



Terms of Reference

Improving Human Resource Manual for the Asian Forum of Parliamentarians on Population and Development (AFPPD)

Background

The Asian Forum of Parliamentarians on Population and Development (AFPPD) is a regional non-governmental organization and serves as a coordinating body of 30 National Committees of Parliamentarians on Population and Development. It was established in 1982 and its principal mandate is to promote parliamentarian's commitments and actions in addressing population issues in the Asia and Pacific region.

AFPPD aims to realize its vision through parliamentary work by: a) advocating, motivating and involving parliamentarians in formulating/amending policies and legislation that promote gender equality and women's empowerment, investing in youth and active and healthy ageing of the population issues; b) holding the government accountable for their commitment and implementation; and c) advocating for increased financial resources in these areas.

The 15th AFPPD General Assembly which took place in April 2025 reconfirmed focusing on strategic priority areas related to 1) gender equality and women's empowerment; 2) investing in youth; 3) active ageing; and 4) climate change. It was also decided that the Secretariat's new office will be shifted to Kuala Lumpur, Malaysia.

In order to run its office in accordance to new changes of the organization's policy and with consideration of Malaysia's related law and regulations, ensuring AFPPD's goals and long-term sustainability, it is essential for AFPPD to revise and improve its current Human Resource Manual. At the moment, there is human resource manual which, last time, was updated in 2015.

This assignment will include revising and updating Human Resource Manual that also elaborates Malaysia's labor policies.

Objectives

The objectives are to revise/update a Human Resource Manual of AFPPD in order to process recruitment and hire new employees and operate in accordance with Malaysia's law.

Work to be Performed

- a. Review existing core documents related to AFPPD;
- b. Conduct hearing consultations with AFPPD secretariat and the office bearers;
- c. Revise/update a draft Human Resource Manual and ensure good and healthy working environment and condition; and present it to AFPPD members and key stakeholders for feedback;
- d. Make necessary revisions, finalize the Human Resource Manual, and submit to AFPPD.

Data collection methods

AFPPD Secretariat will assist the consultant with the information/materials. The consultant can interview AFPPD secretariat and ExCom members online. AFPPD will provide its Zoom platform upon request.

Expected Outcomes

1. Stronger institutionalization;
2. Sustainable working environment in the new place

Estimated duration of contract

The contract period will start from 1 February till 10 March 2026. The consultant is expected to invest maximum 14 working days.

The final document should be ready for submission by mid March 2026. The final document will be introduced to the ExCom for approval.

Consultant Tasks	# Days
Review core documents related to AFPPD, including existing version of HRM	2
Discussion with Secretariat officers and hearing consultations	1
Present the draft revised/update document	3
Incorporate comments and finalize the Human Resource Manual	1
Total	7

Place of work

The consultant will work from his/her premises. No travel is foreseen.

Qualifications or specialized knowledge/experience required

- Master Degree in law, public health, or social sciences
- Excellent command of the English language with demonstrated ability of high quality written and verbal communication skills
- Prior experience working with the UN or relevant international organization(s)
- Knowledge and prior experience of Malaysia's relevant laws and regulations
- Prior experience working with parliamentary networks in Asia Pacific is an asset

Contact

AFPPD secretariat: afppd@afppd.net; usmonov@afppd.net