



ETHIOPIAN HORTICULTURE PRODUCER EXPORTERS
ASSOCIATION (EHPEA)

Human Resource Management Training and Support for Farms

Ethiopian Horticulture Producer Exporters Association (EHPEA)

Background and Information

The Ethiopian Horticulture Producer Exporters Association was established in 2002 to represent the interests of members engaged in the export of Fresh Horticultural Produce, Flowers, Cuttings, Fruit, Vegetables and Herbs and to promotion of the sustainable development of the Export Horticulture Sector. Since that time the sector has flourished and has made significant contribution to export earnings and to employment in the areas around the farm clusters.

In 2007 EHPEA introduced a Code of Practice for sustainable flower production and established a Training Team to provide training and support for farm seeking to achieve compliance with the EHPEA Code and other GAP, Social and Environmental market labels used in the sector.

The EHPEA Training profile already includes a comprehensive range of courses in topics related to Good Agricultural Practice, Environment Protection and Occupational Safety and Health and EHPEA employs a team of trainers to provide training and support in these topics for farms. Production of Horticultural crops is however a very labour intensive operation and the EHPEA Training Portfolio is less well developed in the field of Human Resource Management. Therefore EHPEA is seeking to source the services of experts in this field to enhance and expand the training provision for HRM Staffs based on the Export Horticulture farms.

Initially 4 activities are envisaged:

1. Provision of Training for HRM Managers and Farm Administrators
2. A one day round table meeting and establishment of a web based discussion forum for Farm HRM Managers and Farm Administrators
3. Establishment of Bipartite 'social dialogue' Groups on a pilot group of 6 farms

4. Preparation of an employment/personnel manual that includes all necessary legal and Code requirements for compliance and can be customized by Farms for their own use

Bidders may express interest in providing service for one or more of these activities and are reminded that as per the advertisement each activity must be the subject of a separate bid.

Terms of Reference and Activity details are provided below:

1. Provision of Training for HRM Managers and Farm Administrators

The Service provider is requested to:

Act as presenter and resource person for a workshop to be provided for Farm HRM Managers and Administrators. Workshop details are:

- 2 days training for Human Resource Managers and Farm Administrators
- Date to be arranged in **early June**
- Training should be relevant for Horticultural farms and should be participatory
- **Training and materials to be provided in Amharic**

Training should focus on topics relating to employment and should include but not be limited to:

- Types of contract of employment and contents of a contract
- Working Hours, Rest Days and Overtime, wages, pensions and payments to be made upon termination of a contract
- Working conditions for Women and young workers on the farm
- Difference between a Farm Workers committee and a Farm Union and the respective Roles of these bodies
- Legal status of Farm Rules, the Farm Employment Manual, Grievance and Disciplinary Procedures and the Farm CBA and the roles of these documents in the management and administration of employment practices and employees on the farm
- Role of social dialogue as a tool for encouraging industrial peace and productivity

Expected Outcomes:

- Delivery of one workshop of two days duration in accordance with a programme agreed with the Client
- Copies of Presentation slides and course note for duplication and issue to participants for the topics agreed and presentations provided

- Sector relevant case studies with specimen answers for use in the Workshop

Minimum competency

The expert selected for this assignment will be expected to have:

- A formal qualification in a topic related to Human Resource Management
- Understanding at a senior Professional level of the Ethiopian Labour Proclamation and experience of labour related issues or management of Human Resources in a commercial environment
- Some experience in practical and participatory training methodology

Training will be provided in the EHPEA Facility in Addis Ababa

EHPEA will take responsibility for notifying participants and facilitating the workshop

- 2. Participation as Resource Person / expert in a one day panel discussion forum organised for farms to enable the Human Resource Managers to present questions and receive advice on topics of concern with regard to employment practice on the farm**

And

Participation as a Resource Person on an on-going basis (6 months pilot) on the EHPEA web based forum for provision of advice and guidance to HRM teams on the Farm

The Service provider is requested to:

- Attend the forum and provide informative answers and guidance in response to questions raised by the farm Human Resource Personnel
- Contribute to the provision of written answers to the questions and concerns raised by participants in the Human Resource discussion forum
- Participate in the Launch and demonstration of the new EHPEA Web Based discussion forum for HRM staffs based on the farms
- Provide Weekly input into the EHPEA Web Based HRM Discussion forum to answer questions, check the discussion for accuracy and input relevant items of interest

Target Date for round table discussion and launch of the Web forum: **End of June**

Expected Outcomes:

Attendance and participation as 'expert' in the discussion Forum

- Informative written answers to question and concerns raised by the farm Human Resource Personnel (25 edited and collated questions, FAQs work to be divided between panel members)
- Participation in the Launch and demonstration of the Web Forum
- Weekly input of half day for a minimum of 6 month into the EHPEA Web Based HRM Discussion forum to answer questions, check the discussion for accuracy and input relevant items of interest

Minimum competency

The expert selected for this assignment will be expected to have:

- A formal qualification and relevant experience in a topic related to Human Resource Management and web based forum discussion
- Understanding at a senior Professional level of the Ethiopian Labour Proclamation and experience of labour related issues or management of Human Resources in a commercial environment
- Reasonable computer literacy

Round table discussion to be hosted in the EHPEA Facility in Addis Ababa

EHPEA will take responsibility for notifying participants and facilitating the activity

EHPEA will design and host the Web Forum on the EHPEA site

3. Provision of training and support for establishment of bipartite ‘Social Dialogue’ committees in 6 selected pilot farms

The Service provider is requested to:

- Provide training and support for farms and stakeholders who are to respectively establish and support bipartite committees who will engage in ‘Social Dialogue’ on the farm
- Prepare a report identifying achievements, learning experiences and good practice
- Act as presenter and facilitator for a one day workshop for farms and stakeholders to share the experiences of the pilot study
- Prepare materials to support the roll out of good practices into the sector.

