interaction 20% Marks.**

Only shortlisted candidates shall be called for an interview. The contract shall be awarded on a merit basis.

Duration / other terms and conditions:

1. The ISA reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
2. The engagement of the above position is of a temporary (Non-Official) nature and can be withdrawn at any time within the period mentioned above without assigning any reason or prior notice and shall not bestow any claim or right for seeking regular employment in the ISA.
3. No other allowance or facilities like HRA, medical, accommodation, etc., will be permissible. No TA / DA will be provided for attending the interview / joining the post upon selection.
4. Mere fulfilment of Educational Qualification will not entitle the candidate for being called for interview. The applications will be shortlisted based on the academic records / educational qualifications / experience in the required field relevant to the actual job requirements by Screening Committee. Incomplete application in any firm will be out-rightly rejected and no correspondence for that will be entertained
5. Other terms and conditions will be as stipulated in the engagement offer as and when issued.

Venue:

Secretariat, International Solar Alliance,
3rd Floor, Surya Bhawan,
National Institute of Solar Energy Gwal Pahari,
Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana).
Tel. No.: 0124-2853074