

Terms of Reference

International Consultant to strengthen capacity on Human Rights Based Research legal review and drafting for Legal Drafters.

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	5 June 2019
Type of Contract:	Contract for Consultant (CFC)
Language required:	English
Starting Date:	10 June 2019
Expected duration of the assignment:	10 June 2019 to 15 August 2019

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women's goal in Liberia is to promote women's human rights and gender equality which are key in sustaining and furthering achievements in stability and development. In this regard, its programming in the Country is connected to four corporate priority areas: women's leadership and political participation; enhancing women's economic empowerment (WEE); engaging women in all aspects of women, peace and security (WPS) processes; advancing women's rights to live free from violence (VAW) and gender responsive governance. UN Women also coordinates and promotes the UN system's joint work in advancing gender equality.

In the framework of the WPS corporate priority area, UN Women Liberia provides support to increase the participation of women in decision making at all levels across social, political and economic spectrum including on peace and security.

With a view to advancing reconciliation processes in Liberia through the national law reform agenda and promoting parliamentary oversight, OHCHR, UNDP and UN Women have agreed to put in place a comprehensive capacity development support programme targeting not only the relevant legislative

committees¹ but also the Legislative Drafting Bureau (LDB), Legislative Budget Office (LBO), Legislative Information Service (LIS), Legal drafters at the Ministry of Justice and the Independent National Commission on Human rights Commission and the Law Reform Commission. The project envisages to strengthen capacities of relevant institutions enlisted to strengthen their oversight functions and capacities to discharge their mandate in supporting legislative reforms and strategic actions to address conflict triggers. Whilst at least sixteen (16) conflict factors have emerged in various policy related documents and conflict mapping reports, the need for strategic actions to improve national reconciliation, peace, social justice and legal reforms cannot be over-emphasised. At the same time, supporting the government to address the wanton disrespect and disregard for human rights, which has been flagged as a one of the key reasons that led Liberia to civil war (PRS page 24), promoting transitional justice processes especially related to the TRC report as well as fostering civic engagement and participation through county consultations, remain indispensable. It is in this regard that this programme takes a more holistic approach to reconciliation by undertaken activities that bring together legislative, political, economic reforms, social justice and reconciliation.

In this regard, UN Women Liberia is supporting the Government of Liberia to ensure that the drafting of all legal framework is gender responsive and human rights compliant.

In view of this, UN Women Liberia seeks to hire a Consultant, hosted by UN Women, to support the Government of Liberia to strengthen the capacity of legal drafters and develop guidelines on gender equality and HRs based research and legal review for legal drafters and members of the government's legislative research units.

Objectives of the assignment

The main objective of this consultancy is to support the staff of the Parliament to develop guidelines and tools and to strengthen the capacity of legal drafters and members of the research unit on gender and human rights based research, legal review and legal drafting.

Scope of work and tasks

Under the overall guidance and management of the UN Women Peace and Security Specialist and supervision from the Program Manager Peace and Security in collaboration with the National Legislature, the Consultant will perform the following tasks:

Task 1. Desk Review and development of the consultancy plan (approximately 12 days)

1. Conduct a desk review of existing relevant documents (Approximately 5 days; home-based);

¹These include both the Leadership Committees, Standing Committees, Ad Hoc Committees, Caucuses and International Parliamentary Bodies in the Senate, and the Statutory Committees, Standing Committees, Ad Hoc Committees, Caucuses, and International Parliamentary Bodies in the House of Representatives

2. Conduct preliminary consultations with the National Legislature, OHCHR, UNDP, UN Women, Law Reform Commission, Ministry of Justice, and Independent National Commission on Human Rights, to develop a draft plan of the consultancy (approximately 5 days; in-country) ;
3. Develop a consultancy work plan (2 days; in country);

Task 2. Facilitate workshops for key stakeholders to strengthen their capacity on women's human rights, human rights based research, and legal review and drafting of gender responsive and human rights compliant laws (approximately 24 days in country)

1. Work with key partners to identify legal drafters and members of the researcher unit and civil society to participate in workshop (1 day)
2. Assess the competency on gender and human rights based research, legal review and drafting of the support member of the National Parliament and Civil Society (3 days);
3. Develop training materials and tools, including guidelines on gender and human rights based research, legal review and legal drafting (5 days);
4. Roll out workshops to develop guidelines and to strengthen the capacity of legal drafters, researchers and specialized civil society organizations on gender and human rights based research, legal review and drafting (10 days);
5. Submit the final version of the guidelines to all stakeholders for validation and finalize the guidelines (5 days; home based).
6. Submit Final report of consultancy (2 days; home-based)

Duration of the assignment

The total duration of the assignment will be from 10 June 2019 to 15 August 2019. This includes both in country and home-based assignments.

