



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

REF NO: UNDP/OHCHR /LRC/028/2019

Date: 13 August 2019

Duty Station: Monrovia, Liberia

Description of the assignment: Consultancy to Provide Technical Support to the Law Reform Commission (LRC)

Project Name: Recruitment of a National Consultant to Law Reform Commission (LRC)

Application Deadline: Tuesday, August 27, 2019

Duration: 60 WORKING DAYS

Starting date: IMMEDIATE

Contract type: Individual Contractor (National)

Languages: English

Proposals should be submitted at the following address: by email to bids.lr@undp.org

(Please include procurement notice number in the subject area) no later than Tuesday, August 27, 2019. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Office of the United Nations High Commissioner for Human Rights (OHCHR) is one of the responsible UN agencies participating in the implementation of the Liberia Multi Partner Trust Fund/ Peace Building Project in Liberia. The Office of the High Commissioner for Human Rights (UN Human Rights) is the leading UN entity on human rights. The General Assembly entrusted OHCHR with a unique mandate to promote and protect all human rights for all people. The United Nations human rights program aims to ensure that the protection and enjoyment of human rights is a reality in the lives of all

people. UN Human Rights also plays a crucial role in safeguarding the integrity of the three interconnected pillars of the United Nations – peace and security, human rights and development.

Following the closure of UNMIL in March 2018, the Office of the United Nations (UN) High Commissioner for Human Rights (OHCHR) in Liberia signed with the Government of Liberia an agreement on 1 April 2018. The agreement provides OHCHR with the mandate to promote and protect human rights through different strategies including technical cooperation arrangements, capacity building, training, awareness raising and technical assistance. Other activities include human rights monitoring, investigations, documentation and report to strengthen strategic evidenced based advocacy with government authorities and other oversight and institutional mechanism to demand for accountability, prevent impunity and promote respect for human rights and Rule of Law.

As part of the strategy on addressing impunity and promoting respect for human rights, OHCHR is implementing a project named: Advancing Reconciliation through Legislative and Civic Engagement, funded by the Liberia Multi-Partner Trust Fund (LMPTF). The project seeks among other things to identify domestic laws that are found wanting in mainstreaming human rights and civil liberties and bring such laws up to international human rights standards. This is done in collaboration with relevant national law reform and human rights institutions in the country namely- the Liberian legislature, Law Reform Commission (LRC); Independent National Commission on Human Rights (INCHR), Legal Drafting Bureau (LDB), Ministry of Justice etc.

It is upon this background that a national consultant is needed to provide technical support to the Law Reform Commission (LRC) and Legislative Drafting Bureau (LDB)- two agencies with important roles to play in law review and legislative drafting- to identify and review two domestic laws that are not human rights compliant, ensure they measure up to international human rights standard and recommend them to the legislature for amendment. Additionally, it is expected that a series of documents will be prepared, including one for each of the identified laws stating the lacunae discovered that made it fall below human rights standard, what will be included to upgrade same to international human rights standard, and recommend strategies that will be adopted to convince the Liberian legislature on the need to amend such laws.

II. Objectives of the assignment

To provide technical support to the LRC and the LDC to review two domestic laws and propose amendments of same to the Liberian legislature.

III. Methodology

The consultant should draw on varied methodologies to discharge this assignment. This includes desk research, meetings and consultations with LRC, LDC, Independent National Commission on Human Rights (INCHR)), Civil Society Organizations, OHCHR, Ministry of Justice and other agencies/bodies that can support the assignment. Apart from the two agencies benefitting from the technical support, the Consultant is expected to work closely with the INCHR.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of work

