

Human resources strategy

Date of publication: May 25th, 2020

Deadline for submissions: June 5th, 2020

Announcement of selected applicant: June 12th, 2020

Project timeframe: End June – end November, 2020

A. Background

Metropolis is the world association, currently bringing together 138 governments of urban agglomerations worldwide. As a global network of major cities and metropolitan areas, the association today is focal point of expertise on metropolitan governance.

The Secretariat General is based in Barcelona, and leads all Metropolis' operations. The Secretariat General (SG) team consists of 15 people, with the support of interns according to the agreements held with universities. The association's budget is managed from the Secretariat General, and the team is organised in order to respond to the objectives laid out in the three-year Action Plan and the annual budget provisions.

The current situation of the association, both in terms of life-cycle, and its relation with the ecosystem in which it operates, calls for insuring that its most important resource, people, is effectively prepared to face the challenges ahead.

With the present Terms of Reference (TOR), the Metropolis Secretariat General opens a call for tenders for a human resources strategy aimed at preparing the Secretariat General staff to respond to the challenges of the new Action Plan and to the context in which we operate.

B. Target audience

Consultancies, groups of experts, academics, or individuals with proven experience in the human resource analysis, management and training, and specific knowledge of the dynamics and implications of human resource strategy.

C. Objectives

The aim of this process is to capacitate the staff at the SG to fully respond to the challenges and objectives that will be laid out in the next Action Plan, as well as to the current context in which we operate.

The process should include the analysis of the situation relative to the challenges set, a proposal and implementation of the required interventions and assessment of the results. Furthermore, it will entail flexibility and adaptability to the needs and reality of our membership, to better serve them.

The process should not involve a general reorganization of the staff, but rather a fine-tuning action. It should be brief, practical and effective. The results of the intervention should be clearly and quickly visible,

and sustainable in time. It needs to give flexible solutions for future challenges, and ensure its full appropriation on of behalf of the staff.

D. Deliverables and deadlines

1. The project should start no earlier than end of June 2020 and should be implemented and test-run by the end of November 2020.
2. The deliverables may include analysis, forms, assessment tools and any other deliverable that may ensure the full implementation and its durability.

E. Guidelines for tenders

All applicants must submit their tenders in English containing the following elements:

- Individual CV(s) of the professional(s) involved
- Proof of previous experience in the human resource analysis, management and training, and specific knowledge of their dynamics and implications of human resource strategy.
- Work plan considering the deliverables and deadlines specified in section D
- Methodology to achieve the expected results
- Budget up to EUR 10,000.00 (VAT included, if applicable)

Submissions must be sent via email, **no later than June 5th, 2020 18:00 CET**, to Ms. [Federica Biondi](#), Metropolis Head of Admin & Finance.

F. Selection criteria

- The selection criteria for the call is that detailed in the following table named Tender Criteria: