



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)

GENERAL INFORMATION

Services/Work Description: [Coordinating and Managing the Project](#)

Project/Program Title: EU – UPR Project

Post Title: National Individual Consultant (NC), Human Rights Officer

Consultant Level: Level A (Junior Specialist)

Duty Station: Addis Ababa, Ethiopia

Expected Places of Travel: when and if required

Duration: Six months

Expected Start Date: Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Office of the High Commissioner for Human Rights- East African Regional Office (OHCHR-EARO) has planned various activities and events for the year 2017 to advance the promotion and protection of human Rights in the Eastern Africa sub-region, including in Ethiopia. These activities are implemented with the support of the EU and other Donors and in partnership with the Government, the EHRC, CSOs, and academia, among others. The Evaluation and Monitoring of the performance of the Government in a transparent and inclusive manner by national stakeholders in implementing the UPR recommendations is an indicator to measure the engagement and commitment of the Government to fulfilling its human rights obligations under the UPR.

The Universal Periodic Review (UPR) is a human rights mechanism of the United Nations Human Rights Council (UNHRC) designed to facilitate a periodic peer review of the human rights situation in UN member states. Ethiopia had its second UPR in 2014, which resulted in 188 accepted and 64 noted recommendations.

II. SCOPE OF THE WORK

Under the overall guidance of the Regional Representative of the United Nations Office of the High Commissioner for Human Rights (OHCHR) Regional Office for Eastern Africa (the Office) based in Addis Ababa, Ethiopia, and under the direct supervision of the OHCHR Country Programme Coordinator, the Consultant will be responsible for the day-to-day interaction with all national stakeholders to achieve the overall goals of the Project in line with the TORs job description, particularly by performing the following tasks:

- a. Develop UPR monitoring Tools to be used by CSOs and government stakeholders to monitor the UPR;
- b. Facilitate the establishment of CSO working group among the beneficiary CSOs from this project;
- c. Provide support to conduct validation workshop on UPR monitoring tools developed;
- d. Organise and Conduct Training on the application of the UPR Monitoring Tools;
- e. Facilitate the collaboration and sign of MOU between CSOs and Law schools to undertake joint human rights research;
- f. Prepare TOR for the researchers, quality control and coordinated research work.
- g. Facilitate the organisation of discussion on the UPR issues with key government stakeholders (NHRAP office in AG office, EHRC, MOFA etc) ;
- h. Enhance the cooperation between CSOs and pertinent Government partners;
- i. Follow the overall implementation of the Project and report to Country program coordinator.
- j. Provide technical and advisory support to civil society partners and government of Ethiopia on new human rights developments, including UPR issues.
- k. Facilitate - dialogue with national and regional CSOs, academic institutions and government partners to ensure effective implementation of UPR recommendations.
- l. Prepare frequent meetings involving CSOs and donors, among others, to update the status of the implementation of the project and prepare parallel reports for next UPR
- m. Provide monthly activity and financial reports to OHCHR -EARO on the implementation of the project.

- n. Provide support to the implementation of OHCHR-EARO's other country and regional programmes;
- o. Implementation of OHCHR Gender Policy and other relevant office policies;
- p. Participating in office staff meetings, retreats and other relevant meetings; and
- q. Carrying out any other tasks assigned by the OHCHR-EARO Country Program coordinator and the Head of Office.

Provides administrative support to the Programme Unit focusing on achievement of the following results:

- ☐ Ensure availability of fund;
- ☐ Review of Financial Reports;

Supports resource mobilization focusing on achievement of the following results:

- ☐ Analysis of information on donors, preparation of donor's profile.
- ☐ Track and reporting on mobilized resources.

Ensures facilitation of knowledge building and knowledge sharing in the RO focusing on achievement of the following results:

- ☐ Organization of trainings for the operations/ projects staff on programme.
- ☐ Synthesis of lessons learnt and best practices in programme.
- ☐ Sound contributions to knowledge networks and communities of practice.

