

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: May 9, 2019

Procurement Notice Reference No.: **ETH0313**

Country: **Ethiopia**

**Services/Work Description:** Recruitment of Consultant for assisting the OHCHR -EARO.

**Project/Program Title:** Advancing the promotion and protection of human Rights in the Eastern Africa sub-region

**Post Title:** National Consultant (NC)

**Consultant Level:** Level B

**Duty Station:** Addis Ababa, Office of OHCHR-EARO

**Expected Places of Travel:** Djibouti and Tanzania

**Duration:** Four months.

**Expected Start Date:** Immediately after Signing the Contract and/or indicate range of months the consultancy assignment supposed to be commenced

The United Nations Development Programme (UNDP) on behalf of OHCHR requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system

<https://etendering.partneragencies.org> search for Event ID **ETH0313** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to [info.procurementet@undp.org](mailto:info.procurementet@undp.org) Attn: MY. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

- **Brief Description of Approach to Work (if required by the TOR)**
- **Letter of presentation highlighting main qualifications and experience relevant to this TOR;**
- **CV;**
- **Copy of education certificate;**
- **Completed financial proposal – using the Format (Breakdown of Costs Template)**
- **Any other as relevant**

## FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

# Terms of reference



## GENERAL INFORMATION

Services/Work Description:	Recruitment of Consultant for assisting the OHCHR -EARO.
Project/Program Title:	Advancing the promotion and protection of human Rights in the Eastern Africa sub-region
Post Title:	National Consultant (NC)
Consultant Level:	Level B
Duty Station:	Addis Ababa, Office of OHCHR-EARO
Expected Places of Travel:	Djibouti and Tanzania
Duration:	Four months.
Expected Start Date:	Immediately after Signing the Contract and/or indicate range of months the consultancy assignment supposed to be commenced

## I. BACKGROUND / PROJECT DESCRIPTION

United Nations Office of High Commissioner for Human Rights- East Africa Regional Office (OHCHR-EARO) has planned various activities and events for the year 2019 to advance the promotion and protection of human Rights in the Eastern Africa sub-region, including Ethiopia, Djibouti and Tanzania in cooperation with the respective Governments, NHRIs, CSOs, Academia and other partners. Taking into consideration of the zero growth policy in terms of staff recruitment applied by Geneva headquarters in 2016 and in view of the limited human resources available in the office in comparison with increased high level demand that the office is facing from its government and non government partners in the sub-region, EARO is in need of a highly qualified National Consultant to support the mentioned activities planned by the office.

## II. SCOPE OF THE WORK

Under the general supervision of the Regional Representative and under direct supervision of the Head of the Country Programme Unit, the scope of the work of the Consultant will be the followings.

- a. Organise and facilitate human rights trainings for NHRIs, government officials and CSOs in Ethiopia, Tanzania and Djibouti.
- b. Provide support to Treaty body capacity building programme of the office in Ethiopia, Tanzania and Djibouti.
- c. Support the work of the office to advocate on the declaration of AU member states in accordance with Article 34/6 of the African Court on Human and Peoples' Right establishment protocol in Ethiopia, Tanzania and Djibouti.
- d. Organise events aimed at increasing the number of African states abolishing death penalty.

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.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals
1	Support the organization of planned activities for NHRIs, government officials and CSOs in Ethiopia, Tanzania and Djibouti.	Throughout	Yes
2	Support the implementation of the Treaty Body Capacity Building Programme of the office in Ethiopia, Tanzania and Djibouti.	Throughout	Yes
3	Contribute to advocacy activities organised on the declaration of AU member states in accordance with Article 34/6 of the African Court on Human and Peoples' Right establishment protocol.	Throughout	Yes
4	Assist in organizing activity around abolishing death penalty by African states.	Throughout	Yes

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- Under the overall guidance of the RR and direct supervision of the P4 (HRO) and 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 WORK<sup>1</sup>

- Expected duration of work will be four months

#### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

##### a. Academic Qualifications:

- University Degree in Law or Political Sciences. A Master's Degree would be an asset.

##### b. Years of experience:

- 3 years of progressively human rights reporting, analysis and documentation and programme work experience is required at the national, either with the Government, a National Human Rights Commission or an NGO or at international level with the United Nations, the African Union or a

<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

Sub-Regional Organization. 4 Years of experience either would be an asset. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

**c. Functional Competencies:**

Knowledge Management and Learning

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

Development and Operational Effectiveness

- ☐ Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, 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

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

**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 language of the duty station.

**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 considered for the next procurement process

**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
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	70
<ul style="list-style-type: none"> <li>Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		40
<ul style="list-style-type: none"> <li>Educational Background</li> </ul>		15
<ul style="list-style-type: none"> <li>Experience in the field, Presentation, &amp; Language</li> </ul>		15
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive<sup>2</sup> 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 <sup>st</sup> Installment	Support the organization of planned activities for NHRIs, government officials and CSOs in Ethiopia, Tanzania and Djibouti.	yes	25%
2 <sup>nd</sup> Instalment	Support the implementation of the Treaty Body Capacity Building Programme of the office in Ethiopia, Tanzania and Djibouti.	yes	25%
3 <sup>rd</sup> Instalment	Contribute to advocacy activities organized on the declaration of AU member states in accordance with Article 34/6 of the African Court on Human and Peoples' Right establishment protocol.	Yes	25%
4 <sup>th</sup> Instalment	Assist in organizing activity around abolishing death penalty by African states.	yes	25%

## 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.

<sup>2</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
  - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
  - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:
  - ☐ Sign an Individual Contract with UNDP;

- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposa:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

**Annexes** *[pls. check all that applies]:*

- ☐ CV
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)