

**APPENDIX-I**

The Terms of Reference (TOR) for the Consultancy Assignment shall include the following:

**i. Statement of Purpose**

After incorporation of Biotechnology Industry Research Assistance Council (BIRAC) as a Company, conceptualisation and implementation of the processes required for human resource management will be the primary essentiality. The prime responsibility of the consultancy assignment will be to conduct feasibility study to assess the HR needs in line with the mandate of BIRAC, identifying the gaps, analysing the human resources development plan, develop profiles of the manpower, preparing the necessary frameworks, structuring the policy for employees benefits and compensation, formulating the other necessary documents and standard operating procedures (SOPs) etc.

**ii. Objectives Of The Assignment**

- a. Organization Designing & Structuring
- b. Performance of Job Analysis and determining the required qualification, profile etc.,
- c. Preparation of Job Description, specification, defining work and responsibilities, etc.,
- d. Formulating a Contractual Career Path
- e. Formulating the framework for Manpower Search, Selection & Recruitment
- f. Formation of Performance Management Systems
- g. Drafting HR Policies and Procedures
- h. Determining the Salary and Benefits Structure
- i. Designing of Compensation Structure
- j. Promotional policy framework
- k. Terminal benefit policies
- l. In service human resource development policies
- m. Structuring of other related entitlements and SoPs

**iii. Expected expertise/inputs of the Consultancy Agency**

Relevant experience required for achieving the above mentioned objectives in terms of developing HR management plan for Section 25 companies particularly incorporated by Government and having national and preferably international expertise.

**iv. Reports/deliverables required from the consultancy Agency.**

On completion of the consultancy assignment, the following deliverables will be in place for implementation;

- a. Organization Design & Structure document

- b. Strategy on **Manpower** recruitment based on Job Analysis
- c. Framework for Manpower Search and Selection
- d. HR Policies and Procedures
- e. Performance Management Systems
- f. Documentation of Salary and Benefits Structure
- g. Design of Compensation Structure
- h. Framework for promotional policy
- i. Framework for employee entitlements and associated SoPs
- j. Framework for terminal benefits
- k. Any other related documentation in place.

**v. Facilities that can be provided to the Consultancy Agency**

Whenever necessary, relevant background material, records of available government approvals, will be provided to the Consultancy Agency in furtherance of defined objectives on applicable conditions.

**vi. Procedure for review of the work of Consultancy Agency after award of contract.**

The consultancy assignment shall be evaluated periodically by appropriate authority based on the milestones achieved in terms of the RFP.

**vii. Governing terms and conditions**

The selection and engagement of the consultancy Agency shall be governed by the Request for proposal (RFP) and the consultancy assignment shall be governed by the terms and conditions of the ~~%~~Service and Confidentiality Agreement+.