#### **REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANTS)**

|  |  |
| --- | --- |
| Consultant Type: | **Individual** |
| Source: | **International or National** |
| REOI Number: | **REOI/001/OPEC Fund** |
| Assignment title:  | **HR Legal Advisor** |
| Engagement Period: | **Until 31 December 2025** |
| Estimated Start Date: | **As soon as possible** |
| Open to non-Member Countries: | **Yes**  |
| Modality of Engagement (select)  | **Remote Work Assignment** |
| Deadline to submit the EOI | **7th April 2025 – 15.00 hrs.** **Vienna Local time to the email:** **tenders@opecfund.org** |

**Additional Information**

**Possibility of contract extension**:

In general, the OPEC Fund consulting contracts may be extended to a reasonable degree when doing so is justified within OPEC FUND's core procurement principles. Any extensions are subject to operational needs, consultant performance, and continued availability of Funds.

**Specific considerations for this assignment**, if any, are discussed here: **N/A**

**Possibility of consideration for downstream assignment**: Not known

**Country of assignment**: Primarily a remote position with occasional travel based on business needs to Headquarters, Austria.

**Candidates may send EOI and CV (in the attached format) with supporting documentation, e.g. certificates, diplomas, work references, etc. to:**

**The OPEC Fund for International Development (The OPEC Fund)**

Procurement Office

Parkring 8

Vienna, Austria.
**CONTACT PERSON**:

Name of Procurement Focal point: Bilal, Ehab

E.Bilal@opecfund.org or procurement@opecfund.org

**OUTLINE TERMS OF REFERENCE**

1. **Project Background**

The Human Resources (HR) Unit within the Corporate Services Department of the OPEC Fund supports organizational growth and transformation as an evolving multilateral development bank, aligning with best practices in peer international financial institutions and other international multilateral organizations.

1. **Purpose of the Assignment** (and how they relate or contribute to the overall project objectives)

The HR Legal Advisor provides essential legal guidance to the Director of Human Resources (HR Director), ensuring that HR policies and operations are compliant, effective, and aligned with best practices. The advisor’s role is to support by offering legal expertise in areas like policy interpretation, employee relations, and dispute resolution, with the goal of enhancing the overall efficiency and integrity of the HR function.

1. **Duration and Location of the Services**
* Until 31 December 2025.
* Primarily a remote position with occasional travel based on business needs to Headquarters, Austria.
1. **Scope of Services, Tasks (Components), and Expected Deliverable**s

**Legal Advisory Services:**

* 1. Provide legal advice to the HR Director on a range of HR operational matters, including contract management, policy formulation, interpretation, and the development of strategic recommendations.
	2. At the request of the HR Director, collaborate closely with the HR team and departments such as Legal, Audit, and Risk to ensure that HR operations, rules, and procedures align with internal standards.

**Employee Relations and Dispute Resolution:**

* 1. Advise on managing complex and/or sensitive employee issues, including sick leave management, discrimination, harassment, and workplace safety.
	2. Assist in facilitating informal conflict resolution before formal dispute processes are initiated.
	3. Provide legal support in formal dispute processes, including assisting with the drafting of responses to appeals, disciplinary actions, grievances, and termination cases.
	4. Keep a record of grievances raised with the HR Director, ensuring transparency and accountability in the process.
1. **Detailed Outputs of the Assignment**
* Legal Advice and Support: Provide legal support to the HR Director in formulating recommendations on a wide range of HR policy and operational issues, helping to ensure compliance and clarity.
* Employee Relations: Support the HR Director in resolving employee issues in a timely and effective manner.
* Collaboration with the HR Team and key Departments: Work alongside the HR Director, collaborating closely with the HR team and coordinating with Legal, Risk Management, and Audit to ensure cohesive, well-informed decision-making on employee-related matters.
* Case Management: Establish and maintain an internal case management system to effectively track grievances and employee relations issues, ensuring prompt follow-up, resolution, and the capture of lessons learned.
1. **Key Timelines or Milestones:**

The assignment will be based on detailed tasks or advice to be needed throughout the duration of the remote work.

