

TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

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

- a. 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 WORK¹

- a. 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 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.

¹ 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.

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
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		40
▪ Educational Background		15
• Experience in the field, Presentation, & Language		15
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	Support the organization of planned activities for NHRIs, government officials and CSOs in Ethiopia, Tanzania and Djibouti.	yes	25%
2 nd Instalment	Support the implementation of the Treaty Body Capacity Building Programme of the office in Ethiopia, Tanzania and Djibouti.	yes	25%
3 rd 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 th 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.

Proposed Table of Contents

- 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

ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

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. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

² 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