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

|  |  |
| --- | --- |
| Consultant Type: | Individual |
| Source: | International or National |
| REOI Number: | **EOI/014/OPEC Fund** |
| Assignment title: | **Staff Appeals Committee Secretary** |
| 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, with meetings in Vienna, Austria on a need basis.** |
| Deadline to submit the EOI | **11th April 2025 – 15.00 hrs.**  **Vienna Local time to the email:** [**tenders@opecfund.org**](mailto: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](mailto:E.Bilal@opecfund.org) or [procurement@opecfund.org](mailto:procurement@opecfund.org)

**OUTLINE TERMS OF REFERENCE**

1. **Project Background**

The Consultant will serve as Secretary of the Staff Appeals Committee at the OPEC Fund for International Development (The OPEC Fund) and perform services in line with the Human Resources Policies Framework and related rules and procedures, including Schedule 3 (Rules of the Staff Appeals Committee).

The Staff Appeals Committee have the following responsibilities:

* Hear appeals made to it directly by Employees of the OPEC Fund;
* Review cases referred to it by the President or Chief Administrative Officer;
* Decide on such appeals and submit a report thereon to the Standing Committee on Administrative Decisions

The Secretary shall be appointed by the President, upon recommendation of the General Counsel and the Chief Administrative Officer and shall not be a member of the Committee.

The Secretary will be administratively attached to the Corporate Services Department, to the Director of Human Resources, Human Resources Unit at the OPEC Fund at headquarters in Vienna, Austria.

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

The Secretary, Staff Appeals Committee provides secretarial support to the Chairman of the Staff Appeals Committee within the remit of the HR Rules of Procedure, specifically Chapter 3 thereof. This includes, inter alia, that all the procedural aspects covered by the applicable Rules and Procedures are met and conducted in a timely and effective manner. The role also involves coordinating meetings, drafting minutes/reports, and facilitating communication among the various parties involved.

While this role may be fulfilled remotely, the Secretary may be required to participate in meetings at The OPEC Fund headquarters, as needed.

1. **Duration and Location of the Services**

* Until 31 December 2025 (renewable).
* Primarily a remote position with occasional travel based on business needs to Headquarters, Austria.

1. **Scope of Services, Tasks (Components), and Expected Deliverable**s

The assignment will apply only when appeals are lodged with the Staff Appeals Committee. This involves 5-10 hours per week depending on the stage and complexity of the case.

1. **Case Management and Documentation**
   * Receive correspondence, statements, evidence, and other documentation submitted to the Staff Appeals Committee and transmit them, as appropriate, to the parties.
   * Verify, for each appeal, whether the documentation submitted aligns with the rules governing the Organization’s internal appeal process.
   * Coordinate with the Chairman of the Appeals Committee and seek the Committees acceptance of an appeal submitted in alignment with the rules.
   * Establish and manage the electronic case file, including filing and notification dates, ensuring confidentiality as per the Organization’s regulations, rules, and data protection policy.
2. **Advisory and Procedural Guidance**
   * Advise appellants on the procedure to be followed.
   * Provide guidance to the Chairperson and Staff Appeals Committee members on the rules, policies, processes and other provisions related to the SAC, as appropriate.
   * Identify issues and advise the Chairperson and SAC members on administrative and legal issues relevant to the cases being reviewed by the SAC.
3. **Appeals Process and Hearings**
   * Issue notifications as required by the rules related to appeals or upon instruction by the Chairperson or Vice-Chairperson.
   * Coordinate hearings of the Appeals Committee as requested by the Chairperson.
   * Coordinate the necessary administrative arrangements and services required by the Appeals Committee for the proper exercise of its functions.
4. **Report Preparation and Decision Support**
   * Draft a summary of the facts, key arguments of the parties, and identify the main legal issues raised in each appeal case.
   * Prepare draft reports containing the Staff Appeals Committee’s recommendations concerning an appeal and submit them to the Chairperson and Committee members before forwarding them to the Standing Committee on Administrative Decisions.
5. **Training and Governance**
   * Organize and provide training for new SAC members on procedures, practices, duties, and obligations to ensure they contribute effectively to deliberations.
   * Draw up election procedures and oversee the election of staff-elected members of the Staff Appeals Committee.
6. **Other Duties**
   * Perform any other duties as required.
7. **Detailed Outputs of the Assignment**

Please refer to section 4. Above.

1. **Key Timelines or Milestones:**

The consultant must ensure that all timelines are met and effectively managed as per the applicable rules and procedures.

1. **Qualification Requirements for the consultants**

|  |  |  |
| --- | --- | --- |
| **No** | **Evaluation Criteria** | **Weight** |
| 1 | Master’s degree or equivalent in Law or Human Resources Management | 5% |
| 2 | At least five years of experience in law and/or human resources management, with a focus on employee relations being an asset | 15% |
| 3 | Knowledge and experience in public international law, law of international civil service, and international administrative law | 10% |
| 4 | Demonstrated expertise in case management and excellent drafting skills, with the ability to be concise and clear | 15% |
| 5 | Commitment to confidentiality, discretion, and handling sensitive information with professionalism, integrity, and respect for privacy | 10% |
| 6 | Experience engaging with diverse stakeholders, including senior leadership, and effective communication skills | 5% |
| 7 | Ability to focus on customer needs and deliver exceptional service, fostering strong relationships and teamwork | 5% |
| 8 | Good technological skills, including the ability to work in a hybrid format | 5% |
| 9 | Fluency in English; proficiency in other languages is an asset | 5% |
| 10 | Excellent planning and organizational skills, with the ability to prioritize tasks effectively and meet deadlines under pressure | 5% |
| 11 | Proactive application and thorough understanding of relevant rules and procedures | 5% |
| 12 | Strong ability to interpret and apply rules and procedures accurately | 5% |
| 13 | Capability to provide clear guidance to committee members and The OPEC Fund staff on procedural aspects of staff appeals | 5% |
| 14 | Proven experience in project and/or case management | 5% |
| **Total** | | 100% |

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

The Secretary shall be appointed by the President, upon recommendation of the General Counsel and the Chief Administrative Officer and shall not be a member of the Committee.

The Secretary will be administratively attached to the Corporate Services Department, to the Director of Human Resources, Human Resources Unit at the OPEC Fund at headquarters in Vienna, Austria.

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**

Not applicable.

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

Not applicable.

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

Chairman of the Staff Appeals Committee

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

Sound, effective and timely support to The OPEC Fund Staff Appeals Committee.

**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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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*]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.**