Target start date mid-Late June with the activity expected to run for 3-4 months with occasional input from the contracted expert

Expected Outcomes:

- Prepare and conduct a two day training for the EHPEA staff and training team and selected local stakeholders on Social dialogue and the role of social dialogue as a tool for achieving industrial peace and improved productivity in a commercial farm situation to enhance the ability of this team to support and roll out the bipartite project at farm level
- Prepare and conduct a one day training for the Farm Teams in the pilot group
- Prepare a draft MoU to be adapted for use by the farms participating in this project
- Agree a programme of farm support for bipartite committee activities with the EHPEA Trainers and the Local Labour Officers in the areas where the pilot farms are located
- Provide guidance and support for the EHPEA Trainers and Regional Labour Officers who will assist with the provision of support for farms in the initial activities of their Bipartite committee

- Complete a least two visit to each farm in the pilot to provide support for establishment of the committees and to review the outcomes of the committee activity after 3 months of operation
- Prepare guidelines and draft MoU for future use by farms that wish to establish a bipartite committee
- Prepare a report summarising the learning experiences and outcomes of the Bipartite committee project activity on the pilot farms and make recommendation for roll out of this initiative to other farms
- Participate as ‘expert’ in a one day workshop to present the findings from the Project Activity and discuss the experience gained from the Bipartite Committee project activity with Farms and stakeholders from EHPEA, Farms, MoLSA, NFFPFATUE, EEF and CETU

Minimum competency

The expert selected for this assignment will be expected to have:

- A formal qualification and understanding at a senior Professional level of the use of Social Dialogue as a tool for achieving industrial peace and improved productivity in the work place
- Some experience in practical and participatory training methodology

Note: The expert selected for this assignment must be impartial with regard to employee and employer interests and must be acceptable to stakeholders working in the field of ‘social compliance’ in the sector

Training and workshops to be hosted in the EHPEA Facility in Addis Ababa
EHPEA will take responsibility for notifying participants and facilitating the activities
EHPEA will organise and provide transport for farm visits

4. Preparation of a draft Employment/Personnel Manual for use in commercial Horticulture Farms

The Service provider is requested to:

- Prepare a draft employment manual in Amharic and English for use in the commercial horticulture farms. The manual will be used by farm either to re-evaluate existing documents or as a framework document to be customised by farms that do not yet have a well-developed employment manual. Contents will include the standard and modality for legal and Code of Practice compliance. Topics should therefore include but not be limited to the following:
 - All activities pertinent to the employment cycle,
 - Advertisement, selection and recruitment of employees,
 - Contracting,

- Wages; negotiation and payment procedures
- Pension, Tax and other authorised deductions
- Notice and Termination
- Leave; types and arrangements
- Bonuses and other benefits
- Training; provision, selection and service after training
- Discipline and Grievance
- Gender, Discrimination, equal opportunities and Harassment
- Participate in workshops to introduce the manual to users and stakeholders

Target completion date end of June

Expected Outcomes:

- Comprehensive ‘Legal and Best Practice’ Personnel/Employment Manual for customisation is prepared in English and Amharic and provided as both soft and hard copy to the Association on the understanding that the Association may provide this manual as soft copy to all member farms for their internal use ongoing basis
- Delivery of a one day workshop to introduce the manual to the EHPEA Training Team
- Delivery of a half day workshop for farm HRM and Administrators to introduce the manual

Minimum competency

The expert selected for this assignment will be expected to have:

- A formal qualification and understanding at a senior Professional level of the Ethiopian Labour Proclamation and experience of labour related issues or management of Human Resources in a commercial environment

Training and workshops to be hosted in the EHPEA Facility in Addis Ababa

EHPEA will take responsibility for notifying participants and facilitating the activities

EHPEA will organise and provide transport for up to 2 days of farm visits to see best practices and establish farm needs. EHPEA will in this respect also provide guidance about which farms to visit.

Application Procedure

- The interested bidders should present separate technical and financial proposals for each activity included in the bid within 10 consecutive days after the announcement of the bid.
- The Technical proposal bid should include the professional profile of the expert who will conduct the assignment and details of how the activity is to be carried out
- The financial proposal bid should include the unit costs for the service and an itemized cost for completion of the activity.
- The bidders should also include evidence of the business registration and or TIN
- The proposals should be submitted in person and put in sealed box in the following address:

Ethiopian Horticulture Producer Exporters Association (EHPEA)
Finance and Administration office
On the Road to Chechiniya, around Zerihun Building,
N.B Business Center Building, 6th floor, 603
For more information contact: Tel. +2516634524 or 0116636750