

**From:** [HRT-Director](#)  
**To:** [All 0365 HQ](#)  
**Subject:** Immediate interim improvements to the consultant process  
**Date:** Tuesday, March 28, 2023 1:17:14 PM

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***Message sent on behalf of Jennifer Linkins, Director, HRT***

Dear colleagues,

Since the introduction of the new policy on consultants in September 2021 ([IN 17/2021](#)), the HR Business Partners (HBP) Unit has been heavily involved in the process of reviewing of consultancy contracts and rosters. In 2022 over 2,770 contracts were managed by the HBP unit and 495 advertisement of consultancies were published in Stellis. The purpose of this communication is to inform you of immediate interim measures to streamline this process and address concerns raised by the different technical units in HQ.

These measures will be applicable as from the issuance of this message until 31 March 2024.

**Requirement for advertisement:**

- An outreach or competitive selection process **is not required** for any contract, or series of cumulative contracts with the same TOR and issued by the same technical unit, for a period of up to six (6) months, regardless of the work schedule (instead of three (3) months currently specified).
- Issuance of contracts for a maximum number of days over a longer period (retainer) will not require advertising if the actual days worked are less than 6 months (or less than 120 days).

**Documents to be reviewed for consultancy requests (advertisement and contract):**

- When reviewing the Terms of Reference (TORs), the HR Business Partner (HRBP) and/or HR Business Associate (HRBA) will focus on the terminology defining the minimum and desirable requirements (education, experience and band) for the proposed consultancy. This will reduce HR's involvement in the advertising process and units will be fully responsible for the quality and wording of their Terms of Reference (TORs).
- At the time of contract issuance, the HRBP and/or HRBA will only review the TORs, Selection Report, and Stellis profile. When reviewing the TORs, HRBPs and HRBAs will ensure that the content, pay band, experience, and education are coherent, that the proposed candidate meets the requirements and if there is a need for a waiver. The Declaration of Interest (DOI), passport, designation of beneficiaries, medical certificate and diplomas should be attached to the requisition but will not be checked by HR. Any issues related to incorrect supporting documents (or lack of), will be the sole responsibility of the relevant technical units.
- The Compliance Team in Kuala Lumpur will conduct spot checks on the consultancy

requests and will be contacting units directly when information is required. As a reminder :

- [Declaration of interest](#) : should be reviewed by the responsible officer which will determine if further consultation with CRE is required. The DOI form should always be signed by the consultant and the responsible officer.
  - Passport : should be valid and not expired.
  - [Designation of beneficiaries](#) : should be signed and have it witnessed by a person who has no direct or indirect financial interest in this matter. Individuals under 18 years old should not be added as beneficiaries as payments cannot be made to those.
  - [Medical certificate](#) : a medical certificate of fitness is required for any consultant that is required to travel as part of their functions in order to ensure that they are covered for accident insurance.
  - Diplomas : the diplomas need to be validated against what has been declared in the Stellis profile and the minimum requirements set in the TORs
- Technical units will be responsible and accountable for any inconsistencies or non-compliance with WHO rules and regulations.

#### **Selection reports:**

- [Selection reports](#) will be valid for five (5) years, instead of two (2) years. This will allow the units to have more flexibility and avoid unnecessary selection processes. However, a consultant's remuneration can only be increased if a new selection process is undertaken.
- When a new contract is being offered to the same consultant, in the same department based on the same selection process with no change in the terms and conditions of the contract (remuneration, offsite/onsite) a new Stellis requisition will not be needed and units can submit the contract request directly in GSM, without additional verification from HR. The original Stellis notification should be attached as a supporting document.
- The technical unit will be responsible to ensure the accuracy of all the information in compliance with the [Emanual](#) provisions and that the consultant is not working for more than 11 months out of a 12 months period.

#### **Reference Checking:**

- Reference checks are the responsibility of the Hiring Manager (HM). HM needs to tick the box confirming that satisfactory reference was received and indicate the name of the reference person and their email address/telephone number. The email/reference letter will not need to be uploaded in the attachments.

#### **Onsite Consultants:**

- As on-site consultancy requests are very exceptional, they will continue to be

thoroughly checked. Any on-site consultancy request will require strong justification which will need to be approved by Unit Head HBP prior to advertisement or contract issuance, whichever is applicable. The same applies to renewal of onsite consultancy contracts.

**Focal Point for Document Quality Check:**

- We would encourage departments to name a focal point for the quality check review of documents if required. The team stands ready to assist in providing all the briefings required for the identified focal point.

**Requirement for AFSM advertisement:**

- Consultancy opportunities will no longer be sent to AFSM separately. AFSM will be informed that retirees interested in any of the consultancy opportunities that are advertised will need to apply directly in Stellis.

**Standard Turnaround Times:**

- Agreeing on standard turnaround times for submissions of requests to advertise or contracts will streamline the process and ensure that requests are reviewed in a timely manner
  - Advertisement: HBP will review the [Template for advertising](#) and the request will be sent for approval within 15 working days.
  - Contracts: HBP will review and clear consultant requests within 10 working days.
  - Waiver and exceptions: HBP will review the request and the decision maker will take an informed decision within 15 working days.

**Clearcheck Automation:**

- Clearcheck will continue to be done automatically, by HRT, on a weekly basis based on the information available in Stellis. There is no extra step for the technical units related to this process. This reduces the extra workload for the HR team while ensuring that all our workforce is vetted through this mechanism, noting that the detection of issues may result in the termination of the contract, as per the contractual conditions.

Please refer your queries to your respective HR Business Partner and HR Business Associate for more information. I encourage you to always refer to the [Emanual provisions](#) where all the forms and documents are being kept up to date.

Best regards,

Jennifer Linkins