

## **Consultant for Development and Operationalization of MoPIED Human Resource Management System (HRMS)**

**Organization:** Ministry of Planning, Investment and Economic Development (MoPIED)

**Duty Station:** Mogadishu, Somalia

**Contract Type:** Short-Term Consultancy

**Duration:** 12 Weeks

**Application Deadline:** 05 August 2025

**Implementation Partner Context:** Assignment contributes to institutional capacity building under the project supported by UNDP as implementing partner.

### **About MoPIED**

The Ministry of Planning, Investment and Economic Development (MoPIED) plays a central role in shaping Somalia's national economic transformation agenda, coordinating donor support, and advancing strategic investment planning. As the Ministry continues to expand, there is an urgent need to strengthen institutional capacity, modernize HR functions, and establish standardized systems for effective workforce management.

### **Position Overview**

MoPIED seeks to engage an experienced **Consultant** to design, develop, and operationalize a comprehensive Human Resource Management System (HRMS) including HR policies, procedures, training, and system deployment. The assignment will support modernization of HR functions, ensure consistency in human capital management, and build a results-driven institution.

### **Key Responsibilities**

The Consultant will be responsible for delivering the following core outputs:

1. **Development of MoPIED HR Policy and Procedures** aligned with national laws and international best practices.
2. **Design and implementation of an HRMS**, including system development, customization, piloting, and deployment.
3. **Conduct HR Validation Workshop** and training sessions for HR policy and HRMS end-users.
4. Prepare user manuals and system documentation.
5. Submit validation reports, inception report, and deliverable progress.

## Expected Deliverables

- **Inception Report** – Week 1
- **Desk Review & Assessment Report** – Week 2
- **Draft HR Policies & Procedures** – Weeks 3–6
- **HRMS Design & Pilot Deployment** – Weeks 7–10
- **Validation Workshop & Finalization** – Week 11
- **Training & Handover** – Week 12

## Qualifications and Experience

The successful candidate must meet the following minimum criteria:

- **Advanced degree** in Human Resources Management, Public Administration, Governance, Project Management, or related fields.
- At least **10 years of experience** in institutional capacity development, public sector reform, or leadership development.
- Proven track record in implementing HR reform projects or HR digitalization initiatives in similar environments.
- Experience working with international development projects and donor-funded programs.
- Strong interpersonal, facilitation, and communication skills.
- Familiarity with Somalia's National Transformation Plan (NTP 2025–2029).
- Fluency in **English and Somali**.

## How to Apply

Interested candidates meeting the requirements should submit:

- A cover letter outlining suitability and methodology
- Updated CV
- Technical proposal (approach, workplan, methodology)
- Evidence of similar previous assignments (portfolio or reference letters)

## ✉ Email Applications or Hand offer office of Human ResourceTo:

**To:** hr@mop.gov.so

**Cc:** dg.office@mop.gov.so

**Subject:** *Application for Consultant – Development and Operationalization of MoPIED HRMS*

## Important Notices

- Only shortlisted applicants will be contacted for further discussions or presentations.
- Applications received after the deadline will not be considered.
- Any expenses incurred during proposal preparation are the sole responsibility of the applicant.
- The consultancy supports institutional strengthening objectives outlined in the MoPIED–UNDP Letter of Agreement.

