



<b>Position: Intermediate Human Resources Consultant</b>
<b>Reference #: 5290</b>
<b>Department: DFATD</b>
<b>Security Clearance: Reliability</b>
<b>Location: Remote</b>
Pay rate is negotiable
<b>Contract Length: 1 year</b>
<b>Language: English and French</b>

## STATEMENT OF WORK

### 1. TITLE

Human Resource Consultant to Support Mission Procurement Operations

### 2. BACKGROUND

The International Platform Branch of Department of Foreign Affairs, Trade and Development (DFATD) manages a diverse international procurement portfolio and delivers goods and services to support DFATD and Government of Canada program objectives through the provision of safe, secure, productive, environmentally sustainable and affordable workplaces and services that function for over 7500 employees and partners while contributing to the support of Canada's posture on the world stage. DFATD requires human resource consultant services to support the procurement divisions of the International Platform Branch which provides advice and guidance to the management team. The procurement services range from low complexity goods purchases to multi-year higher complexity services/construction requirements. DFATD seeks to obtain the professional services of a Human Resource (HR) consultant to manage and create a staffing process to fill a variety of positions at distinct levels.

### 3. OBJECTIVE

The objective is to obtain Human resource(s) consultant services to perform HR related duties pertaining to running a staffing process for the International Platform Branch.

### 4. SCOPE

Due to the future amalgamation of two divisions at DFATD and the lack of current available resources, DFATD seeks to obtain a resource(s) to assist the management team with their HR processes. The resource(s) will be required to manage and lead an HR staffing process for

PG05 and PG-04 positions as well as potentially PG-02 and AS-01 positions, while ensuring adherence to both internal DFATD as well as Government of Canada staffing policies and procedures.

## **5. REQUIREMENT**

DFATD requires Human Resource Staffing Services.

## **6. TASKS**

The tasks of the resource include, but are not limited to, the following:

- a) Conduct preliminary discussions with the Management team;
- b) Get an overall sense of the objective and staffing strategy;
- c) Understand the work that takes place in each division;
- d) Prepare narrative assessments, SOMC and rationales
- e) Develop questions for written exams and interviews;
- f) Identify and validate organizational structure, capacity, competencies, risks and opportunities;
- g) Bilingual communication with candidates through the various stages of the selection process;
- h) Conduct, if required, interviews with individuals to assist with staffing appointments;
- i) Prepare other hiring activity documents as established by the Project Authority.

## **7. DELIVERABLES**

The resource(s) must deliver, but is not limited to the following deliverables:

- a) Communication, coordination and strategic planning with client;
- b) Management of candidate requests;
- c) Development of communication of results and/or reports;
- d) Maintaining a table with the required information on all candidates and submitting the table to the Selection Board at each phase.

## **8. METHOD AND ACCEPTANCE CRITERIA**

All services rendered under this Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any service that is not considered satisfactory, or require their correction before payment will be authorized.

## **9. CONSTRAINTS**

The resource(s) must work from Monday to Friday, 7.5 hours a day, for a total of 37.5 hours a week. The resource(s) must be able to work effectively and efficiently within the team and be able to take direction from DFTAD Management. The resource(s) must be able to conduct themselves professionally with patience and tact. The resource(s) will not require access to DFATD facilities and will be teleworking full-time. The Contractor must return all materials belonging to DFATD upon completion of the contract.

All information and documents made available to the contractors during the course of this project are deemed proprietary, and shall be returned to DFATD upon completion of the tasks specified in this Statement of Work or upon termination of the contract.

All work carried out by the contractors with respect to this Statement of Work will remain the property of DFATD. All reports, documentation, and extensions thereto shall remain the property of DFATD and the contractors shall not divulge, disseminate or reproduce such reports and/or documentation to any other person without the prior written permission of DFATD.

