



Tell: +254 714 725 864

Email: hello@mamlofoods.com

Address: Tom Mboya Estate Kisumu

Terms of Reference (ToR) for HR Consultant

Position: HR Consultant

Location: Flexible (Remote with occasional travel to project sites in East Africa)

Duration: 6-month contract (with the possibility of extension)

Reporting to: CEO

Expected Start Date: 1st October 2024

1. Background:

MAMLO FOODS is a purpose-driven company transforming the peanut value chain in Africa through sustainable, community-centered solutions. Our innovative Micro-Factory Model brings processing facilities closer to peanut-growing regions, reducing waste and ensuring that the benefits of value addition remain within the community. We are committed to fostering community development, gender equity, and sustainable growth, with a mission to make African peanuts a global force for good.

As a growing startup, we seek an experienced HR Consultant to help establish a solid foundation for our human resource processes and policies, ensuring we attract, retain, and develop a talented team aligned with our mission and values.

2. Objective of the Assignment:

The objective of this consultancy is to develop and implement HR strategies, policies, and systems that will support the growth and operational needs of MAMLO FOODS. The consultant will be responsible for creating a comprehensive HR framework to effectively manage the recruitment, development, and retention of our workforce.

3. Scope of Work:

The HR Consultant will be responsible for the following tasks:

A. HR Strategy & Policy Development:

1. Develop and implement a comprehensive HR strategy aligned with MAMLO FOODS' mission, vision, and growth plans.
2. Design HR policies, procedures, and guidelines in accordance with Kenyan labor laws and best practices.
3. Develop an employee handbook covering key policies, code of conduct, and organizational values.

B. Recruitment & Talent Acquisition:

1. Create a recruitment strategy to attract and onboard top talent for key positions within the organization.
2. Lead end-to-end recruitment processes, including job description creation, job postings, candidate screening, interviews, and onboarding.
3. Develop a talent pipeline for future hiring needs.

C. Performance Management & Employee Development:

1. Design and implement a performance management system, including setting KPIs and evaluation frameworks.
2. Develop training and development programs to enhance employee skills and support career growth.
3. Implement a performance review process and guide department heads on conducting evaluations.

D. Compensation & Benefits:

1. Conduct market research to establish competitive salary structures and benefits packages.
2. Develop and implement compensation and benefits policies that are fair, transparent, and competitive.

E. Employee Engagement & Relations:

1. Develop and implement employee engagement initiatives to promote a positive and inclusive work environment.
2. Handle employee grievances and conflicts in a professional and timely manner.
3. Promote open communication and feedback mechanisms.

F. Compliance & Risk Management:

1. Ensure all HR practices comply with Kenyan labor laws and company policies.
2. Provide guidance on legal and regulatory issues to mitigate risks and ensure a safe and compliant workplace.
3. Develop and implement a risk management strategy related to human resources.

G. HR Systems & Reporting:

1. Recommend and implement HR management systems (HRMS) to streamline HR processes and improve efficiency.
2. Develop data-driven HR reports and dashboards to support strategic decision-making.
3. Document all HR procedures and maintain accurate records for auditing and compliance purposes.



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4. Deliverables:

1. Comprehensive HR strategy and implementation plan.
2. Developed and implemented HR policies and employee handbook.
3. Recruitment strategy and talent acquisition plan.
4. Performance management system and evaluation framework.
5. Compensation and benefits structure and policy.
6. Employee engagement plan and feedback mechanism.
7. HR compliance and risk management strategy.
8. Final consultancy report with recommendations for long-term HR development.

5. Duration & Timeline:

The consultancy is expected to last six (6) months, starting from 1st October 2024 to 31st March 2024. The consultant will provide bi-weekly progress reports and a final report at the end of the consultancy.

6. Reporting:

The HR Consultant will report directly to the CEO and work closely with the management team to ensure alignment of HR initiatives with organizational goals.

7. Required Qualifications:

- Bachelor's degree in Human Resource Management, Business Administration, or a related field; advanced degree or professional certification (e.g., CHRP, SHRM) is an advantage.
- Minimum of 5 years of HR experience, preferably in a startup or growth-stage company.
- Proven track record in HR strategy development, recruitment, and employee management.
- Strong knowledge of Kenyan labor laws and HR best practices.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work independently and manage multiple tasks effectively.

8. Application Process:

Interested candidates are invited to submit their proposal, including a cover letter, CV, and a brief outline of their approach to this consultancy and consultancy fee expectations, to careers@mamlofoods.com and cc irene@mamlofoods.com by 30th September 2024.

We are an equal opportunity employer and encourage applications from individuals of all backgrounds who share our commitment to creating a sustainable and inclusive workplace.