

## **TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**

### **GENERAL INFORMATION**

**Country:** Ethiopia

**Description of the Assignment:** Consultancy Services for Translation of the National Human Rights Action Plan (NHRAP)

**Project Name:** Governance and Democratic Participation Programme

**Post Title:** National Consultant

**Duration of Assignment:**

**Starting Date:** as soon as the contract is signed

**Ending Date:** Mid-August 2018

**Duty Station:** Addis Ababa

### **1. BACKGROUND**

In support of Government of Ethiopia's national development plan (GTP II) and the global agenda (SDG), UNDP Ethiopia has launched in June 2017 a new multi-stakeholder, multi-year Governance and Democratic Participation Programme (GDPP). The main objective of the programme is to support the country sustain efforts towards enhancing institutional capacities and frameworks for strengthening good governance and deepening democratic participation in line with the Constitution and International Human Rights Conventions to which Ethiopia is a signatory.

The Programme aims to contribute to three broad outcome areas: a) improved inclusion, social cohesion and sustainable peace; b) responsive, accountable and inclusive systems of governance; and c) empowered and responsible citizens.

The programme supports several key democratic governance institutions, the Office of the Attorney General (OAG) and the Ethiopian Human Rights Commission (EHRC) being among them.

The Government of Federal Democratic Republic of Ethiopia has recently developed and adopted a second generation of the National Human Rights Action Plan (NHRAP II), to be implemented from 2017-2021. The NHRAP is a major document that will guide all GoE efforts for the next five years in the promotion, protection and fulfilment of human rights, including implementing conventions adopted by international human rights treaty bodies, such as the Universal Periodic Review (UPR). This programme will help resource the Secretariat of the NHRAP including building human and technology capacities to effectively coordinate activities of implementing and monitoring and reporting agencies to track progress. The NHRAP has been drafted in Amharic and needs to be

translated into the English language. In view of this, the Federal Office of Attorney General has delegated UNDP to outsource the consultancy assignment and hire competent national consultant to carry out the translation of the Action Plan.

## **2. OBJECTIVE OF THE CONSULTANCY**

The objective of translating the National Human Rights Action Plan (NHRAP) into English language is to ensure access to the international community and for deposit with the United Nations.

## **3. DUTIES AND RESPONSIBILITIES**

In order to achieve the objective mentioned above, the consultant would be expected to perform the following tasks and responsibilities:

- Translate the National Human Rights Action Plan of Ethiopia from Amharic into English version within the specified timeframe (the document has 342 pages and 39,661-word count).
- Present draft translation to the Board of the National Human Rights Action Plan for review
- Make necessary amendments to the draft in accordance with the comments received from Board members and submit a completed translation
- Do the necessary editing, fine-tuning and make the Action Plan Document ready for publication
- Consult the National Coordinating Board on the organization of a side-event showcasing the Ethiopian National Human rights Action Plan at various international human rights events including sessions of the UN Human Rights Council and the African Commission on Human and People's Rights

## **4. EXPECTED DELIVERABLES**

The consultant will submit the draft translated document of the English version. This draft will be subjected to comments by Board of the National Human Rights Action Plan, UNDP and other stakeholders within 10 working days. While incorporating feedbacks and comments, the consultant will continue working on the final version, which should be delivered over a period of 60 days, maximum. The consultant will be expected to make presentation of the translation to the Board of NHRAP and other stakeholders.

Key deliverables of this assignment are summarized as follows:

- Draft NHRAP of the English version;
- Presentation of draft translated English version to the NHRAP Board;
- Submission of the final translated Action Plan (English version) incorporating comments and inputs;

## **5. REPORTING RELATIONSHIP**

The successful consultant will work under the guidance of UNDP. He/she shall submit the required reports to the Board of National Human Rights Action Plan and UNDP. They shall also cooperate and closely work with concerned staffs of Office of the Federal Attorney General.

## **6. CONTRACTUAL ARRANGEMENTS**

One national consultant will be engaged for the entire assignment. Contracts will be signed with the consultant and the consultant will be responsible for overall delivery of the work.

UNDP's Democratic Governance and Capacity Development Unit will be the primary focal point and as such it will manage the overall financial and contractual arrangements with the consultant.

## **7. DURATION OF THE ASSIGNMENT**

The assignment will be implemented over a period of 60 days; and this will be the total number of days required for completion of the assignment. Yet, the contractual fee will deliberate only the required working days for submission of deliverables. The date for the start of this assignment is immediately after concluding Contract Agreement

## **8. REQUIRED QUALIFICATION AND EXPERTISE**

### **a. Academic Qualification and Years of Experience**

#### **Education:**

- Minimum of university degree in law and/human rights

#### **Years of experience:**

- At least 7 years of relevant work experience in human rights and/law drafting; working experience with one of the executive branches of the Ethiopian government is desirable
- At least two years of experience in translating or editing Amharic government documents or legal drafts into English language; or experience of drafting and translating at least one of the two Ethiopian National Human Rights Action Plans
- Relevant experience with working on international human rights reporting for Ethiopia is an added advantage

### **b. Required Skills and Competencies**

- Strong analytical, and writing skills
- Strong knowledge of Ethiopian national policies and strategies, legal research and analysis
- Working knowledge of the Ethiopian governance context
- Ability to work autonomously and in a team setting
- Good organizational skills and ability to work under pressure and to meet tight deadlines

## 9. LANGUAGE

Applicants must be proficient both in Amharic and English languages

## 10. CRITERIA FOR SELECTING THE BEST OFFER

Qualified Individual Consultants (ICs) are expected to submit both the **Technical** and **Financial Proposals**. Only applicants who fulfil the qualifications will be shortlisted and contacted. 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 is:
  - a. Technical Criteria weight is **70%**;
  - b. Financial Criteria weight is **30%**;

### Evaluation Criteria:

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and Interview (as required))</b>	70%	100
<b>Criteria (a): Educational relevance: close fit to post:</b> Minimum Master's degree in law		20
<b>Criteria (b): Understanding the scope of work and organization of the proposal:</b> In-depth understanding of the Scope of Work (SoW); comprehensiveness and completeness of the proposal		40
<b>Criteria (c): Individual competencies (experience in similar assignments):</b> Minimum of 7 years of relevant working experience in the area of human rights and at least two years of experience in translating or editing Amharic government documents or legal drafts into English language; or experience of drafting and translating at least one of the two Ethiopian National Human Rights Action Plans		40
<b>Financial (Lower Offer/Offer*100)</b>	30%	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

### Evaluation Legend:

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence

Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96 - 100%	The individual consultant/contractor has demonstrated an <b>OUTSTANDING</b> capacity for the analyzed competence.

## 11. PAYMENT MILESTONES AND AUTHORITY

The successful consultant shall receive his/her payments upon certification of the completed tasks satisfactorily, as per the following schedule:

Payment tranche	Deliverables	Approval should be obtained	Portion
1 <sup>st</sup> tranche	Upon submission of draft translation	UNDP/ OAG NHRAP Board	30%
2 <sup>nd</sup> tranche	Upon presentation of draft translated document	UNDP/NHRAP Board	30%
3 <sup>rd</sup> tranche	Upon submission and endorsement of final translated document	UNDP/NHRAB	40%

## 12. 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 this assignment shall become and remain properties of UNDP.

This TOR is approved by:

Cleared by:

Name: Shimels Assefa

Name: Louise Chamberlain

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: DGCD Team Leader

Designation: UNDP Country Director

Date signed: \_\_\_\_\_

Date signed: \_\_\_\_\_