

## **Tender for Services**

### **BACKGROUND**

Bank of Azad Jammu & Kashmir (BAJK) is a growing commercial bank operating across the state of Azad Jammu & Kashmir with a network of 77 branches. Bank was founded in 2005 and it has achieved significant growth in the past 17 years with a network of branches spanning across the region. All its policies, strategies and systems were developed on the inception of bank in 2005 and incrementally improved. These were reviewed and updated internally with time. However, BAJK has outline the improvement plan for its HR management and its associated systems and policies etc. Therefore, BAJK is required an individual consultant with an expertise of Change Management and policy development.

### **OBJECTIVE OF THE ASSIGNMENT**

BAJK is looking for a Change Management Consultant, who will closely work with the designated members of Board of Directors and the Management to roll out the implementation plan of HR improvement. He will involve in finalizing the implementation plan, facilitate the relevant procurement processes in terms of developing their TORs and RFQs and associated work,( where required), conduct assessment of staff worth & value by using some standard tool, carry out mapping of executive staff against the set indicators as agreed in HR improvement plan, review and upgradation of all policies of BAJK in consultation with management of Bank. It will also include support for Human Resources Department to align the staff with their current abilities, etc.

#### **1. Scope of Services:** The scope of the services includes but not limited to:

- Develop the robust implementation plan in consultation with the BAJK management including all relevant divisions and components where permissible;
- Support the Divisional Heads HR and other DHs to develop result-based indicators aligned with the JDs of their staff and formulate annual result-based agreement for all executives;
- Conduct a mapping exercise of all staff working in BAJK to assess the current potential and develop a depository of staff which brings the actual wealth and worth of the existing human resource within bank;
- Assess the executive staff of Bank by gauging their current potential, ability, competence, and leadership and management skills by using assessment tool develop in consultation with management and two members BOD committee. Outcome of the assessment is to proposed appropriate placement and any promotion or demotion of the staff in the best interest of the bank;
- Develop a long-term succession plan for executives to meet the future HR needs of the bank;
- Review institutional capacity and set-up of divisions against their mandates and identify strategic objectives and key results areas and make recommendations, if any;
- Update the HR manual/Policy as per the decisions approved by BOD and update the HR manual as amended version.
- Review any linguistic errors and define a clear mandate for each policy and integrate the provisions which needs to be coherent by creating a policy matrix for BAJK;
- Plan and facilitate workshop/s where required for documenting the consensus and feedback of all divisions on different policy actions;
- Finalize and complete the HR Improvement Roll Out plan with support of means of verification.;

### **DURATION OF THE ASSIGNMENT**

The duration of the assignment is three months from August to October2022.

## QUALIFICATIONS

- At least a master's degree in a relevant field in the area of social sciences, public policy or any other related field
- Proven experience in strategic planning, policy action and HR management
- Experience in communications and change management activities
- Participatory approaches in conducting assessments and facilitating strategic planning processes
- Demonstrated experience in working with government and other stakeholders in public sector

## SKILLS

- At least 10 years of professional experience;
  - High level written and oral communications skills in English;
  - Must be result-oriented, a team player, exhibiting high levels of tact and integrity;
  - Skills in facilitation of stakeholder engagements/workshops;
  - Experience in research, policy review, change management and development, management;
2. The interested consultant should submit their credentials latest by July 15, 2022 till 11:30 a.m. **Delayed / Conditional proposal will not be entertained.**
  3. This advertisement is uploaded on websites of BAJK ([www.bankajk.com](http://www.bankajk.com))
  4. Bank will not be responsible for any cost incurred in submission of documents.
  5. Address for submission of proposal are as under:

### Divisional Head HRMD

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