IV. Expected Deliverables

The Consultant will produce the following deliverables:

#	Deliverables	Indicative Deadline
1	Detailed consultancy plan	17 June 2019
2	Workshops report. The report should include results achieved, recommendations and annexes such as a list of participants, questionnaires, tools, materials developed, concept note, power point presentations, pre and post tests.	29 July 2019
3	Final report of the Consultancy which will include results achieved, recommendations and the final version of the guidelines on	7 August 2019

	gender and Human Rights Based Research and legal review and drafting	
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All the deliverables, including annexes, notes and reports should be submitted in writing in English.

Upon receipt of the deliverables and prior to the payment of the first installment, the deliverables and related reports and documents will be reviewed and approved by UN Women. The period of review is one week after receipt.

V. Inputs

- UN Women will provide the Consultant listing and contacts of stakeholders relevant to the assignment;
- The Consultant is expected to work using his/ her own computer;
- UN Women will provide transportation while on mission;

VI. Performance evaluation:

Consultant's performance will be evaluated based on: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

VII. Required experience and qualifications

The Consultant should fulfill the following requirements:

a. Education

Master's degree in Gender Studies, law, social science or other related fields

b. Experience:

- At least 5 years of experience in the field of women human rights, HR based legislative drafting and research;
- Proven experience facilitating high level consultative workshops for Governmental Institutions and CSOs;
- At least 3 years of experience in providing policy advice and technical assistance on gender and human right, legislative drafting and research to government institutions;
- Prior experience in developing guidelines on Human Rights Based Research and legal review and drafting;

Language and other skills:

- Proficiency in oral and written English
- Computer literacy and ability to effectively use office technology equipment, Internet and email.

- Excellent facilitation and training skills

VIII. Submission of application

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than **5 June 2019**.

Submission of package

1. Cover letter;
2. CV, including contact information for 3 references;
3. Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including any administrative fees, based on the template in Annex 1. **The lump sum costs must be accompanied by a detailed breakdown of costs calculation.**

All applications must include (as an attachment) the CV and the financial proposal. Applications without financial proposal will be treated as incomplete and will not be considered for further processing.

Please note that only short-listed candidates will be invited to the interview.

Selected candidates will need to submit prior to commencement of work:

1. A copy of the latest academic certificate
2. UN Women P-11 form, available via <http://www.unwomen.org/en/about-us/employment>
3. A statement from a medical doctor of 'good health and fit for travel'
4. Before any travel outside of Monrovia, the consultant will need to provide proof (certificate) of "Basic and Advanced Security in the Field" (which can be accessed here: undss.trip.org)

IX. Evaluation

Applications will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allotted for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Experience and skills	90

Language and other skills	10
Total Obtainable Score	100

Only the candidates who fit the minimum requirements will be longlisted, and additional documentation may be requested. Candidates with a minimum of 70% of total points will be considered as technically-qualified candidates and will be shortlisted for potential interview.

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allotted for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Annex I: Financial Proposal

BREAKDOWN OF COSTS

Breakdown of Cost by Components:

Deliverables	Percentage of Total Price (Weigh) for payment)	Fixed price	Due Date
Detailed consultancy plan			17 June 2019
Workshops report. The report should include results achieved, recommendations and annexes such as a list of participants, questionnaires, tools, materials developed, concept note, power point presentations, pre and post tests.			29 July 2019
Final report of the Consultancy which will include results achieved, recommendations and the final version of the guidelines on gender and Human Rights Based Research and legal review and drafting			7 August 2019

The lump sum costs should include administration costs and expenses related to the consultancy. All prices/rates quoted must be exclusive of all taxes. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.

Travel costs will be directly covered by UN Women