JVMarkis Private Limited has been engaged for streamlining HR and Related Systems & Processes for HTSP.

The agency will be required to assist in the people-related processes in HSTP. This includes:

* **Internal Policies, Policies and Systems:** Review the current organizational people policies and processes, and suggest appropriate modifications needed to achieve the organization’s mission.
* **Performance Management:** Enable the organizational leadership to set goals for their teams and review employee performance on a quarterly basis, including managing performance concerns where required.
* **Career Management:** Facilitate the technical and career development of the staff at HSTP by identifying role-specific competencies and helping design individual development plans and bringing in learning interventions
* **Employee Engagement and Communication:** Work with the HSTP leadership to enable employee engagement and internal communication and resolve people-related issues and concerns that may arise from time to time
* **People Data and Compliance:** Maintain people-related data in a secure manner, and ensure that all internal people systems are compliant with regulatory requirements
* **Technical Advice:** Provide expert advice to technical staff who work on HR component of health systems

**Indicative activities:**

* Maintaining people data + other people transactions:
* Employee engagement and communication:
* Creating new policies and processes.
* TA-related activities.

**Service Fee**

A service fee of INR 500,000 exclusive of taxes will be paid per month for seven months and will be paid over the duration of assignment. Total consideration for the assignment is fixed for INR 35,00,000 (exclusive of taxes). The payment will be released on submission of invoice by the service provider.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement

shall continue in full force and is effect from **October 01, 2022** to **April 30, 2023** and is extendable based on the review of Service Provider’s performance and mutual concurrence.