



REQUEST FOR PROPOSAL

MSI Asia Pacific Human Resources Consultancy

About MSI Asia Pacific

MSI Asia Pacific (MSIAP), its entities and affiliates, are a specialist sexual and reproductive health, non-governmental organisation (NGO) working in Australia, Asia and the Pacific to ensure the fulfilment of sexual and reproductive health and rights (SRHR) of all people.

Our mission is to enable people to have **children by choice, not chance**.

MSIAP is committed to providing family planning, and sexual and reproductive health services and overcoming barriers to access for marginalised individuals and groups including people with a disability. Through our global 2030 strategy, MSI has committed to meeting the unmet demand for contraception and unsafe abortion with a particular focus on reaching clients who would otherwise be left behind and reconfirmed its belief that reproductive choice can transform lives.

MSIAP is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunity organisation and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are committed to promoting equality and safeguarding the welfare of all team members and clients.

The consultancy:

MSIAP is at once the regional office of the MSI global partnership, and an Australian NGO. We are governed by a Board of Directors which oversees the Executive Officer & Regional Director who manages a team of 15 employees in total.

MSIAP is co-located with Marie Stopes Australia (MSA), the Australian clinical business. MSIAP purchases some corporate services from MSA, including Human Resources support. We are guided by the global standards set out by the MSI Global Support Office as well as local policies set by Marie Stopes Australia. MSIAP wants to ensure our HR policies and procedures are entirely appropriate for our needs as a regional support office, are forward-looking and best-practice. Acknowledging changing workforce trends, legislation, and MSI's evolving mission and goals, MSIAP would like to engage a consultant to review and, where appropriate, redesign these policies.

Key to the review and redesign is alignment with MSIAP's recently endorsed Gender Equality, Disability and Social Inclusion policy and principles, current best-practice in Australian workplaces, and compliance with DFAT Accreditation and ACFID Code of Conduct requirements.

Terms of Reference

Key objective/s:

The key objective of the consultancy is to review and redesign MSIAP's HR policies with reference to best-practice in Australian workplaces, MSI global approaches and MSIAP's linked policies and external compliance requirements.

Recommended approach:

Activity	Outcome	Estimated Days
<p>Desktop review: Review the suite of approximately 30 HR policies, referring to top-level guidance to approach each policy in MSIAP's 'policy register'. Review key processes such as annual performance review cycle and employee record keeping.</p>	<ul style="list-style-type: none"> • Consultant has in-depth understanding of the current MSIAP policy environment • Consultant identifies key policy areas for management decisions 	4
<p>Policy framework review: Review MSIAP's 'policy framework'; 'how to update policies'; and 'policy template' documents</p>	<ul style="list-style-type: none"> • Consultant has an understanding of the current governance approach to the work of MSIAP, the policy review and approval process, and the policy format • Consultant is able to work within the MSIAP policy framework and provide recommendations to improve the 'policy framework'; 'how to update policies'; and 'policy template' documents 	1
<p>Consultation: Engage with MSIAP Senior Management Team (SMT), MSIAP Gender Equality, Safeguarding and Inclusion (GESI) advisor, MSA HR Team, MSI HR team.</p>	<ul style="list-style-type: none"> • MSIAP SMT: Consultant has an understanding of the most pressing HR policy issues for SMT, presents key policy areas for decision making and makes best-practice recommendations. Opportunities for consultation with the wider team may be identified. • MSIAP GESI Advisor: Consultant receives internal guidance to enable the development of HR policies that align with MSIAP GESI policy and principles 	3

	<ul style="list-style-type: none"> • MSA HR team: Consultant receives internal guidance to enable the development of HR policies that align with MS Australia standards and processes • MSI/GSO HR team: Consultant seeks, where needed, guidance from MSI Global HR to enable the development of HR policies that align with global approaches 	
Policy redesign: Update, combine or eliminate policies where necessary. Significant redesign of the remuneration and wage policy; the recruitment, selection and onboarding policy; the learning and development policy; and the volunteer and internship policy	<ul style="list-style-type: none"> • Comprehensive suite of MSIAP HR policies that are fit-for-purpose; reflective of current practice and/or reflective of best-practice in Australian workplaces; broadly consistent with MSI global approaches; and are clear and consistent in presentation 	5
Policy presentation: Present HR policy updates to the MSIAP and MSA HR teams	<ul style="list-style-type: none"> • MSIAP team, MSIAP Board, and MSA HR staff have a sound understanding of new, redesigned and eliminated HR policies and the opportunity to provide feedback, clarify questions and concerns 	1
Final review: Consider and where appropriate, incorporate feedback received during the Policy Presentation	<ul style="list-style-type: none"> • Consultant submits finalised suite of HR policies and associated processes 	1

Timing:

Timing of the consultancy is flexible and required activities may be completed non-consecutively. However, all deliverables must be completed no later than end of May 2022.

Location:

MSIAP is located in Melbourne. Consultants may work remotely.

Closing date:

Sunday 20 February 2022 (11.59pm AEST)

Information Required in Proposal

With reference to the Terms of Reference outlined above, please provide a short proposal that addresses the following areas.

Consultant's Details	<ul style="list-style-type: none">• Business Name• ABN• Address• Phone• Email
Programme Information	<ul style="list-style-type: none">• Ability to meet the Terms of Reference• Proposed methodology• Ability to meet the timeline nominated
Expertise and Experience	<ul style="list-style-type: none">• Relevant expertise and experience in Human Resources in Australian workplaces, particularly in the development of best-practice policy• Understanding of safeguarding, equity, diversity and inclusion in HR• Resume covering relevant experience
Fee Schedule	<ul style="list-style-type: none">• An estimate of the project fees including:<ul style="list-style-type: none">◦ the capped fee for the project◦ the hourly or daily rates that form the basis of the capped fee◦ anticipated out of pocket expenses, including a proposed cap• Please show all fees and expenses inclusive of GST
References	<ul style="list-style-type: none">• Details of 2 referees relevant to the delivery of HR services
Response Close Date	<ul style="list-style-type: none">• Please submit your response to Kasey McDonald – Team Coordinator at kasey.mcdonald@msichoices.org.au

Evaluation Criteria

The following criteria will be used to evaluate responses to the Request for Proposal.

Criteria	Weighting
• Proposal clearly articulates how the Terms of Reference will be met.	30%
• Value for money	30%
• Demonstrated expertise in strengthening diversity, equity and inclusion through HR policy in HR in the Australian NGO sector	20%
• Thorough understanding of, and expertise in HR policy review and redesign and ability to communicate processes through consultation and presentation	20%
• Pro-MSI philosophy of reproductive rights and pro-choice on abortion	Non-weighted requirement

Other Information

MSIAP is a child-safe organisation and has zero tolerance for sexual exploitation, abuse, and harassment. MSIAP also takes a zero-tolerance approach to fraud and bribery, terrorism and money laundering as well as modern slavery and any unethical behaviour.

To ensure consultants' values and conduct align with MSIAP's, consultants will need to:

- Undergo a Police Check prior to commencing consultancy work with MSIAP;
- Sign MSIAP's Child Safeguarding Code of Conduct and our Global Code of Conduct; and
- Complete MSIAP's Supplier Questionnaire.

MSIAP Contact

If you have any questions in relation to this Request for Proposal, please contact the person nominated below.

Name:	Kasey McDonald
Position:	Team Coordinator
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