1. **Qualification Requirements for the consultants**

|  |  |  |
| --- | --- | --- |
| **No** | **Evaluation Criteria** | **Weight** |
| 1 | Advanced university degree or equivalent experience in relevant fields  | 10% |
| 2 | Knowledge of HR management in international civil service, with specialization in relevant legal areas  | 10% |
| 3 | Minimum of 7 years of experience in HR legal roles, especially in international organizations or financial institutions  | 10% |
| 4 | Proven ability to provide sound legal advice in a complex international environment  | 40% |
| 5 | Strong communication, interpersonal, and analytical skills  | 15% |
| 6 | High level of discretion and ability to maintain confidentiality  | 5% |
| 7 | Ability to work independently, manage multiple priorities, and deliver results within deadlines  | 5% |
| 8 | Proficiency in technology for remote collaboration  | 5% |
| 9 | Fluency in English; additional language skills are an asset  | 5% |
| **Total** | 100% |

1. **Reporting Requirements and Time Schedule for Deliverable**s. At a minimum, list the following:

The consultant will report to the HR Director, who will assign tasks as needed and provide guidance with specific timelines.

1. **Relevant background information or materials for the assignment**

Provide HR rules and other relevant materials. (an NDA to be signed**)**

1. **Indication if downstream work is potentially considered**

Subject to needs and performance.

1. **Training and capacity building requirement**—specify

Not applicable.

1. **Equipment procurement—**specify procurement, asset management and transfer and insurance requirements

Not applicable.

1. **Client’s Inputs and Counterpart Personnel**

The consultant will work under the guidance of the HR Director.

1. **Basis of Payment and payment schedule.**
2. **Deliverables (example)**

Sound legal advice as well as effective and timely support to OPEC Fund.

**Curriculum Vitae (CV) or submit your own cv to cover the information below**

**Name of Individual Consultant** **[***Insert full name*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Citizenship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete personal contact details** [*Include complete address and telephone number/ email address*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education** [*Indicate college/university and other specialized education of the consultant, giving names of institutions, degrees obtained, and dates of obtainment*]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Membership in Professional Associations** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Training** [*Indicate significant training since degrees were obtained*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Countries of Work Experience:** [*List countries where consultant has worked in the last ten years*]: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Languages** [*For each language indicate proficiency*]:

**Level of Proficiency (Mother tongue, Excellent, good, fair, poor)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Language**  | **Speaking**  | **Reading**  | **Writing**  |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |
| 4 |   |   |   |   |
| 5 |   |   |   |   |
| 6 |   |   |   |   |

**Employment Record** [*Starting with present position, list in reverse order every employment held by consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [*Year*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Detailed Tasks assigned**[*List all tasks to be performed under this assignment*] | **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned** *[Among assignments involving the consultant, indicate the following information for those that best illustrate the consultant’s capability to handle the tasks listed in the left column]*Name of assignment or project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Main project features: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Positions held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Activities performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **17.** | **Certification** |
|  |  | **YES** | **NO** |
|  | I, the undersigned, certify to the best of my knowledge and belief− |  |  |
|  | 1. this CV correctly describes my qualifications and my experience.
 |  |  |
|  | 1. I am a close relative of a current OPEC Fund staff member.
 |  |  |
|  | 1. I am the spouse of a current OPEC Fund staff member.
 |  |  |
|  | 1. I am former OPEC Fund staff member.
 |  |  |
|  | * + If yes, I retired from the OPEC Fund over 12 months ago
 |  |  |
|  | 1. I was part of the team who wrote the terms of reference for this

Consulting services assignment. |  |  |
|  | 1. I am sanctioned (ineligible for OPEC Fund engagement).
 |  |  |

I certify that I have been informed by the firm that it is including my CV in the proposal for the [name of the project]. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.

I understand that any willful misstatement may lead to disqualification or dismissal, and any other OPEC Fund disciplinary action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *[Signature of Consultant Day/Month/Year*

**Page Limit: Maximum of 5 pages.**