

POLICY

Identifying and Hiring Consultants

Established:	January 2021	Review frequency:	Every three years
Prepared by:	P Simmons	Approved by:	Board

Purpose

To guide processes for identifying and hiring consultants, including transitions between volunteer and consultant roles

Introduction

GraceWorks Myanmar (GWM) has a small, core team of paid staff. We rely on significant contributions by professional/expert volunteers, often working alongside paid staff, in addition to unpaid volunteer hours by paid staff, as well as paid consultants. There is often fluidity between these categories. Transparent, respectful and fair engagement of consultants is fundamental to our values and essential to our long-term sustainability.

Definitions

Consultant

A consultant is a person providing expert advice in a specific field as a service provider rather than employed staff member. This advice includes opinions, analysis and recommendations based on their own skills and expertise, often providing strategies to prevent problems and improve performance.

Requirements for pre-selected consultants

In some contexts, a new position may be created and funded with a specific expert in mind based on either their significant volunteer contributions or GWM knowledge of their expertise and suitability. This will only occur when all the following are true:

- ◆ The specific technical expert has worked alongside GWM paid staff in developing a new program/project/activity proposal and/or pre-submission of a funding application
- ◆ The funding application is successful, or funding has otherwise been secured for the purpose of the consultant's work, and the approved budget includes the entirety of the consultancy being considered
- ◆ The specific technical expertise is central to the design of the program/project/activity – ie significant aspects of the program/project/activity are designed around the specific technical expertise and skills of the expert.

In these instances, the following process applies for hiring that expert to the newly funded consultancy role without the need for competitive advertising.

1. Prepare a terms of reference (TOR) document.
2. Outline how the specific technical expert is central to the design of the program/project/activity, demonstrating the correlation between the expertise required in the TOR and the consultant's expertise, and documenting the prior involvement of the consultant as a volunteer, if relevant, during the program/project/activity proposal design stage.
3. Gain consultant agreement to:
 - a. Uphold GWM's purpose, values, vision and mission, and not do or say anything contrary to the interests and direction of our organisation
 - b. Perform the agreed services, at the times and dates indicated, within the budget or cost parameters set, and provide information and reports as requested



- c. Sign and consent to abide by our Code of Conduct and Child Safeguarding Policy.
4. Prepare and sign consultancy contracts, which may take the form of a TOR signed by the consultant and a GWM representative.

Requirements for open-market consultant bids

For all other new consultancies, the following process applies.

1. Prepare a TOR document.
2. Advertise for the service/s and record the process for selecting the successful consultant(s).
3. Where steps 1 and 2 are not possible, document the reasons for not following that process including why a specific consultant has been hired without advertising the role (eg due to a need to move quickly to implement a program/project, such as delivering emergency services in a post-disaster setting where there may not be sufficient time to search for experts and where GWM needs to draw on available experts already known to us).
4. Follow steps 3 and 4 as per scenario one.

Following the above steps, the consultant can commence the agreed work and submit invoices based on agreed deliverables as per their contract. Payment for services can be made when the appropriate GWM representative receives, and is satisfied with, the services from the consultant in line with the terms and conditions of their contract.

References and related documents

References

- ◆ n/a

Related documents

- ◆ Code of Conduct
- ◆ Child Safeguarding Policy

Review

Previous reviews: June 2021
Next review: June 2024