

## Terms of Reference for reviewing, upgrading annual performance assessment system and orient staffs on upgraded system and tools

<b>Project / Program</b>	: UCEP Technical Assistance Project
<b>Consultant Name</b>	: To be decided through a competitive process
<b>Location</b>	: Dhaka
<b>Duration</b>	: Maximum 45 working days after signing the contract (by October 31, 2015)

### **Introduction:**

UCEP (Underprivileged Children's Educational Programs) is the single largest NGO in Bangladesh providing basic education integrated with technical and vocational education with subsequent employment support to children and young people from under privileged families. The main objective of UCEP is to improve the socio-economic status of the urban poor and support industrial growth by generating skilled manpower. Since its inception in 1972, a total of 187,490 underprivileged children (50% girls) were admitted in UCEP IGVE schools and The Technical Schools since their establishment in 1983, have produced 47,215 graduates in different trades and 43,408 of them are placed in jobs (40% girls). The socio-cultural relevance and sustainability of UCEP's work in Bangladesh has been demonstrated over the last 36 years. The design of the program, its impact on the lives of young people it have led many external actors to identify it as being effective and worthy of replication and larger scale implementation.

UCEP programmes have grown significantly in size and complexity since its establishment, it's increasingly important to develop a robust institutional systems and deliver its mandate. This is especially important given the potential for UCEP to grow further and to gain influence outside of the organization.

### **Program background:**

"Technical Assistance Project" was identified to support UCEP in carrying out recommendations and further system improvements. This project has been developed focusing on identifying priority gap areas, challenges and collaboration opportunities to address the needs identified through review and reflection of donors, the Board of Governance and senior management, finally annual review 2013.

### **Purpose of the work:**

UCEP has grown considerably in both size and complexity over the last forty years. The 2013 Annual Review strongly recommends strengthening in-service training and a systematic process of performance based promotion and award. UCEP currently has an annual performance assessment system but that needs to be reviewed and upgraded as per best practices. Furthermore, staffs have to be oriented to the new assessment system and tools to ensure its effectiveness.

### **Justification for hiring consultant:**

The consultant will review existing annual performance assessment system, upgrade the existing system and tools that best fit with UCEP's nature of business, prepare a training manual on performance assessment system and tools for future reference and finally orient developed system and tools to staffs through rollout workshop in UCEP head quarter and regional hubs.

The tasks will be assigned to a consultant with sufficient expertise and experience in developing and implementing performance appraisal system in reputed organizations. S/he should have experience in working with governing bodies and very senior level staff. Save the Children does not have such internal resource at this moment to deliver such task during the desired period.

**Required qualifications:**

The consultant should have:

- proven expertise and experiences in formulating, developing and implementing annual performance assessment system and tools
- ability to organize and conduct training, workshop to different level of employees
- strong academic background from top notch institutes/ organization

**Reporting to:** Rosalind Hawlader, Director of HR & Admin, Save the Children.

**Deliverables:**

- Revised 'Annual performance assessment system and tools '
- Develop a comprehensive 'Training Manual on Annual performance assessment system & tools'
- Orient staff on new system and tools through 11 rollout workshops in headquarter and regions

**Confidentiality:**

All papers shared with the consultant are confidential to, and where prepared internally comprise the intellectual property of SCiB and should not be used or shared externally without SCiB's express written permission.

**Contact Person:**

For further clarification and communication, please contact: Md. Hafiz Imtiaj, Manager – HR & OD, UCEP TA Project, Save the Children in Bangladesh. E-mail: [hafiz.imtiaj@savethechildren.org](mailto:hafiz.imtiaj@savethechildren.org) .