

Call for Proposals
NCD Alliance Team Competency Framework
Consultancy

September 2022

Background

Given the growth and expansion of the NCD Alliance team and our operations, we intend to strengthen our Human Resources management and processes, including developing a comprehensive Competency Framework.

We currently have a job bands framework with the different levels within the organisation (i.e., Officer, Senior Officer, Manager, Director), and associated salary bands. We are now planning to develop an associated Competency Framework, to define the knowledge, skills, and attributes that are important for each grade within the organisation and that we believe collectively contribute to the NCD Alliance's overall success. The Competency Framework will be used for recruitment, performance management and development discussions and for decisions about progression horizontally and vertically.

The NCD Alliance is a small NGO with a team of 27 staff. Most of the team are employees based in 2 offices (London and Geneva), along with some consultants based in a further 5 locations. The team is structured around five units – Policy, Advocacy and Accountability; Communications; Capacity Development; Membership and Partnership; and Operations – with a Senior Management Team.

Scope and objectives

The NCD Alliance (NCD Alliance) is seeking to appoint a consultant – individual or firm - to develop a **Competency Framework**. This will include the following:

- Map the knowledge, skills, experience, behaviour and personal attributes required to perform each grade;
- Decide the competencies necessary to move through various grades;
- Advise on necessary mechanisms and best practice to adopt in order to keep the framework flexible and fit the needs and specificities of a small Non-for-Profit organization.

Timetable

The consultancy will commence on execution of the contract directly after the selection, ideally mid-October 2022.

Required skills, experience and knowledge

The profile of the consultant will be someone with:

- experience in the creation of competence frameworks;
- familiarity with human resources theories,
- experience in human resource management; particularly the area of job classification;
- good knowledge of the non-for-profit sector, NGOs and multicultural teams and experience in consulting with them

- communication and presentation skills;
- strong written and verbal English communication skills;
- strong analytical competencies;
- organised and structured working methods.

Proposal Submission

To submit your proposal, please send us your application answering the following questions: 1. How you qualify for this consultancy 2. What is the timeline and what is the methodology you would suggest, 3. What is your previous experience on the topic?

Interested consultants(s) should submit the following:

- Capability statement and CV of the consultant(s) assigned to the work – highlighting relevant experience.
- Web links, if available on a sample of work of the consultants.
- Proposal, outlining objectives, description of the methodology(ies), list of outputs/deliverables, project plan (including timeline and key milestones), cost proposal (including daily rate of all consultants).
- 2 references of similar work completed previously.

If you are interested in this consultancy and available to use your skills, knowledge and experience working with NCDCA please send a proposal via the following link [Developing a Competency Framework for NCDCA \(smartsheet.com\)](https://smartsheet.com) no later than 27 September 2022.

Evaluation of proposals

Shortlisted suppliers may be invited to discuss their proposals in more detail at NCDCA's discretion.

NCDCA, at its sole discretion, will select the successful proposal.

NCDCA reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

www.ncdalliance.org