



Human Resource & Employment Policy Consultant Call for Tenders

March 2022

The [Stop Killer Robots](#) campaign is an international coalition working to address the challenges posed by autonomy in weapons systems. We are seeking tenders for a human resources consultancy to advise on and help us to strengthen a human resources policy framework for a small team of staff based in different international locations and contracted through different employment partners.

Background:

- Stop Killer Robots is responsible for 7 staff members located around the world (USA, Ireland, South Africa, Switzerland, Germany and India) but the campaign is not yet independently incorporated, it is governed informally by a Steering Committee of organisations and is financially and legally 'hosted' by one of those organisations (Mines Action Canada).
- Staff of the campaign are currently line managed by a Coordinator who is an employee of a separate organisation (Article 36).
- There are currently no human resource and employment policies that apply equally to the staff employment by the campaign, or that reflect an approach to employment commitments on behalf of the Steering Committee (which is the campaign's governing body).
- Currently staff only receive the minimum statutory protections and allowances that are present in their employment agency contracts, dependent upon geographic location.

We need:

The Steering Committee of Stop Killer Robots is committed to good governance and fair, supportive and inclusive employment practices. In this context we are seeking an external consultant who can:

1. **To produce a framework of policies and policy content that meet statutory requirements and reflect the social orientations of the campaign.**
 - Examples of such policies would include but are not limited to issues of:
 - Equality and inclusion
 - Discrimination and harassment
 - Complaints and grievances
 - Hiring and recruitment
 - Performance management

- Training: professional and personal development policy
- Health and benefits
- Leave policy
- Salary scale
- Such policies should mainstream diversity, equality and inclusion concerns and considerations.
- Steering Committee organisations would make themselves available for ongoing consultation in order to shape proposed policies that will be supported and adopted, and some can make available policies that they have in place.
- The scope and content of this policy framework should be compatible with Swiss law, to provide a basis for employing staff directly in Geneva when Stop Killer Robots is incorporated there.

2. To determine how best to give those policies effect given the different contractual arrangements staff are employed through.

- Where staff are employed through employment agencies, we would want to explore how such policies can be given legal effect.
- If such policies cannot be given legal effect, can we establish a recognised and binding code of expectations, responsibilities and allowances that establishes the conditions that staff are employed under in practice?
- Produce recommendations for any changes to structures of employment that would enable more efficient or equitable practices.

Outputs:

- A package of employment policies, tailored to the statutory and social needs of the campaign.
- A set of actionable recommendations for giving those policies formal effect.

Timeframe:

Consultations and production of outputs within 2-4 months of agreement of terms.

Process of application:

Please send a short proposal (max 4 sides) , a proposed framework of costs and a CV (or organisational outline) to jobs@stopkillerrobots.org subject line: HR TENDER

The deadline is 31 April 2022

Proposals should include examples of how the applicant has supported other organizations to develop their DEI human resources policies. Applicant organisations should have a DEI policy themselves.

Having diverse staff teams enables us to understand and meet the needs of people from diverse perspectives, and creates an atmosphere that supports positive relationships and communications. We therefore particularly encourage people from marginalised communities or backgrounds to apply.