

HQ ROLES AND RESPONSIBILITIES – PROCESSING OF CONSULTANT CONTRACTS

Role	Responsibility	Accountable when approving in Stellis
Hiring Manager/ Responsible Officer	<ol style="list-style-type: none"> 1. Develop of the terms of reference and defining the profile of the expert needed. 2. Conduct selection of the consultant – document the outreach and selection process. 3. Conduct reference checks of the expert identified. 4. Check consultant’s previous performance with WHO. 5. Identify any exceptional approvals that might be required and provide well-documented justification. 6. Identify funds to cover the cost of the consultant’s contract. 7. Complete the consultant’s performance evaluation form. 8. Ensure the consultant requests are initiated at least 45 days in advance to provide sufficient lead time for admin processes. 	<ol style="list-style-type: none"> 1. The need of the services cannot be met from within the staff resources of WHO. 2. The services to be performed clearly relate to activities in the work plan of the department or office concerned. 3. The services to be delivered do not duplicate work or activities already done, being done or about to be done by other individuals, departments or offices. 4. The services are not normally performed by staff members of the Organization.
Admin focal point in Team/Unit/Department	Initiate Stellis requisition and attach the following documents: <ol style="list-style-type: none"> i. Terms of Reference ii. Consultant Selection Report iii. Stellis PHF of identified consultant iv. Education degrees v. Declaration of Interest (DoI) vi. Requirements for Switzerland form with copy of Passport/Carte de Légitimation (CDL)/permit (as applicable) vii. Designation of beneficiary form 	
Department/Divisional Director	Review all documentation to ensure that the request to hire the consultant: <ol style="list-style-type: none"> 1. reflects the Organization’s needs; 2. fits within the departments planned work plan activities; 3. funds are being used in compliance with the Organization’s rules and policies. 	Request is compliant with the needs of the Organization and fits within the department’s work plan.
HR Business Partners (HRBP)	<ol style="list-style-type: none"> 1. Review terms of reference to assess suitability for consultancy type of contract. 2. Review proposed rate for suitability with terms of reference and profile of proposed expert. 3. Review profile of proposed expert for suitability for the assignment being offered. 4. Review selection report to ensure it clearly documents outreach and selection process followed. 	Request is reviewed and any elements that are not compliant with the provisions of the WHO eManual III.16.2 provisions have been communicated to the hiring manager.

	<ol style="list-style-type: none"> 5. Review justification for exceptions and make recommendations to Unit Head, HR Business Partners (HBP) / Director, Human Resources & Talent Management (HRT) 6. Check if request requires escalation to: <ol style="list-style-type: none"> a. Unit Head HBP b. Director HRT 	
In case an exception is requested or if the duration exceeds six months		
Assistant Director-General (ADG)/Regional Director (RD)	For approval of consultant contracts exceeding six months.	
Director HRT, HQ	<ol style="list-style-type: none"> 1. Approve or reject exceptional requests to hire consultants: <ol style="list-style-type: none"> a. whose age is 65 or above (Information Note 17/2018) b. identified without selection for periods longer than 3 months (waiver of selection process - single source) c. pay band falls within the senior experts requiring exceptional approval (Information Note 09/2021) <p>Provide recommendation to DG on cases requiring DG's decision as detailed below.</p>	<ol style="list-style-type: none"> 1. Decision to approve or reject an exception is well-justified and documented. 2. Consistent approach in assessing requests.
Director-General	<p>Approve or reject exceptional requests to hire retirees:</p> <ol style="list-style-type: none"> a. beyond a total period of 6 months within a calendar year; b. total amount of remuneration will exceed USD 50,000 in the calendar year; c. waiving the mandatory break of 3 months between retirement date and start date of consultant contract. 	<ol style="list-style-type: none"> 1. Decision to approve or reject an exception is well-justified and documented. 2. Consistent approach in assessing requests.
In all cases, once the Stellis requisition is approved		
Stellis	System triggered email notification will be sent to all concerned confirming the decision taken.	
HRBP	<ol style="list-style-type: none"> 1. Link consultant to requisition in Stellis 2. Close the Stellis requisition as "Filled" 	
Assistant in Team/Unit/Department	<ol style="list-style-type: none"> 1. Request consultant to submit medical certificate. 2. Create/update supplier 3. Initiate PO in GSM and upload the following supporting documents in GSM: <ol style="list-style-type: none"> i. Approved Terms of Reference ii. Stellis generated email confirming approval 	