

SOLIDARITY BANKERS MISSION

HR support mission for Oshun Senegal

– Terms of reference –

SOLIDARITY
Bankers

Mission: N. 1

Location: DAKAR, SENEGAL

Duration of the mission: 10 days in the field

When: Q4 2020

Beneficiary Organization: Oshun

Theme: HR Strategy

BACKGROUND

Oshun proposes inclusive solutions allowing the most sensitive populations access to water while promoting the establishment of a virtuous and community-based local ecosystem. The company distinguishes itself by its innovations in terms of rural development, connectivity and water treatment.

Oshun Senegal was created in March 2018, shortly after its parent company Oshun in France. Oshun Senegal has grown from 1 to 20 employees in just over 2 years (June 2018 - August 2020). Oshun Senegal is completing a process of structuring with the recruitment at the end of August of an Administrative and Financial Manager (AFM) whose mission will be to manage all the support functions of Oshun Senegal (accounting, finance, HR, logistics, purchasing) and allow the company to gain administrative autonomy from the parent company.

An HR support mission in this context should enable Oshun Senegal to implement procedures to simplify human resources management, recruitment and management in general for the management and the AFM.

FRAMEWORK OF THE MISSION

The Solidarity banker's mission will be to assist Oshun Senegal with the following objectives:

1. Organization and training of the team
2. Definition and mastery of HR rules and processes
3. Implementation of monitoring tools

ACTIONS AND DELIVERABLES

Action 1: Definition of a clear HR policy and associated processes

Deliverables:

- Internal rules and Organizational / Service notes (content and publication procedure)
- Classification and compensation policy (classification, fixed and variable pay, salary reviews)
- Recruitment policy and process
- Training plan and associated processes (identification of needs, definition of materials)

Action 2: Supporting management in the monitoring and evaluation of employees

Deliverables:

- Job description models
- Evaluation matrix by position type (based on periodic objectives)
- Evaluation interview procedure and form (periodicity, roles, monitoring of achievements, etc.).
- Training of management in conducting evaluation interviews

Action 3: Implementation of reporting and monitoring tools

Deliverables:

- Summary note on the existing IT tools and the changes to made
- Reporting procedures (means, periodicity, content, archiving, etc.)
- Implementation of personnel administration tools (monitoring of leave and absences, monitoring of training, payroll management).

LOGISTICS AND CALENDAR

MISSION DURATION

- Preparation: 5 working days to be spread over the month before the mission.
- Land: 10 days
- Post-mission: 5 days of finalization at the office of the Solidarity banker, to be spread over the 4 weeks following the end of the mission.

CALENDAR

- **SELECTION PROCESS (1-2 months)**
 - Publication of the terms of reference
 - Selection of the volunteer by Crédit Agricole SA and the Grameen Crédit Agricole Foundation
- **MISSION PREPARATION (1-2 months)**
 - Agreement signature
 - Mission preparation (2 working days to start over the month before the mission)
- **FIELD MISSION AND FINAL DELIVERIES (1-2 months)**
 - Field mission (10 days)
 - Deliverables of the mission (2 days of finalization at the office of the Solidarity banker)

LOGISTICS, MISSION EXPENSES AND INSURANCE

- Pre-mission training and logistical coordination of the mission are provided by the Grameen Crédit Agricole Foundation.
- Transport and insurance are handled by Crédit Agricole SA.
- Accommodation, local transport and catering costs are covered by the beneficiary organization.
- All other expenses shall be borne by the Solidarity banker.
- Travel to Thiès (1.5h drive from Dakar), return journey within the day.

LOCATION

- City FIDAK South Fair villa N°08 B 6th floor, DAKAR, SENEGAL

RESEARCH PROFILE

The expert is a member of the staff of the Crédit Agricole Group with experience/expertise in the following areas:

- Solid experience in human resources management, ideally in the context of a strategic restructuring of the business
- A training and coaching experience in the field of human resources would be highly appreciated.
- An interest in development and social issues would also be appreciated.

CONTACTS

For more information on the [Solidarity bankers programme](#), please contact:

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