

Terms of Reference (ToR)

# Human Resources Professional Services

**Duration:** Initially for 2 years with possibility of extension

**Date of Publication:** 27 March 2026 (1st Call)

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**Submission Deadline:** 27 April 2026

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| <b>Nature of assignment</b>               | Human Resources Professional Services               |
| <b>Duration</b>                           | Initially for 2 years with possibility of extension |
| <b>Location</b>                           | Remotely  |
| <b>Published Date</b>                     | 27 March 2026 (1 <sup>st</sup> Call)                |
| <b>Republished Date:</b>                  | 20 April 2026 (2 <sup>nd</sup> Call)                |
| <b>End date of application submission</b> | 27 April 2026                                       |

## 1. About Habitat for Humanity Nepal

Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions. Our integrated programming serves to benefit 2.7 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

## 2. Background

To strengthen its recruitment processes and ensure access to high-quality talent, Habitat Nepal seeks to engage a qualified and experienced Human Resources Recruitment Service Provider. The selected service provider will support the organization by delivering professional, transparent, and efficient recruitment services in line with Habitat Nepal's mission, values, safeguarding commitments, and operational requirements.

This Terms of Reference (ToR) define the scope, responsibilities, and expectations of the external HR recruitment service provider to be engaged. It outlines the nature of recruitment services required, the expected standards of service delivery, and the framework for engagement under the retainer arrangement. The ToR is intended to ensure clarity, accountability, and mutual understanding between Habitat Nepal and the selected service provider throughout the duration of the contract.

Through this engagement, Habitat Nepal aims to ensure consistent and high-quality recruitment support that strengthens workforce planning, enhances organizational effectiveness, promotes fair and inclusive hiring practices.

## 3. Objective

The overall objective of engaging a Human Resources Recruitment Service Provider is to ensure timely, consistent, and high-quality recruitment support for Habitat Nepal. The engagement aims to provide the organization with specialized recruitment services to meet its evolving human resource needs.

#### 4. Scope of Work

The selected Human Resources Recruitment Service Provider will work closely with the HR & Admin Team of Habitat for Humanity Nepal to deliver independent and professional recruitment and selection services. The scope of work covers end-to-end recruitment support for new and vacant positions, as well as partial recruitment services and executive search, as required by the organization.

The scope of work includes, but is not limited to, the following activities:

##### **A. Recruitment Planning & Vacancy Management**

- Review approved recruitment requests and position requirements in coordination with the HR & Admin Team.
- Post vacancies through appropriate platforms, networks, and professional channels to attract qualified candidates.

##### **B. Candidate Sourcing & Screening**

- Source candidates through databases, networks, referrals, and targeted outreach.
- Trainee recruitment
- Provide executive search and head-hunting services for senior, specialized, or hard-to-fill positions.
- Prepare longlists and shortlists of candidates based on predefined criteria.
- Conduct initial screening of applications, including CV reviews and preliminary assessments.

##### **C. Selection Process Support**

- Facilitate and coordinate written tests, interviews, and other assessment methods as required.
- Support panel interviews by scheduling, coordinating logistics, and documenting proceedings.
- Facilitate additional selection processes, including reference checks, background verification, and follow-up communications with candidates.

##### **D. Recruitment Services Modalities**

- Provide complete recruitment services, covering the full recruitment cycle from vacancy announcement to final candidate selection.
- Provide partial recruitment services, supporting specific stages of the recruitment process as requested by Habitat Nepal.
- Trainee to be included as outsource service provider from HR company and facilitating payroll for trainees. (monthly payment to trainees).

##### **E. Coordination & Reporting**

- Maintain regular communication with the HR & Admin Team throughout the recruitment process.
- Provide timely updates, recruitment status reports, and documentation related to assigned recruitments.
- Ensure all recruitment processes adhere to Habitat Nepal's policies, safeguarding standards, and applicable labor laws.

#### 5. Key Deliverables

The Human Resources Recruitment Service Provider shall deliver the following outputs during the period of engagement:

##### **A. Recruitment Planning & Vacancy Management**

- B. Candidate Sourcing & Screening
- C. Selection Process Support
- D. Payroll facilitation for outsourced trainees.

## 6. Qualifications, Skills, and Experience

Habitat Nepal is looking for a recognized Human Resources Company having the following qualifications:

- Legally registered firm authorized to provide human resources recruitment services in Nepal.
- Minimum 5 years of proven experience in providing recruitment and selection services.
- Demonstrated experience working with I/NGOs, development organizations or international organizations.
- Proven track record in managing end-to-end recruitment processes, including vacancy advertising, sourcing, screening, assessment, and selection.
- Experience conducting executive search and head-hunting for senior, technical, or hard-to-fill positions.
- Ability to manage multiple recruitments simultaneously and meet agreed timelines.
- High level of professionalism, integrity, and confidentiality in handling recruitment-related information.

