



**Da Afghanistan Bank
Central Bank of Afghanistan
Financial Sector Strengthening Project**

**Request for Expressions of Interest
Human Resource Consultant- Individual
(Prepare modern HR policies for DAB and assist the HR department in
implementing policy and including a training plan)**

Islamic Republic of Afghanistan

Financial Sector Strengthening Project

Consulting Services: Human Resource consultant (Individual Consultant)

Grant No: H484-AF

Project ID No.: P110644

EOI No.: FSSP/DAB/C-4

Closing Date:

Expression of interest must be delivered to the address below by [1600 hours on 26 September 2009].

Expressions of Interest

The Government of Afghanistan is implementing a World Bank supported Afghanistan Financial Sector Strengthening (AFSSP) aimed at improving the financial services in Afghanistan. One component of the project is support to the Human Resource Department (HRD) of DAB. This component seeks to assist DAB to adopt modern HR management and HR strategy to develop a holistic human resource management policy including recruitment, placement, evaluation, compensation, promotion, incentives, mobility and training. The funding will cover the provision of technical assistance to carry out the foregoing, the necessary training for the HR staff and managers and the IT support for these activities.

Objectives of the Consultancy

To accomplish the above, DAB has decided to hire a consultant

Scope of the Work and Description of Tasks

Specifically the consultant will-

The HR consultant will:

1. Familiarize herself/himself with the background, current status and procedures of HRD of DAB, DAB strategy and its HRD current documents/policies related to

- recruitment, placement, evaluation, retirement, compensation, promotion, incentives, mobility and training. Review DAB's future HRD development plan as part of DAB's overall strategy.
2. Design modern HR strategy for DAB including an HR Reform Road Map prioritizing areas that need immediate attention and assist DAB to develop and implement a holistic human resource management policy including recruitment, placement, evaluation, retirement, compensation, promotion, incentives, mobility, training and retirement regulations (all based on applicable laws and regulations of Afghanistan), by working closely with the head of the department and USAID consultants;
 3. Ensure that the new HR policies are in line with DAB's Strategic Plan and existing Afghanistan Labor Law and GOA's Gender Equality Policy;
 4. Conduct needs assessment of HRD, prepare a detail work and training plan for its capacity building and assist DAB in arriving at a Strategic Plan for appropriate HR functional administration;
 5. Prepare HR manual for HRD that covers all DAB HR related policies and strategy. Ensure that all policies and procedures implemented in the HRD at DAB are be in line with the gender mainstreaming requirements of the Government of Afghanistan;
 6. Assist DAB in executing the plan by conducting on the job trainings for HRD staff to implement the new policies set by the consultant;
 7. Assist DAB in automation of HRD to enable staff of the department to store, maintain and process HR related data. In order to achieve this the consultant will liaise with additional consultants working in the IT Department at DAB hired under the AFSSP;
 8. Put in place a system for HR Audit and assist DAB in implementing the system;
 9. Prepare final report of the consultancy and present it to the leadership of DAB.

Time schedule for the proposed Work:

The work will commence immediately after the selection of the candidate and is expected to take at a maximum 12 months.

Location of the assignment:

The consultant will be based in Kabul, Afghanistan, and will be able to undertake most of the work in DAB HRD, bar visits to the World Bank offices for background information. Will be based at the HRD, to work closely with the management and the staff of the department.

Reporting

The consultant will be part of the Project Implementation Cell (PIC) of the Financial Sector Strengthening Project (FSSP) of DAB. S/He will provide regular progress reports on her or his consultancy to the chairman of the cell (Governor or his first Deputy)/ the Project Director of FSSP. S/he will work closely with the HR Director of DAB.

Qualifications Required:

Education:

Advanced university degree in public administration, business administration management or Human Resources Development.

Experience:

- More than 8 years of progressively responsible experience in the area of HR preferably in any state or international banks;
- Proven work experience in developing HR strategies and policies and trainings;
- Posses strong analytical skills;
- Experience interacting with government employees and donors;
- Excellent English writing skills;
- Efficiency and results-orientation in a multi-tasking environment;
- Excellent organizational and strategic planning skills;
- Ability to establish good working relationships with national and international interlocutors.

DAB now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV, brochures, description of similar assignments, experience in similar conditions and availability of appropriate skills).

A consultant will be selected in accordance with the procedures set out in section V of the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (October 2006).

Interested consultants may obtain further information at the address below during office hours i.e. 0900 to 1600 hours.

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