



## Scope of Work

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<b>Project/Consultancy Title:</b>	Consultant: HR Consultant
<b>Project Location(s):</b>	Abuja, FCT Nigeria

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### BACKGROUND

The West Africa Network for Peacebuilding (WANEP) is a leading Regional Peacebuilding organization founded in 1998 in response to civil wars that plagued West Africa in the 1990s. Over the years, WANEP has succeeded in establishing strong national networks in every Member State of ECOWAS with over 500 member organizations across West Africa. WANEP places special focus on collaborative approaches to conflict prevention, and peacebuilding, working with diverse actors from civil society, governments, intergovernmental bodies, women groups and other partners in a bid to establish a platform for dialogue, experience sharing and learning, thereby complementing efforts at ensuring sustainable peace and development in West Africa and beyond. In 2002, WANEP entered into a historic partnership with the Economic Community of West African States (ECOWAS) an inter-governmental structure in the implementation of a regional early warning and response system (ECOWARN). A memorandum of understanding between WANEP and ECOWAS was signed in 2004 for five years and has since been renewed for another 5 years. This partnership constitutes a major strategic achievement for WANEP and West Africa civil society as it offers the much-desired opportunity to contribute to Track the response to conflicts and policy debates. At the continental level, WANEP is a member of the Peace and Security cluster of the African Union's (AU) Economic, Social and Cultural Council –ECOSOCC representing West Africa. At international level, WANEP has a Special Consultative Status with the United Nations Economic and Social Council (ECOSOC) and is the West Africa Regional Representative of the Global Partnership for the Prevention of Armed Conflict (GPPAC). WANEP is the Chair of GPPAC. WANEP provides professional courses in conflict prevention and peacebuilding informed by several years of practice experience to governments, businesses, and practitioners throughout the sub-region and beyond. Underlying its work is a commitment to professionalism and a dedication to a world of mutual respect, tolerance, and peace.

### PURPOSE / PROJECT DESCRIPTION:

The purpose of this scope of work is to develop a handbook and a salary scale for WANEP, which will serve as a guide for daily operational activities.

### CONSULTANCY SUMMARY:

We seek a highly motivated individual who understands and has the competency to draft out a handbook for WANEP ensuring it aligns with the organization's culture, mission and vision and its processes. Also develop an effective methodology for salary scale that will yield an accurate salary information for WANEP staff.

### DELIVERABLES

#### Develop New Salary Scale and Statutory Benefits for WANEP

- In line with similar organization, consultant should conduct Salary and benefits provided by other sectors
- Develop a competitive salary scale for WANEP Nigeria
- Review current benefits and propose statutory benefits to be implemented

Below are deliverables for WANEP handbook

#### ***The consultant should ensure the underlisted are contained in the handbook***

- Background and culture of the company
- Mission and vision statements
- Code of conduct and standards of behavior
- Health and safety policy

- Workplace procedures
- Grievance procedures
- Equal opportunity policies
- ***In line with compensation law and the Labour law of Nigeria; Consultant should consider the following:***
- Hours of work
- - Leave processes and procedures
  - Probation period
  - Termination (end) of employment
  - Performance standards
  - Promotions
- Disciplinary Procedures
- Internet, social media and email policies
- Confidential information and privacy policies
- Rules of company assets/ work tools
- Training and development
- Use of company property policies e.g., vehicles or laptop
- Any other key policies currently implemented at WANEP

Key Performance Indicators	Deliverable Due Date	Percentage (%)
Undertaking a detailed briefing with WANEP team leads to lead and guide the new salary scale and handbook drafting process.	Nov 21 <sup>st</sup> –25 <sup>th</sup> Nov. 2022	10 %
Interviewing the HR department of WANEP to participate in the survey, to collect job profiles and create a master job listing for matching salaries across organizations	28th Nov – 2 <sup>nd</sup> Dec 2022	30%
Data analysis in consultation with the working group members	5 <sup>th</sup> Dec – 9 <sup>th</sup> Dec, 2022	30%
Draft and Complete WANEP handbook and salary scale report for final approval by management	12 <sup>th</sup> Dec - 16 <sup>th</sup> Dec 2022	30%

#### **BASIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Experience in this sort of contract with international organizations
- Proactive and ability to be resilient
- Good communication skill
- Microsoft office suits
- Good interpersonal skill
- Proficient in Nigeria local language will be an added advantage

**LOCATION:** The operational base of the consultancy in Lagos Nigeria.

**REPORTING LINE-** The Consultant **will report primarily** to the HR Manager  
**Work closely with** the Head of Programs, Finance Manager and Finance Officer

Send application and relevant details to  
 West Africa Network for Peacebuilding (WANEP-Nigeria)  
 22 Adeniji Street, Adeniji Estate, off WEMPCO Road Ogba Lagos State or  
 Via e-mail [wanep@wanepnigeria.org](mailto:wanep@wanepnigeria.org), [wanep-nigeria@wanep.org](mailto:wanep-nigeria@wanep.org),

**Not later than November 18, 2022**