



**Call for  
Expression of Interest (EOI) for  
Review of Diocese of Kitui  
Human Resource Manual**

**The Technical and Financial proposal shall be sent in soft copy to:**  
[hr@dioceseofkitui.org](mailto:hr@dioceseofkitui.org) and copy to [info@caritaskitui.org](mailto:info@caritaskitui.org)

**Deadline for submission  
25th August, 2017**



### 1. Introduction

The Diocese of Kitui (the "DoK") is situated in Kitui County and borders Embu and Tharaka to the North, Makueni and Machakos to the West, Tana River to the East and Taita Taveta to the South. The DoK comprises 8 sub counties namely; Mwingi North, Mwingi Central, Mwingi West, Kitui Central, Kitui South, Kitui West, Mutitu and Kitui Rural. It covers an approximated arid and semi-arid area of 30,142 Km<sup>2</sup> with a population of approximately 1.09 million people.

The Diocese is headed by Most. Rev. Anthony Muheria, as Apostolic Administrator following his recent transfer to the Archdiocese of Nyeri. The Archbishop is the chairman of the Caritas Board.

The Diocese has two broad departments namely; **Pastoral** which focuses on Evangelization and **Development (Caritas Kitui)** which focuses on matters of social development. The Development Department comprises of two main sectors i.e Integral Human Development, and Humanitarian Disaster Management. To ensure the functions of these sectors are well managed they are supported by Logistics and procurement, finance and Human Resource units. Currently the Diocese has 150 employees. The current HR Manual was last revised in 2010.

### 2. Scope of Work

- a. To review and update the current Human Resource Manual to ensure that it is compliant with the Kenyan Labour Laws and best practices and that it is in full accordance with the culture and ethics of the Diocese in particular and the Catholic Church in general; and
- b. Train the Management and selected staff (if necessary) on the effective implementation of the revised HR Manual.

### 3. Report Writing

The consultant will compile an analytical and detailed report that will capture the shortcomings in the current HR policies. In particular, the report will highlight the gaps in the policy documents and propose the necessary amendments.

The report is expected to provide recommendations regarding the most effective mechanism and approach that the Diocese must adopt to ensure the policies/manual are well followed and widely shared. The consultant is expected to share the first draft of the finding with the Diocese at the agreed time frames. The consultant will then compile the revised HR Manual and subject it to validation meeting under the guidance of the HR office.



#### 4. Deliverables and Expected Outputs

The expected deliverables of this consultancy are as follows:

- a. To carry out a comprehensive desk study of the current organizational structures, current Organizational HR Manual and any other documents as will be provided by the Diocese with a view of identifying the strengths, weaknesses and gaps in the current manual as the basis for the review process.
- b. Hold internal consultation meetings with various teams and cadres of staff in consultation with Human Resource Office.
- c. Present a detailed Report on the gaps identified together with the technical proposals or specific recommendations on the best way to deal with the gaps and maintain positive elements. Compile first draft of HR manual and present to selected staff and board committee.
- d. Present the Fair draft of the manual for final validation, complete with an operationalization plan for the Human Resource Manual as annex to the document.
- e. Present the final copy HR Manual in Hard and Soft copy complete with operationalization plan to the Caritas Board.

**Note:** All the materials, information and reports, for this exercise shall be the property of Diocese of Kitui and the consultant is bound by Diocesan confidentiality requirements.

#### 5. Work plan and time schedule

The process is expected to be carried out between 1st September 2017 and 15th September 2017. A complete final document should be delivered to Diocesan HR in 2 (two) hard copies and a soft copy by or on 22nd September 2017.

#### 6. Consultant's profile

Diocese of Kitui seeks to engage the services of qualified and experienced consultant(s)/consultancy firm(s) to undertake the exercise.

#### 7. Qualifications & Experience

The consultant must have the following qualifications and experience:

- a. At least a Master's Degree in Human Resource, Organizational Development, Strategic Management or equivalent.
- b. At least ten (10) years of professional and practical experience in Strategic Organizational Management.
- c. Demonstrated experience and knowledge on organizational policy analysis and development.
- d. Experience of working in Kenya and with or within the Catholic Church will be an added advantage
- e. Demonstrated ability to prepare and present analytical reports



- f. The applying consultant or firm is expected to provide at least 3 references of similar work done for similar organization.

#### **8. Responsibility of the Consultant**

The Consultant shall:-

1. Submit a proposal that demonstrates that he/she understands the TORs, the proposed methodology for delivery and the justification. The proposal shall also include a proposed budget indicating the professional fees for the assignment, including breakdown and justification, but **excluding** logistical costs like travel, meals, accommodation among others that may be incurred in the course of the assignment. Diocese will provide logistical support and meet any related costs, at Diocesan existing rates upon agreement
2. In consultation with the HR office, strategize, conceive and execute processes and expected activities effectively.
3. Study the available documents, conduct engagements with various teams, collect required data, analyze and synthesize all the information, verify where necessary, compile and present the report.
4. Strictly adhere to the set timelines.
5. Undertake any other related activity aimed at achieving the purpose.

#### **9. Submission of proposals and expressions of interest**

Based on the above, Diocese of Kitui is inviting interested parties to submit expressions of interest. Individuals or firms applying shall detail the following:

1. Consultants' profile and Capability Statement describing the technical capacity and experience of the firm or group of individuals.
2. Names and resume of individuals or team members proposed and their roles in the achievement of the assignment.
3. Testimonials and sample reports of similar assignments taken in the recent past (3 Years).
4. Interpretation of the Terms of Reference (TORs).

