

REQUEST FOR PROPOSALS

Human Resources Specialist Consultant

Columbia World Projects

Background

Columbia World Projects (CWP) mobilizes the university's researchers and scholars to work with governments, organizations, businesses and communities to tackle global challenges. CWP devises projects that it staffs and operates with partners in New York City, across the United States, and around the world; hosts the Obama Foundation Scholars Program; and holds events and convenings that engage faculty, students, and community members in our larger mission to connect the worlds of knowledge and action.

Scope of Work

Columbia World Projects seeks an experienced and dynamic HR Specialist Consultant to lead the design of a comprehensive human resources strategy and framework for CWP. The consultant will advise senior leadership on the administration of human resources policies and procedures, analyze and assess current HR programs and recommend solutions, ensure HR programs and services are in compliance with established policies and procedures, develop recommendations on changes to current workflows, develop methods for compiling and analyzing data for reports and projects, provide recommendations on all relevant HR processes and domains including HR planning, recruitment and selection, function evaluation, administrative responsibilities, performance management, learning and development, career planning, rewards, employee participation and communication, industrial relations, health and safety and personal wellbeing. The consultant will be expected to work independently and collaboratively with senior leadership to develop an HR strategy and framework that supports a growing organization.

Deliverables

- Documented strategy and framework for HR programs, services and activities.
- Audit, review, and document current HR programs and activities to determine gaps in services and policy deficits and recommend solutions.
- Provide recommendations for launching or enhancing services in all HR realms described above.
- Create workflows for launching HR programs and services.

Qualifications

- Strong leadership and managerial skills.

- Demonstrated experience overseeing and managing HR departments in companies with an international and global focus.
- Excellent research, data collection and analysis, and documentation skills.
- A keen interest in the mission of CWP and its growing global impact.
- Comfortable working within a fast-paced organization that is transitioning from a start-up to a rapid growth stage in its development.
- Willingness to travel to international destinations if necessary.

Engagement Terms

- The consulting engagement would begin on May 15, 2022 and last for a three to six-month period, with the possibility of an extension.
- Depending on prevailing University safety mandates, communication between CWP and contracted consultant is expected to be virtual or hybrid (mix of in-person and virtual communications).

Proposal Submission

Interested parties should send proposals along with a CV/Resume, an overview of their topic/fields of expertise, fee structure and a complete list of previous clients to CWP-Consultants@columbia.edu with "HR Specialist Consultant" as the subject of the email.

Bidder warrants in submitting a Bid and in the performance of an award as a result of the Bid, that Bidder has complied with, or will comply with, all applicable federal, state, University, and local laws, ordinances and all lawful orders, rules and regulations hereunder. The Bidder, by submitting the Bid or performance that results from an award by Columbia, agrees not to discriminate against any employee or applicant based on an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, sexual orientation, marital status, medical condition (cancer-related) and disability, and otherwise as required or permitted by law. Bidder further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.