

CHECKLIST FOR PROCURING HUMAN RESOURCE SERVICES

When submitting requests for procuring human resource services, Ministries and Departments should address each of the following areas in their submissions to the Department of Public Administration:

Justification

- ❖ Why is it necessary to engage /re-engage the employee/vendor?
- ❖ How is the new post/service creating or will add value to the Ministry/Department?
- ❖ How will the engagement contribute to the achievement of the Ministry/Department's corporate goals and objectives?

The Candidate

- ❖ Name of the person/vendor
- ❖ A resume (for new engagement)
- ❖ Record of accomplishments (new engagement and renewals under current engagement)
- ❖ Information on due diligence check (reference checks and the like)

Engagement

- ❖ Key duties and responsibilities of post holder/scope of services
- ❖ Terms and conditions (period of engagement; service fee/salary; allowances; benefits)
- ❖ Payment conditions
- ❖ All other standard stipulations

- Measurement of Results**
- ❖ The performance targets/deliverables over the period of engagement
 - ❖ The performance monitoring mechanism (by whom and how performance will be evaluated)

Funding Proof of availability of funds from the Ministry of Finance, to meet the proposed expenditure and from what budget line

- Deadline** The deadline for submitting requests is as follows:
- ❖ **New engagement: one month** prior to new engagement
 - ❖ **Renewal of Services: three (3)** months prior to expiration of engagement