





# Consultant for Human Resource Manual and Strategic Plan Development at Caritas Zambia

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New

1 Day Ago

**Caritas Czech Republic**   

Website :

## Purpose

PIONEER FOR SUSTAINABLE WELFARE FOR CHILDREN AND YOUTHS' RIGHTS' IN NKEYEMA DISTRICT" is a child-led initiative focused on promoting and protecting the rights of children and youths in the Nkeyema district of Zambia. The initiative aims to address issues such as child labor, child abuse, and early marriage. The organization is in the process of formalizing its structure and requires the development of an HR manual and a strategic plan to ensure its effective and sustainable operation.

Finance jobs

The purpose of this consultancy is to develop an HR manual that outlines policies and procedures for the management of human resources within the initiative a strategic plan that provides a roadmap for the initiative's growth, sustainability, and impact over the next 3-5 years.

## OBJECTIVES

To develop a comprehensive HR manual that outlines policies and procedures for the management of human resources, including a detailed a strategic plan , that should be clear and consistent with HR policies and procedures and comply with relevant regulations, and support the initiatives sustainability.

### Key deliverables

The consultant is expected to deliver the following:

HR Manual Development:

- An initial assessment report on the current HR practices (if any) and the specific needs of the initiative.

A draft HR manual for review, including sections on, but not limited to:

- Recruitment and selection procedures
- Onboarding and orientation processes

- Job descriptions and performance management systems
- Compensation and benefits policies
- Training and development guidelines
- Code of conduct and disciplinary procedures
- Leave and attendance policies
- Termination procedures
- Volunteer management policies
- Child protection policies
- Compliant with relevant Zambian labor laws and best practices.
- Presenting the draft HR manual to the initiative's leadership for feedback and incorporating revisions.

– A final report summarising the consultancy work, including recommendations for future improvements.

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#### Employment opportunities

– Finalizing and submitting the HR manual.

#### **Strategic Plan Development:**

- Conducting stakeholder consultations with the initiative's leadership, members, and beneficiaries (including children and youth) to gather input for the strategic plan.
- Developing a 3–5-year strategic plan that includes:
  - A vision and mission statement
  - Clearly defined goals and objectives
  - Strategies and activities to achieve the goals and objectives
  - Target outcomes and indicators of success
- A sustainability plan, including resource mobilization strategies

- A monitoring and evaluation framework
- Presenting the draft strategic plan to the initiative's leadership for feedback and incorporating revisions.
- Finalizing and submitting the strategic plan.

### **Key working relationships**

The consultant will primarily work with the Caritas Zambia Child Protection Specialist, the Caritas Zambia Head of Programs, and the Caritas Zambia CPPBP team.

### **Timetable of Activities and Deliverables**

The consultancy is expected to be completed within 6 weeks from the date of the contract signing. A detailed work plan with specific timelines for each activity will be agreed upon with the consultant. The final timeline will be included in the service agreement between Caritas Zambia and Consultant.

### **Qualifications/Experience**

Caritas Zambia welcomes applications from an individual or team that has the following experience and skills:

- A Bachelor's degree in Human Resources Management, Business Administration, Social Sciences, or a related field. A Master's degree is preferred.
- Proven experience (at least 3 years) in developing HR manuals and strategic plans for non-profit organizations, preferably those working with children and youth.
- Strong understanding of Zambian labor laws and HR best practices.
- Excellent facilitation, communication, and interpersonal skills.
- Experience in conducting stakeholder consultations and workshops.
- Ability to work independently and meet deadlines.
- Familiarity with child rights and child protection issues is an asset.

### **Evaluation Criteria**

Administrative Evaluation:

- Mandatory to be 100% responsive to the mandatory requirements: eligibility criteria, terms and conditions of Caritas Zambia.

Technical Evaluation:

- Qualifications of the firm/previous experience

Qualification of assigned team/PI

Responsiveness to the specifications/needs

- Financial Evaluation

Cost & payment terms

## CONFIDENTIALITY

The consultant will be required to maintain the confidentiality of all information obtained during the consultancy.

## APPLICATION PROCESS

Interested candidates should submit the following documents:

- A detailed proposal outlining the approach and methodology for the consultancy, including timelines
- A detailed timeline of activities and deliverables.
- A curriculum vitae (CV) highlighting relevant experience and qualifications.
- A proposed work plan and methodology, including a timeline.
- A financial proposal, including consultancy fees and any other expenses.
- References from previous clients for similar work.
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## CONTACT INFORMATION

For further information or to submit your application, please contact: [info@caritaszambia.org](mailto:info@caritaszambia.org) and copy [matanga@caritaszambia.org](mailto:matanga@caritaszambia.org) & [mwambakatayi@gmail.com](mailto:mwambakatayi@gmail.com)

## Job Info

**Job Category:**  
Tenders in Zambia

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**Job Type:** Full-time

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**Deadline of this Job:**  
Friday, May 30 2025

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**Duty Station:**  
Lusaka | Lusaka | Zambia

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**Posted:** 16-05-2025

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**No of Jobs:** 1

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**Start Publishing:** 16-05-2025

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**Stop Publishing (Put date of 2030):**  
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