

**THE SYRIA RECOVERY TRUST FUND
REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES)**

Amman, Hashemite Kingdom of Jordan

Assignment Title: Procurement of a Personnel Management Consultant

Reference No.: Bid-564-SRV-EOI/19

The Syria Recovery Trust Fund (SRTF) is a multi-donor trust fund initiated by the Group of Friends of the Syrian People and its Working Group on Economic Recovery and Development. It serves to channel grant funding from the international community in a transparent and accountable manner into projects inside Syria. The purpose of the SRTF is to reduce the suffering of the Syrian people.

The SRTF invites expressions of interest from eligible and qualified bidders who wish to provide services of a Personnel Management Consultant. These services include, but are not limited to the following:

- a) Implement SRTF human resources recruitment and administration activities (including maintenance of personnel records);
- b) Support the SRTF Management in developing and updating its organizational structures and workflows;
- c) Implement the SRTF workflows and manuals;
- d) Develop, update and implement the SRTF human resources policies and procedures;
- e) Formulate strategic and operational plans to address human resources matters arising;
- f) Prepare and maintain human resources management reports;
- g) Ensure SRTF compliance with the applicable labor laws and regulations and personnel income-related tax laws and regulations in Jordan and Turkey;
- h) Establish control systems for SRTF personnel compliance with operational practices and procedures;
- i) Implement SRTF human resources training activities.

Bidding will be conducted through the International Competitive Bidding (ICB) procedures specified in SRTF's Procurement Manual, available in the Procurement section of the following website: www.srtfund.org. Bidding is open to bidders from all eligible countries.

Interested eligible bidders may obtain the Request for Expressions of Interest (ROIE) from the Tender Agent representing SRTF, whose contact details are provided below. The ROIE provides additional information concerning the required services, the qualification requirements, the forms to be used for submitting expressions of interest, and the methods to be used in the evaluation of expressions of interest.

Expressions of interest must be delivered to the address indicated in the Request for Expressions of Interest. Electronic delivery is not permitted. Late bids will be rejected.

Thanks a lot for your consideration.

Yours faithfully,

Hani Khabbaz
Director General Management Unit
Syria Recovery Trust Fund

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