## 7. Evaluation Criteria and Budget:

Seventy percent (70%) of the total score will be allocated to the technical proposal, including the service provider's relevant recruitment experience, qualifications and competence of the proposed team, understanding of the Terms of Reference (ToR), proposed recruitment approach and methodology, service delivery capacity, responsiveness, and compliance with the application requirements. The remaining thirty percent (30%) of the total score will be allocated to the financial proposal.

Technical proposals that score less than 50 points out of the total possible 70 points will be disqualified and will not be considered for financial evaluation. The service provider achieving the highest combined score from the technical and financial evaluations will be selected for the assignment.

### Scoring of criteria evaluations:

| S.N. | Summary of proposal evaluation | Score weightage (%) |
|------|--------------------------------|---------------------|
| 1    | Technical Evaluation Criteria  | 70%                 |
| 2    | Financial Evaluation Criteria  | 30%                 |
|      | <b>TOTAL SCROE</b>             | <b>100%</b>         |

Proponents shall submit in the Technical Proposal all information and support documentation required to perform a complete evaluation of the proposal according to the criteria described in the table below:

| SN         | Criteria                             | Score     |
|------------|--------------------------------------|-----------|
| <b>1</b>   | <b>Technical approach</b>            |           |
| <b>1.1</b> | Understanding of TOR & Approach      | 20 points |
| <b>1.2</b> | Relevant Experience, reference check | 20 points |
| <b>1.3</b> | Team Qualifications & Competence     | 20 points |

|     |  |                  |
|-----|--|------------------|
| 1.4 | Compliance with application documents    | 10 points        |
|     | <b>TOTAL SCORE IN TECHNICAL PROPOSAL</b> | <b>70 points</b> |
| 2   | <b>TOTAL SCORE IN FINANCIAL PROPOSAL</b> | <b>30 points</b> |

## 8. Coordination and supervision

Under the supervision of the Senior Manager – HR & Admin, the consultant will work closely with Habitat Nepal’s HR and Admin Team. The consultants will be required to undergo a session on Habitat’s Safeguarding policies as part of the onboarding process.

## 9. Support from Habitat Nepal

Habitat for Humanity Nepal will provide the following support to the Human Resources Recruitment Service Provider to facilitate effective delivery of the assignment:

- Approved recruitment requests and workforce plans, as required.
- Relevant organizational policies, including HR policies, safeguarding policies, code of conduct, and equal opportunity guidelines.
- Job descriptions and position-related information, as applicable.
- Timely coordination and guidance from the HR & Admin Team throughout the recruitment process.
- Participation of Habitat Nepal representatives in interview panels, assessments, and final selection decisions.
- Feedback on longlists, shortlists, and recommended candidates within agreed timelines.
- Access to necessary documentation and information required to complete recruitment assignments in compliance with organizational and donor requirements.

## 10. Mode of Payment

On completion of each service the company will raise invoices and send them for the relevant service. The payment of the fees will be made based on receipt of invoice.

## 11. Ethical Standards

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights.

## 12. Application Requirements

- Statement of relevant experience i.e. similar assignments done in the last five years.
- Propose separate fees for each of the recruitment services:

- Recruitment planning,
  - Vacancy notice,
  - Executive search/headhunting
  - Screening of applications,
  - Shortlisting process,
  - Executive Search,
  - Selection process,
  - Reference check, trainee
  - Complete Recruitment Service (Starting from vacancy advert through to final selection)
  - Partial Recruitment Service (example- only conducting written test or interview etc.)
  - Any other services related to recruitment.
- A copy of firm/company registration certificate.
  - A copy of VAT registration certificate.
  - A copy of tax clearance certificate of most recent fiscal year.
  - **Signed and stamped copy of technical proposal and financial proposal in a separate sealed envelope** with details of all relevant costs including applicable taxes.
  - The entire proposal should be a maximum of seven (7) pages including the financial proposal. Proposals not meeting this requirement will not be considered.
  - Confidentiality of Information: All documents and data collected will be treated as confidential and used solely to facilitate analysis.

### 13. Instructions to Submit the Proposal

Interested national reputed and qualified law firms should submit their technical and financial proposal including testimonials/certificates in the form of hardcopies in a separate sealed/closed envelope.

Please send the sealed proposal to Administration Department at Habitat for Humanity Nepal, House No. 126, New Colony Marg, Dhobighat, Lalitpur, Nepal. Contact: +977 1 5421182, 5454976

For any queries contact the following email address [np.nfo@habitatnepal.org](mailto:np.nfo@habitatnepal.org)

**Application deadline: 27 April 2026**



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