- The National Consultant will work under the supervision of the Deputy Country Representative of OHCHR Liberia and in consultation with the LRC, Legislative Drafting Bureau, and the INCHR in the following areas-
- To identify two domestic legislations that fall short of international human rights standards through series of meetings and consultations;
- To provide technical support to ensure that the identified laws are reviewed to meet up international human rights standards and brought to the attention of the Liberian law makers for amendment;
- To support the LRC and LDB to conduct three different consultative meetings with the Committees on Human & Civil Rights and any other relevant committee(s) of the Liberian legislature to brief them and get their feed-back on the laws being reviewed;
- To support the LRC and LDB to develop roadmap and strategy on how best to convince the Liberian legislature to accept the proposed laws for amendments;
- To develop and coordinate public awareness programs, information dissemination which includes public relations, advocacy and media publicity on the proposed laws for amendment;
- To conduct follow up meetings based on the reviewed laws with the relevant Committees and agencies

IV. Deliverables

IV. Impact of Results

KEY OUTPUTS

1. Reports of Meetings and Consultations to identify two laws that are not human rights compliant;
2. Report about the identified two laws highlighting the human rights lacunae;
3. Draft of the proposed amendment bills of the two laws to be sent to the Liberian legislature;
4. Evidence of awareness raising on the proposed amendment of the two laws;
5. Document containing the roadmap and strategy on how best to convince the Liberian legislature to accept the proposed laws for amendments.

VII. IMPACT

1. The evaluation exercise should seek to assess the overall contribution in identifying human rights lacunae in the two laws and providing technical support to ensure they meet international human rights standards;

2. Impact will also be made by getting the two drafts proposed amendment bill ready for submission to the legislature;
3. The contribution of the meeting sessions with the House Committees to broader legislative changes in the proposed amendment.

VIII. SUSTAINABILITY (institutionalization of human rights in policies, programmes)

1. Identify results, achievements and benefits of OHCHR support to national interlocutors in supporting peace building efforts and promoting a culture of respect for human rights.
2. Assess whether key partners and stakeholders are willing and committed to continue working on the issues addressed by OHCHR in compliance with international human rights standards.
3. Establish OHCHR effectiveness and contribution in building needed capacities (knowledge, tools, guidance and availability of resources at the national level to sustain the results achieved)

X. PERFORMANCE EVALUATION:

1. Consultant's performance will be evaluated based on- timeliness, creativity, responsibility, initiative,
2. Communication, accuracy, and quality of the products delivered.

X1. REMUNERATION

Remuneration will be determined commensurate with the Consultant's level of experience.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

REQUIRED QUALIFICATIONS AND EXPERIENCE

Academic Qualification:

- Postgraduate or other advanced university degree (at least M. Sc. or equivalent) in Law, International Development, Institutional/Organizational Development, Social Sciences or any other relevant discipline.

Experience and other skills:

- At least 5 years of professional experience in human rights or Legislative Drafting
- Demonstrated experience in human rights capacity development, notably at the systemic and institutional levels;
- Experience working with a variety of stakeholders including governments and civil society;
- Experience in researching, monitoring and reporting human rights;
- Computer literate with Strong knowledge of Micro-soft Office Suite (Word, Excel, Access, Internet Surfing, etc);
- Excellent report writing skills; good oral and written communication skills; ability to work closely with public, non-governmental, international and civil society organizations;
- Must be highly motivated and committed to work in the field of Human Rights.
- Must have strong organizational(interpersonal) and communication skills, make decision in a timely manner; the ability to communicate effectively both orally and in writing; analyze data for decision making; and the ability to gain others' support for ideas, proposals and solutions and get others to take action in order to advance work objectives; maintain high ethical/ professional standards and integrity.

Desirable

- Knowledge of International Human Rights Law
- Knowledge of the workings of the Liberian legislature

Documents to be included when submitting the proposal:

- Interested individual consultants must submit the following documents/information to demonstrate their qualifications;
- Motivation Letter describing their interest in the assignment and why they are the most suitable for the work;

CRITERIA FOR SELECTING THE BEST OFFER

Interested individual consultants MUST submit the following documents/information to demonstrate their qualifications by email ONLY to **bids.lr@undp.org** :

1. Technical Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. 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).

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight: 70%*

** Financial Criteria weight: 30%*

Only candidates obtaining a minimum of 70 points over 100 would be considered for the Financial Evaluation

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS