



TERMS OF REFERENCE FOR SEEKING THE SERVICES OF A LABOUR LAW CONSULTANT

Reference	Labour law consultant
Procuring organisation	European Research Institute (ERI)
Project	FED/2018/397-602 Circular Economy in Sustainable Agricultural Development (CESAD)

Introduction

The European Research Institute (ERI) is seeking a Labour law consultant within the framework of the CESAD Project - Circular Economy in Sustainable Agriculture Development.

The CESAD Project is co-funded by the European Union, started in August 2018 and lasts three years. The project is managed by the European Research Institute (ERI) in partnership with the Agency for the Development of Women and Children (ADWAC) and the Njagara Agricultural Training Center (NATC). The purpose of the CESAD Project is to enhance the small-holder farmers' competitiveness and support the local development of the North Bank Region through a series of activities aimed at improving the quality of farming practices, providing logistic solutions to the storage and distribution of goods, introducing diversity of supply, and strengthening local capacities for competitive market accessibility.

The project's main target group is the Solicita Marketing Federation, a federation of farmers recently established in the North Bank Region. The members of the cooperative come from 8 villages in the North Bank region and in each village there is a communal garden devoted to the activities of the cooperative. The CESAD project is providing Solicita executives and ordinary members with specific training in different subjects and key innovative infrastructures, such as an aquaculture facility, a food-processing centre and an office. In addition to this, the project is supporting the cooperative in enhancing its marketing and sales capacity.

Objective

The main objective of this tender is to select a Labour law consultant to support the preparation of the contracts for the provision of services, supplies and works, and manage human resources, particularly all the contractual issues regarding employment relationships and pay-sheets within the CESAD Project.

Duties of the contractor

The selected Labour law consultant shall perform the following tasks:

- prepare and manage pay-sheets;



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- management of all the contractual issues regarding employment relationships;
- human resources management;
- assistance in non-judicial labour disputes;
- update and keep the employment register;
- manage communications to the employment office;
- open assistance and social security contributions positions.

Qualifications and experience required

The selected Labour law consultant shall have:

- a degree in Economics, Business and Management, HR management or related subjects (optional);
- at least a secondary school diploma in accountancy;
- at least three years work experience;
- having passed the state exam for Labor Consultant professional qualification;
- being registered to the Labour Consultant Association;
- experience in labour legislation;
- experience in employment issues;
- a good command of English.

Time frame

The deadline for submission of bids is 4th October, 2019. The successful bidder will be contacted within five days of the deadline and receive a contract for this service. The assignment is expected to start within five days from the signing of the contract by both parties and is expected to last until the end of the project, namely 31/07/2021.

Maximum budget

The maximum budget for this service is EUR 13,000.00.

Quotations

Bidders shall submit a quotation to the European Research Institute (ERI) with the title: “Labour law Consultant for the CESAD project” Quotations should include:

- cost of the service;
- CV.

Selection of proposals

The proposal that will get the highest score will be selected. Selection of proposals will be based on the following criteria:

Award Criteria	Maximum Points
Price	40



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Qualification	20
Previous work experience	20
Completeness of proposal	20
Total	100

Threshold: 70/100.



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