



Peace Brigades International
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Human Resources Consultant Terms of Reference

1. Purpose

Peace Brigades International (PBI) is seeking an experienced and dynamic consultant to develop a 12 month strategy to deliver the organisation's ambitious human resources (HR) agenda.

2. The Organisation

PBI is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Nepal and Mexico.

PBI project work is supported by a network of 14 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and a small International Office in London. PBI uses a non-hierarchical model of organising and decisions are made by consensus. The two governing bodies of PBI are the International Council (IC) and the International Operations Council (IOC). A Human Resources Committee advises the IC and the International Office when required.

For further information see www.peacebrigades.org.

3. Background to consultancy

PBI entities have developed independent human resources management processes and practices responding to the requirements of respective jurisdictions. Due to the non-hierarchical structure of the organization the human resources management is particularly challenging and we are looking for an experienced person that is able to adapt and implement HR policies to decentralized and delocalized working environments. PBI's governing bodies agreed in 2015 to an agenda for enhanced human resources management. Greater clarity and consistency in human resources management is expected to reduce the financial cost, and the staff and volunteer time, that is directed to resolution of human resources issues. The governing bodies decisions covered aspects relating to a reporting structure, an audit with risk assessment, organisation-wide policies and minimum standards, an assessment of the need for a Human Resources Coordinator post, and frameworks for compliance.

4. Scope of the consultancy

The key objectives of the human resources consultant will be to:

- Review and provide advice on the feasibility of PBI's human resources agenda.
- Produce a 12 month strategy based on the agreed human resources agenda.
- Suggest a suitably qualified person for the post of Human Resources Coordinator.
- Recommend a functional location for the post.

The key tasks of the human resources consultant will be to:

- Review the relevance of the human resources agenda set in 2015 to the issues faced by PBI.
- Recommend priorities for a Human Resources Coordinator.
- Recommend actions to be taken by the Human Resources Committee and other PBI entities.

- Recommend any other steps on overcoming PBI's challenges in human resources management.

5. Outputs

The consultant will produce a detailed report containing the Consultant's evaluation and recommendations. This report will be presented to the meeting of PBI's governing bodies in November in Lisbon, in order that decisions based on the recommendations can be made at that meeting.

6. Key background documents

PBI documents

- Decisions on human resources at the IC-IOC 2015 Face-to-Face Meeting
- Decisions of the Human Resources Committee
- 2012-2017 Global Strategic Plan
- 2011 Global Evaluation
- Other relevant internal discussion papers and minutes

Documents from outside PBI

- People in Aid, Measuring HR Effectiveness: A Toolkit

7. Duration and timeline

The Consultancy will begin on 24 October 2016. A draft strategy is to be produced for consideration at the Face-to-Face Meeting of the IO and IC, which commences on 11 November 2016. The strategy will then be finalised based on IC-IOC feedback, after completion of the Face-to-Face Meeting.

8. Supervision and guidance

The Consultant will be expected to be self-motivated and able to work independently. Supervision and support will be provided by the Governance Director and the Human Resources Committee. Additionally, the Governance Director will provide a general induction to the work of PBI, relevant background documents, and links to the relevant PBI entities and individuals across the wider organisation and outside of it.

9. Person specifications

Essential

- At least five years' experience in human resources, including development of human resources strategies for international NGOs
- Experience in undertaking human resources evaluations
- Experience in strategic planning and organisational development
- Excellent organisational and time management skills
- Excellent report writing skills
- Excellent spoken and written English
- Availability to fulfil the role and tasks within the stipulated timeframe

Desirable

- Experience of human resources management in the international human rights sector
- Experience of human resources management across semi-autonomous entities or in a federated organisational structure
- A good command of spoken and written Spanish
- Understanding of consensus decision-making

Please explain how you meet these criteria by writing a statement of interest of no more than 1000 words that clearly addresses each of the bullet points and how your background and experiences make you the most suitable candidate. Applicants who do not provide this information in the format we have requested will not be shortlisted for interview.

10. Terms and conditions

A one-off fee of 1,250 USD (250 USD x 5 days) will be paid on satisfactory completion of the assignment.

11. Application process

Applications should be submitted to Jacqueline Nightingale, Governance Director, at finance@peacebrigades.org

The application should include a short cover letter, a CV and the statement, outlined in Section 7 above, that indicates how you meet the specifications for the job. Contact details should be provided for two people who are qualified to comment on your ability to undertake this work.

All enquiries to Jacqueline Nightingale at finance@peacebrigades.org

Deadline: 10 October 2016

Interviews: 17-18 October 2016

Please note that we are unable to respond to applicants who have not been selected for interview.