



TOR: Review, recommend and revise the HR policies and procedures

1. General Information

Bidders to submit proposals for the provision of services of Review of HR policy and procedures.

The selected vendor will need to show a record of expertise in doing similar exercises for a Non- Profit/ international organizations in a similar industry and provide competitive pricing.

2. Deadlines

Deadline for requesting clarifications and meetings	31 st August 2023
Deadline for submission of proposals	03 rd September

3. Evaluation of Proposals

The proposals will be evaluated and ranked according to the following criteria:

- Commercial - 40%
- Technical – 60%

4. Payment Terms

ICBA's standard payment terms are net thirty (30) days.

5. SCOPE OF SERVICES

- Review ICBA's HR policies, grading scale, benefits and procedures.
- Recommend suggestions with a benchmark study of similar organizations(international) and UAE law.
- Revise the existing documents based on the approval of recommendations.
- Align the organisation chart with the new strategy.
- Identify gaps and develop new procedure documents.
- Recommend best practices across similar organizations (UAE & International).
- Review and update the employment contract to be consistent with the HR policy and UAE law.
- Presentation to the management

Note: Under no circumstances will ICBA be liable for any costs incurred in connection with the preparation and submission of proposals, even if ICBA decides to reject all the proposals or cancel the bid.