## **10. CONTRACTOR QUALIFICATIONS**

The resource(s) must have the following qualifications:

- a) Certificate, diploma, or degree from a recognized post-secondary institution, in a relevant field or an acceptable combination of education, training and experience is required.
- b) Minimum of 3 years of experience in the human resource field is required.
- c) Previous experience running a staffing process for the federal government

## **11. ASSETS**

The resource(s) may also have the following prior experience:

- a) Previous experience running a PG specific staffing process
- b) Previous experience related to international procurement

## **12. REPORTING**

In addition to the timely submission of all tasks and fulfillment of obligations specified within this Statement of Work (SOW), it is the responsibility of the Contractor to facilitate and maintain regular communication with the Management team (where applicable). Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure the project is progressing well and in accordance with expectations.

## **13. SUPPORT PROVIDED BY CANADA**

The DFATD Project Authority will be responsible for coordinating the overall project, providing as-required direction and guidance to the Contractor, and accepting and approving Contractor tasks on behalf of the DFATD. Additionally, the Project Authority will:

- a) Provide documents relevant to the work and instructions.
- b) Schedule meetings via teleconference (if required);
- c) Provide other assistance or support, as required to efficiently execute the requirements of the contract.
- d) Access to facilities and equipment (i.e., a workstation with a computer and associated equipment, telephone, etc.)
- e) Access to a staff member who will be available to coordinate activities

#### 14. **CONTRACTOR'S OBLIGATIONS**

- a) Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.
- b) The Contractor must label all equipment/furnishings as being the property of Canada.
- c) Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings must remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment/furnishings.
- d) Any questionnaires, tests, documentation or other materials related to the HR process shall be and continue to remain property of Canada upon completion of the Contract.

#### 15. **LOCATION OF WORK**

The work will be performed remotely at the Contractor's own location using their own equipment software and supplies. If required, following co-ordination with the Project Authority, the resource(s) may be required to attend meetings and interview appointments at 200 Promenade du Portage, Gatineau, QC, Canada

#### 16. **TRAVEL**

Travel is not expected to be required during the performance of the above work. Unless otherwise agreed to in advance, and for exceptional circumstances only, the Contractor will not be reimbursed for travel and living expenses incurred in the performance of the work.

#### 17. **LANGUAGE OF WORK**

The work must be conducted in French or English.

#### 18. **SECURITY CLEARANCE**

The resource(s) will require access to **PROTECTED** information or assets up to **PROTECTED A** and a valid Reliability security clearance. The resource(s) will not be required to safeguard documents or access DFATD facilities.

<b>MANDATORY TECHNICAL CRITERIA (MTC)</b>				
<b>N°</b>	<b>DESCRIPTION</b>	<b>COMPLIANCE</b>	<b>Met</b>	<b>Not Met</b>
<b>M1</b>	Certificate, diploma, or degree from a recognized post-secondary institution, in a relevant field or an acceptable combination of education, training and experience is required.			
<b>M2</b>	Minimum of 3 years of experience in the human resource field is required.			
<b>M3</b>	Previous experience running a staffing process for the federal government			

**FLEX GRID – Stream 8 Human Resources Services**

The human resources general flexible grid applies to all consultant categories of stream 8, that do not have a category specific flexible grid.

**Levels of expertise**

- Senior: Minimum 95 points
- Intermediate: Minimum 70 points
- Junior: Minimum 50 points

**Education**

- University (PhD, graduate, undergraduate, degree): 35 points
- College or CEGEP diploma/certificate: 25 points
- High school diploma: 20 points

**Professional certification**

- Relevant professional certification: 15 points

**- Relevant experience in consultant category**

- ≥1 years and <2 years: 12 to 23 months—10 points
- ≥2 years and <4 years: 24 to 47 months—20 points
- ≥4 years and <6 years: 48 to 71 months—30 points
- ≥6 years and <8 years: 72 to 95 months—40 points
- ≥8 years and <10 years: 96 to 119 months—50 points
- ≥10 years: 120 + months—60 points