



MSD/125 – MSD OD

TERM OF REFERENCE – TOR

Position: Human resource management and development consultant

Position: HR consultant
Time: July 2015
Venue: Hanoi

1) BACKGROUND

Research Center for Management and Sustainable Development (MSD) is a non-government organization established in 2008. MSD is in the process of reviewing human resource management strategy and policies. Therefore, this term of reference refers to the work of a consultant to provide training workshop for MSD staffs in reviewing and updating the job description system, developing the performance review system and the human resource development plan for MSD.

2) OBJECTIVES

A consultant to provide training workshop for MSD staffs in reviewing and updating the job description system, developing the performance review system and the human resource development plan for MSD staffs.

3) SPECTIFIC TASKS

- Reviewing the policies of MSD and design the training/workshop program (0.5 day)
- Provide training workshop for MSD staff (1,5 days)
- Provide training feedback/ short report

4) TIME, WORKING VENUE AND TRANSPORTATION

- Time: July 2015 (training course should be on July 16-17 or 23-24 2015)
- Venue: Hanoi



TRUNG TÂM NGHIÊN CỨU QUẢN LÝ VÀ PHÁT TRIỂN BỀN VỮNG

RESEARCH CENTRE FOR MANAGEMENT AND SUSTAINABLE DEVELOPMENT

Địa chỉ: Tầng 2, Phòng 101 A2, Ngõ 72, Nguyễn Chí Thanh, Hà Nội, Việt Nam

Tel: + 844 3 775 6805

E-mail: contact@msdvietnam.org

Website: www.msdvietnam.org

5) EXPECTED RESULTS

After the training course, MSD will have:

- Updated job description and performance review system;
- The human resource development plan.

7) CONSULTANT REQUIREMENT

- At least 5 years of experience in providing capacity building in HRM for CSOs
- Understanding CSOs in Vietnam;

8) APPLICATION

- Interested candidate please send CV (not more than 5 pages) and technical and financial consultancy proposal (not more than 3 pages) and appendixes (if necessary and available) to linhnguyen@msdvietnam.org, before July 12th 2015. Other request please email to linhnguyen@msdvietnam.org or call 844 3 7756805.

