Call for HR Consultant

Strengthening UNOY’s Human Resources

February 2024
Overview

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Strengthening UNOY's Human Resources</th>
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<tbody>
<tr>
<td>Organisation</td>
<td>United Network of Young Peacebuilders (UNOY). It is a global network of 120 youth peace organisations from over 70 countries. UNOY works for capacity development of individuals and organisations, networking and policy advocacy.</td>
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<td>Agreement type</td>
<td>Consultancy</td>
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<td>Position</td>
<td>Human Resources Consultant</td>
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<tr>
<td>Activity</td>
<td>Consultancy to carry out review of UNOY's HR processes and policies</td>
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<tr>
<td>Activity Location</td>
<td>Online, home-based (in-person if feasible within budget)</td>
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<td>Activity Duration</td>
<td>March 2024 - May/June 2024</td>
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Background & current challenges

UNOY Peacebuilders is a youth-led organisation, legally registered as a foundation in the Netherlands. UNOY has become the largest youth-led global peacebuilding network bringing together over 120 youth led member organisations in over 70 countries. UNOY's 3 action areas are capacity development, advocacy and networking.

UNOY's mission is to build a world free from all forms of violence.

A world
where young people have the power to transform conflict;
where youth participation is real and meaningful for all;
where young people actively partner for peace without fear or threat.

The International Secretariat is based in the Hague and is composed of 9 staff members (11 in a year's time) and 6 interns who lead/coordinate most of the network's joint activities. For the last 6 years, UNOY has been undergoing a decentralisation process and currently has six regional coordinators across the world (working as volunteers on a part time basis) who provide a bridge between the International Secretariat and UNOY's membership.

UNOY was founded in 1989 but for most of its existence relied on volunteers, even at the International Secretariat in the Hague. Over the last ten years, UNOY staff has increased substantially.

As a youth-led organisation, UNOY has a high turnover in its team. Any unplanned turnover or absence can have a significant impact on work and on members of the team. The nature and amount of work has had a negative impact on some staff with historically high workload which continues to be a challenge. Being a relatively small youth-led organisation, there is no dedicated HR person. Development and implementation of HR policies and procedures are carried out by the Management Team with support of the Board.

In 2016, UNOY's board initiated a process of professionalising UNOY's HR. Since 2019, UNOY has been undergoing another round of professionalisation, partially due to donor requirements and a significant growth in the number of staff.
Again in 2022 and most recently a partnership with the EU, the organisation has undergone further professionalisation. This resulted in the progressive strengthening of HR policies and procedures within the organisation as well as the improvement of working conditions for staff. Despite of that, these developments have not match the level of overall growth and professionalisation of the organisation which is why UNOY is now looking for a consultant to support in this HR assignment.

Furthermore, since 2021 UNOY has introduced regular staff retreats, mental health chats and access to professional mental health support.

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**Objectives**
- Strengthen HR policies and procedures, to better reflect the recent growth and professionalisation of the organisation;
- Assess whether UNOY has the competencies in place (or plans to) to manage the current work under the new EU partnership.
- Develop a sustainable HR model for UNOY's future.

**Roles & Responsibilities**
UNOY is looking for a Human Resource consultant to carry out a review of the Organization's HR policies and processes and develop new HR processes. The tasks will be carried out between March and May/June 2024.

Your main tasks:
- Design and send out an employee satisfaction survey and provide recommendations and framework for future surveys.
- Review of Recruitment process, onboarding checklist review and development of onboarding process/guidelines
- Develop/improve the personal development cycle
- Review of HR policies namely and identify gaps
- Review of UNOY's current HR and development of ideal profiles to carry out work
- Review of job descriptions
- Review of code of conduct
Profile
Required:
● Demonstrated experience of at least 5 years in HR in the non-profit sector.
● Experience advising non-profit organisations on HR development.
● Excellent written and spoken English.

Strongly desired:
● Experience in working in/with youth-led organisations.
● Knowledge of Dutch employment law

Support from UNOY and coordination
The UNOY Peacebuilders International Secretariat will support the consultant by:
● Providing background documents and briefings as needed;
● Co-designing the process for the review;
● Overseeing coordination between the consultant and UNOY team members, if needed;
● Providing input and feedback on the review through regular meetings and review of outputs prepared by the consultant.

How to apply?
Please express your interest by sending:
● Your CV, outlining your experience in relation to the assignment and requirements of this call;
● A document (max. 1 A4 page) containing:
  ○ an overview of your planned approach for this assignment;
  ○ A tentative estimation of days you would need to carry out the assignment as well as your daily rate, or a lump sum to carry out the whole assignment.

Please send your application to vacancy@unoy.org latest by the 28th February 2024 at 23:59 CET. You can email the same email address in case you have any questions.