



TERMS OF REFERENCE

CONSULTANCY TO SUPPORT THE REVIEW OF CARE UGANDA'S HUMAN RESOURCE MANUAL

About CARE International:

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building.

Our current programming targets Women, Girls and Youth as well as vulnerable groups such as the extreme poor, internally displaced people, refugees, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work.

Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence.

Background:

CARE International in Uganda has not updated its HR manual (currently referred to as Chapter 5 of the operations

manual) for a long time. The manual details the various Human Resources policies and procedures of the Country Office. Most of the out dated policies or procedures that have been changed overtime have been adjusted using memos "**the ALL Uganda Staff (ALLUGs)**" and or email and these have not been incorporated into the main manual. An attempt was made by the outgoing Country Director to edit the manual but this was never finalized. Since then, more changes were made. Therefore it is on this basis and the need to make our manual user-friendly that this consultancy is sought and that CARE Uganda is urgently sourcing for a professional HR/Legal consultancy firm/individual to support the review and update of CARE Uganda's HR manual.

Applications Procedure:

Please Visit our Website on

<https://www.careuganda.org> under the Careers link for more details on the Terms of Reference (TORs) and how to submit applications.

For any questions please call our office on **0312258100/121**.