III. EXPECTED OUTPUTS AND DELIVERABLES

- a. Draft and validated the UPR monitoring toolkits for CSO.
- b. Organize training for CSOs on the use of monitoring toolkits.
- c. Coordinate and facilitate the thematic Research on human Rights issue addressing the UPR recommendations. Develop TOR for research team. Develop MOU between CSO and University.
- d. Organize field mission to support the project activities.
- e. Develop the talking points for regional representatives for different meeting as required.
- f. High Quality of reports on implementation of UPR project, workshops outcomes, and Minutes of meetings are drafted and submitted to the Head of country programme as inputs to the EARO Monthly, mid-year review and end of year reports;
- g. National stakeholder's capacity strengthened on the implementation of the UPR Recommendation.
- h. Contribute to the implementation of the office overall work plan as team member and prepare human rights background materials for the use of the Regional Representative;

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(Indicate designation of person/Unit who will review output and confirm acceptance)</i>
1	Draft and validated the UPR monitoring toolkits for CSO.	_20 Working days	
2	Organize training for CSOs on the use of monitoring toolkits.	20 Working days	
3	Coordinate and facilitate the thematic Research on human Rights issue addressing the UPR recommendations. Develop TOR for research team. Develop MOU between CSO and University. Validate the Research Report	30 Working days	
4	Organize field mission to support the project activities	10 Working days	
5	High Quality of reports on implementation status of UPR project, workshops outcomes, and Minutes of meetings are drafted and submitted to the Head of country programme as inputs to the EARO Monthly, mid-year review and end of year reports	20 Working days	
6	National stakeholder's capacity strengthened on the implementation of the UPR Recommendation	20 Working days	

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. Under the overall guidance of the RR and direct supervision of the P3 (HRO), the Consultant ensures effective delivery of the Regional Office (RO) programme by managing data and supporting programme implementation consistent with UN rules and regulations, as well as, ensuring exchange of information with the Ethiopian Human Rights Commission in the context of the country programme on Ethiopia.

VI. DURATION OF THE WORK¹

- a. Expected duration of work will be six months with possibility of extension

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

An advanced university degree (Master's Degree or equivalent) preferably in law, political science, international relations or other disciplines related to human rights is required. A first level

university degree in combination with two additional years of relevant qualifying experience may be accepted in lieu of the advanced university degree.

b. Years of experience:

At least 5 years of progressively responsible and relevant work experience at national or international levels in human rights, international affairs or related field is required. Strong Programmatic, financial and narratives reporting skills in a clear and concise manner are essential. Sound knowledge and understanding of the UPR Mechanism and the Results-based Management and Approaches would be an asset. Knowledge and working experience with national stakeholders on human rights issues and experience in advocacy and capacity building is highly desirable.

c. Functional Competencies:

i) Knowledge Management and Learning

- Share knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

ii) Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to Results Management, including in designing, planning and implementing of programmes, managing data, and reporting.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of Results Management Guide and Toolkit

iii) Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

VI) Competencies:

- ❑ Demonstrates commitment to UN's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Corporate Competencies:

- ❑ Demonstrates commitment to UN's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

d. Language and other skills:

Fluency in English and in Amharic is required.

e. Compliance of the UN Core Values:

- ❑ Demonstrates integrity by modelling the UN's values and ethical standards
- ❑ Promotes the vision, mission, and strategic goals of UN;
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Treats all people fairly without favouritism;
- ❑ Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
- ❑ .

Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50
<ul style="list-style-type: none"> ▪ Experience in the field, Presentation, & Language 		20
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive² lump sum contract amount** when applying for this consultancy. The consultant will be paid **based on the**

effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Draft and validated the UPR monitoring toolkits for CSO.	yes	16.67%
2 nd Instalment	Organize training for CSOs on the use of monitoring toolkits.	yes	16.67%
3 rd Instalment	Coordinate and facilitate the thematic Research on human Rights issue addressing the UPR recommendations. Develop TOR for research team. Develop MOU between CSO and University. Validate the Research Report	Yes	25%
4 th Instalment	Organize field mission to support the project activities	yes	8.33%
5 th Instalment	High Quality of reports on implementation status of UPR project, workshops outcomes, and Minutes of meetings are drafted and submitted to the Head of country programme as inputs to the EARO Monthly, mid-year review and end of year reports	yes	16.67%
6 th Instalment	National stakeholder's capacity strengthened on the implementation of the UPR Recommendation	Yes	16.67%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD)/IC Procurement Notice attached hereto.

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. 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:

Name:

Designation:

Signature: _____

Date Signed: