**Project Brief: Interim HR Support Service Appointment for Co-operation Ireland**

**1. Introduction**

Co-operation Ireland, a leading organisation dedicated to promoting peace, reconciliation, and collaboration within and between the communities of Ireland and Britain, seeks to appoint an interim HR support service. The organisation has recently secured new funding and will be recruiting a number of new staff members. This service is essential for ensuring the smooth functioning of HR operations during a transitional period.

**2. Scope of Services**

The appointed interim HR support service provider will be responsible for the following:

Recruitment and Onboarding Support: Assistance with the recruitment process, including job posting, candidate screening, interviewing, and selection. Additionally, support in onboarding new employees, facilitating orientation sessions, and ensuring a seamless integration into the organization.

Reviewing and Revising Staff Policies and Practices: Evaluation of existing HR policies and procedures to ensure compliance with relevant legislation and best practices. Revision of policies as necessary to enhance effectiveness and alignment with organizational goals.

Change Management Support: Guidance and assistance in managing organizational change initiatives, including communication strategies, stakeholder engagement, and implementation plans. Support in addressing resistance to change and fostering a positive transition environment.

**3. Duration and Commencement**

The initial contract for the interim HR support service will be for a period of three months. The contract will commence immediately upon selection of the service provider.

**4. Deliverables**

The interim HR support service provider is expected to deliver the following key outcomes:

Timely and effective recruitment and onboarding support, ensuring vacancies are filled with qualified candidates and new employees are successfully integrated.

Comprehensive review and revision of existing staff policies and practices, with documented recommendations for improvement.

Expert guidance and support in managing change initiatives, resulting in successful implementation and minimal disruption to operations.

**5. Selection Criteria**

Service providers will be evaluated based on the following criteria:

1. Demonstrated experience and expertise in providing HR support services, particularly in recruitment, policy review, and change management. (30 points)
2. Ability to commence the contract immediately and commit to the initial three-month duration with a consistent staff team. (10 points)
3. Strong understanding of the unique needs and context of Co-operation Ireland or similar organisations in the community & voluntary sector. (20 points)
4. Clear communication and project management skills, with a proven track record of delivering results within specified timeframes. (30 points)
5. Cost (10 points)

6. Proposal Submission:

Interested service providers are invited to submit their proposals considering the selection criteria above. As a minimum proposals should include an outline of relevant experience, CV’s of any staff member working on the project, approach to delivering the required services, proposed timeline, and costs.

Proposals should be submitted to Ian Jeffers at [ijeffers@cooperationireland.org](mailto:ijeffers@cooperationireland.org) no later than 10am on Friday 3rd May 2024.

7. Conclusion

Co-operation Ireland looks forward to engaging with qualified and experienced HR support service providers to ensure the continued success of its operations during this transitional period. We anticipate a collaborative partnership that will contribute to the organisation's mission of promoting peace and reconciliation.