

TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANTS (IC)

I. GENERAL INFORMATION

Job ID/Title :	National consultant for the SOGIR Africa Project
Duty Station :	Home Based
Category :	HIV/AIDS/ Health / Development / Human Rights
Additional Category :	HIV/AIDS
Brand:	UNDP
Type of Contract :	Individual Contract (IC)
Category (eligible applicants):	External
Number of required consultants	One

Languages Required:	Arabic		English	X	French		Russian
	Spanish		Chinese		Portuguese		Other:

Starting Date :	3/3/2017
Duration of Contract (# of Days)	30 days
Expected Duration of Assignment :	From: 3/3/2017 To: 5/15/2017
Office facilities:	N/A

II. BACKGROUND

The United Nations Development Programme (UNDP) and the Office of the United Nations High Commissioner for Human Rights (OHCHR) together with various focal countries stated below are implementing an 18 month project for Africa, with specific country-level focus in Botswana, Senegal, Tanzania and Zambia, Uganda, Nigeria and Cameroon as well as regional activities. The project has been designed to contribute to the reduction of human rights violations, inequalities and exclusion experienced by people of diverse sexual orientation and gender identity (SOGI). It was noted that the project countries were selected based on the situation relating to sexual orientation, gender identity and rights, interest by the countries. The drivers of health issues are because of the socio economic factors, in which if not addressed will contribute to the health problems/challenges. By addressing the drivers of the socio economic factors and strengthening inclusion, the country will drive toward the achievement of the HIV epidemic control.

The project will contribute to the reduction of human rights violations, inequalities and exclusion experienced by people of diverse sexual orientation and gender identity (SOGI). The proposed project aims to strengthen the evidence base, develop advocacy capacity and public information materials, and convene regional and national dialogues that bring together national decision makers from the executive, legislative and judiciary branches of government with civil society organizations, their allies and other stakeholders. Botswana is working towards strengthening National Legislative Environments to support the enjoyment of Human Rights of Key Populations, LGBTI and Women and Girls affected by HIV/AIDS and SRHR. Botswana is also ensuring that it reaches successfully the 90:90:90 and epidemic control by ensuring that it leaves no one behind. MoHW is now focusing more on the key populations and the vulnerable groups as they are the ones lagging behind in accessing most of the high quality services. With

that the country is working more on a targeted approach model to ensure higher impact with minimal resources. The project draws on UNDP's work on human rights in Africa in the context of HIV and experience in designing and implementing a similar ground-breaking regional initiative. The project also draws on OHCHR's experience combating homophobia and transphobia at the country level in Africa and in other regions, and lessons learned from its innovative UN Free and Equal global public information campaign.

The joint project implements different activities at national and regional level. National level activities include identification of partner Institutions (NACA_ GOB and BONELA as Co-chairs), producing a preliminary country situation analysis, conducting a national round table meeting and producing a country report on the human rights situation of people of diverse sexual orientation and gender identity. A multi sectoral National Steering Committee (NSC) will oversee implementation of the project activities. This ToR is developed to guide the work of a national consultant who will support implementation of the national level activities.

III. DUTIES AND RESPONSIBILITIES

Working under the technical guidance of a senior regional consultant and the NSC the national consultant will, among other things, be responsible for:

- Conducting a desk review¹ and producing a preliminary analysis² of human rights obligations, resolutions, commitments, conventions, punitive/protective laws, regulations, policies, programmes and practices, and recent and ongoing law reform initiatives, access to justice, social environment, etc. related to the human rights situation of people of diverse sexual orientation and gender diversity in the country.
- Developing background materials, concept notes, presentations and agenda for the country roundtables
- Assisting in moderating/facilitating national Roundtables
- Taking detailed record of the discussions at the Roundtable and produce a summary of the proceedings
- Incorporating the issues, main points and recommendations of the Roundtable to the preliminary national analysis and producing the draft country report
- Develop a dissemination plan for the country report

IV. DELIVERABLES

S/n	Activity	No. of days
1	Desk review	6
2	Organize national round table meeting	8

¹ The preliminary analysis is expected to be based mainly on desk review of available documents. However, the national consultant may need to conduct limited collection of primary qualitative data through interviews to fill critical information gaps that are necessary inputs for the roundtable meeting.

² The preliminary analyses as well as the final country reports will be based on an outline to be developed by the Regional Technical Reference Group.

3	Produce draft country report and dissemination plan	10
4	Produce final country report and dissemination plan	6
TOTAL		30

V. REPORTING

The national consultant will report to the project focal point in the UNDP or OHCHR country office.

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Qualifications

Education:

- Advanced Degree (Master's) in Human Rights, Law, Gender, Social Science, Social Policy, public health or other related fields.

Experience:

- Minimum of 8 years of professional experience in social policy, human rights, and HIV
- Specialized expertise in access to justice and human rights for people of diverse sexual orientation and gender identity
- Strong and proven experience in planning, implementing and monitoring human rights, HIV and/or health interventions for people of diverse sexual orientation and gender identity
- Demonstrated experience in conducting research on issues related to human rights, HIV, health, and sexual orientation and gender identity
- Excellent, research, analysis, writing and presentation skills
- Experience on human rights, public health and HIV
- Familiarity with SOGI networks and organizations in the country
- Fluency in English

VII. PAYMENT MILESTONES AND AUTHORITY

S/n	Activity	No. of days	Deliverables
1	Desk review	6	Preliminary country situation report
2	Organize national round table meeting	8	Proceeding of the round table meeting
3	Produce draft country report	10	Draft country report & draft dissemination plan
4	Produce final country report	6	Final country report & draft dissemination plan
Total		30	

VIII. SCOPE

The work includes desk review of existing materials as well as generating new information from the national roundtables to be undertaken in the project countries.

IX. CRITERIA FOR SELECTING THE BEST OFFER

Qualified Individual Consultants are expected to submit a brief technical proposal and their daily rates/fees. Applicants will be evaluated based on the following criteria.

Criteria	Weight	Max. Point
Technical Competence	70%	100
a. Educational background	10	—
b. Expertise in access to justice, human rights and SOGI	30	—
c. Technical proposal (understanding the scope of work)	50	—
d. Related work experience (minimum 8 years)	10	—
Financial (Lower daily fee/daily fee*100)	30%	30
Total Score	Technical Score * 70% + daily fee * 30%	

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of ensuring uniformity of content and to facilitate comparative review of the technical proposals, applicants are expected to follow the content and sequence presented below.

COVER PAGE

Cover Page

Cover Letter

Statement of Declaration

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability

Annex b. Duly Signed Personal CV's

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent from UNDP. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP and OHCHR.

This TOR is approved by:

Signature:

Name and Designation: _____

Date of Signing: _____