**TERMS OF REFERENCE (ToR)**

**FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)**

1. **GENERAL INFORMAION**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Languages Required: |  |  | English |  | French |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Starting Date : | 3/6/2017 |
| Duration of Contract (# of Days) | 30 days |
| Expected Duration of Assignment : | **From**: 3/6/2017  **To**:4/6/2017 |
| Office facilities: | N/A |

1. **BACKGROUND**

The United Nations Development Programme (UNDP) and the Office of the United Nations High Commissioner for Human Rights (OHCHR) are implementing an 18 month project for Africa, with specific country-level focus in Senegal, Tanzania and Zambia, Uganda, Nigeria and Cameroon as well as regional activities targeting a broader set of countries. 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). 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. The project draws on OHCHR and 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 and lessons learned from its innovative 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 organizations, producing a preliminary country situation analysis, conducting a national round table meeting and producing a country report on the situation of sexual orientaion and gender identity and rights. A multisectoral 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.

1. **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 review[[1]](#footnote-1) and producing a preliminary analysis[[2]](#footnote-2) of human rights obligations, resolutions, conventions, punitive/protective laws, regulations, policies and programmes, and recent and ongoing law reform initiatives, access to justice etc. related to sexual orientation, gender diversity and rights in Africa;
* Conducting a rapid assessment of the overall social environment, role and capacity of key government institutions and civil society organizations, status of LGBT groups and related topics and documenting the situation of LGBT people in Cameroon *vis-à-vis* stigma, discrimination, inequality, social exclusion and violence;
* 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 proceeding;
* Incorporating the issues, main points and recommendations of the Roundtable to the preliminary national analysis and producing draft country reports;
* Supporting the NSC to develop a dissemination plan for the country report.

1. **DELIVERABLES**

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverables / Outputs** | **Estimated Duration** |
| 1 | Report on preliminary country situation analysis | 8 days |
| 3 | National roundtable meeting proceedings | 8 days |
| 3 | Country report | 14 days |

1. **REPORTING**

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

1. **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 HIV and 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
* Fluency in English or French

1. **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 |
| 4 | Produce final country report | 6 | Final country report |
| **Total** | | **30** |  |

1. **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.

1. **CRITERIA FOR SELECTING THE BEST OFFER**

|  |  |  |  |
| --- | --- | --- | --- |
| **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%** | | |

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.

1. **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. Letter of Motivation
  2. Proposed Methodology
  3. Past Experience in Similar Consultancy and/or Projects
  4. Implementation Timelines
  5. List of Personal Referees
  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**

1. **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.

**This TOR is approved by:**

**Signature:**

**Name and Designation:** ----------------------------

**Date of Signing:**  ------------------------------

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)