

Human Resource Consultation

grow your business with us



Proposal by:
Nepal Realistic Solution Pvt. Ltd.

nrs Nepal Realistic
Solution Pvt. Ltd.
ISO 9001 | ISO/IEC 27001 CERTIFIED

Human Resource Consulting

Human Resource (HR) Consulting is a profession that offers businesses the opportunity to assess, plan and execute their HR needs by implementing policies and procedures in the best way possible. This leads to a significant improvement in a company's operational efficiency.



Importance of Human Resource Consulting



- Provides valuable guidance to companies for efficient HR operation.
- Improves risk management .
- Contributes to employee's personal and professional development.
- Saves time by making the candidate selection hassle free.

Why NRS?



Nepal Realistic Solution has highly specialized HR consultation team who know the secret ingredient to manage any organization's existing and potential employees. NRS is based on the foundation of providing realistic and highly customized services that can contribute to long term efficient HR management.

Phases of HR Consultation



Fig 1: HR Consultation phases

> Discovery

In this phase, NRS's objective is to understand the purpose and requirement of the client's HR department. NRS achieves this objective by asking a series of open-ended questions to better understand important areas of the HR department such as recruitment, training, policies and documents.

> Data Collection

After the discovery phase, client's existing documents, policies and relevant information are collected for further analysis.

> Analysis & Solution

In this phase, NRS reviews and analyses the collected information and devises solutions that will help clients to fulfil their requirement. Additionally, NRS will advise top management on the administration of HR policies and procedures.

> Preparation of Documents and Policies

Based on the analysis, NRS begins to prepare the documents and policies.

> Review of the Documents

NRS makes sure the updated documents and policies are relevant to client's requirement and sends it for final review and approval.

> Implementation of Documents

After client's review and approval, necessary procedures are developed for the implementation of updated HR documents and policies.

Phases of HR Consulting

| Phase 1 | Purpose | Activities | Responsible Person | Time Frame |
|-----------------------------|--|---|------------------------|------------|
| Discovery | Identify needs and requirements | Open-ended interview of the employees | HR Officer/ Consultant | 1 day |
| Data Collection | Review of existing documents and relevant data | Management team shares the existing documents | HR Officer/ Consultant | 2 days |
| Analyze & Solution | To know what documents need to be prepared | NRS team examines the collected data and advises management on HR department | HR Officer/ Consultant | 2 days |
| Phase 2 | | | | |
| Preparation of Documents | Creation of documents like records and forms for the use of the company | Creation of documents by NRS as mentioned in - Annexure 1 | HR Officer/ Consultant | 1 week |
| Review of the Documents | Approval of the prepared documents | Coordinating with the management of the company for reviewing the documents- Annexure-1 | HR Officer/ Consultant | 4-5 days |
| Implementation of Documents | Familiarize the procedure and documents to the company and its employees | Brief explanation of the uses of the documents to the employees-Annexure 1 | HR Officer/ Consultant | 2 days |
| Phase 3 | | | | |
| Follow-up | To confirm that the documents have been implanted in the company procedure | Conducting client visits and frequent enquiry calls and emails | HR Officer/ Consultant | 1 day |
| Monthly Review | To check if the prepared documents have been implemented correctly and effectively | Monthly client visits and meetings with the HR Management-Annexure 2 | HR Officer/ Consultant | - |

Scope of Services :

The following scope of services NRS shall be covered:

➤ One-time services (Annexure 1) - HR Documents/Policies:

1. Worksheet
2. Job Description
3. Reference Form
4. Job Requisition Form
5. Personal History Form
6. Personal File Checklist
7. Training Feedback Form
8. Acknowledgement Form
9. Leave Application Form
10. Organizational Structure
11. Housekeeping Checklist
12. Training Feedback Report
13. Training Attendance Sheet
14. Performance Appraisal Form
15. Harassment Complaint Form
16. Organizational Yearly Calendar
17. Equipment Mobilization Record (if any)
18. Harassment Complaint Resolution Form
19. Appointment Letter (with Job Description)
20. Record & Monitoring of Employees Documents
21. Employee Agreement (As per New Labor Act 2074)
22. Employee Policy Handbook (with acknowledgement)

➤ Monthly Assist (Annexure 2)

1. Worksheet
2. Employee Interactions
3. Housekeeping Checklist
4. Recruitment (if required)**
5. Monthly report on HR services.
6. Employee Orientation (For new Recruitment).
7. Record and Monitoring of Employee Documents.
8. Equipment Mobilization & Maintenance Review.
9. Record and monitoring of Employees performances.

**Terms & condition for Recruitment:

- Vacancy Announcement charges is borne by the CUSTOMER. (10 percent of the candidate's CTC (Cost to Company))
- NRS will support Recruitment for at least five times.

Compensation and Method of Payment:

For the services rendered by the NRS as required by this proposal, the CUSTOMER will provide compensation to the Service Provider as follows:

One -time Payment amount shall differ as per the no. of employees.

| S.No. | Services | No. of employees | One-time Payment |
|-------|---------------------------|------------------|------------------|
| 1 | Human Resource Consulting | 0-30 | 55000/- |
| | | 30-50 | 65000/- |
| | | 50-100 | 85000/- |

Payment Terms:

- The above amount excludes VAT.
- One time payment should be made before commencement of work.
- Additionally, monthly assist payment for all options is 10,000 Rs/-

For more information, please contact :



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NRS BUSINESSES

