



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16.03.2022

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**REF No.:** IC/014/22

**Country:** Uzbekistan

**Description of the assignment:** National Consultant on communication with public

**Agency:** OHCHR

**Period of assignment/services (if applicable):** 95 working days, April - December 2022

**Duty station (City and Country):** Tashkent, Uzbekistan

### Application Process:

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents in Part 4 of Procurement Notice **no later than end of March 29, 2022** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to application at the UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=105411](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=105411) (cut and paste into browser address bar if the link does not work).

Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=89134](http://procurement-notices.undp.org/view_notice.cfm?notice_id=89134). (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (March 29, 2022) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at [www.uz.undp.org](http://www.uz.undp.org). UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org), ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

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## 1. BACKGROUND

Human rights can only be achieved through an informed and continued demand by people for their protection. Human rights education promotes values, beliefs and attitudes that encourage all individuals to uphold their own rights and those of others. It develops an understanding of everyone's common responsibility to make human rights a reality in each community.

Human rights education constitutes an essential contribution to the long-term prevention of human rights abuses and represents an important investment in the endeavour to achieve a just society in which all human rights of all persons are valued and respected.

The UN High Commissioner for Human Rights coordinates, among others, United Nations education and public information programmes in the field of human rights (General Assembly Resolution 48/141).

Advocacy of the implementation of the 4th phase of the World Programme for Human Rights Education (the Human Rights Council's resolution 39/3, 27 September 2018), with special emphasis on quality human rights education based on international standards on equality and non-discrimination, and inclusion and respect for diversity with the aim of building inclusive and peaceful societies, and to align human rights education with the 2030 Agenda for Sustainable Development and specifically with target 4.7 of the Sustainable Development Goals was outlined as Output 9 for OHCHR ROCA's annual activities for 2022.

OHCHR ROCA, for several years, has been promoting human rights education in Uzbekistan and assisting Law schools and legal profession educational institutions of Uzbekistan in designing human rights education materials, including Curriculum for the Human Rights Master Program. In December 2021, Law schools of Uzbekistan with support of OHCHR ROCA launched a Consortium of Law schools of Uzbekistan.

However, in order to disseminate human rights and ROCA activities in Uzbekistan among wider population, OHCHR ROCA plans to recruit National Consultant on communication with public until the end of 2022.

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Bachelor's degree or successful completion of special courses on communications, journalism, international law, human rights, or related fields.

#### II. Years of experience:

- At least 2 years of relevant working experience.

#### III. Competencies:

- Good knowledge of software for making video lectures;
- Knowledge of desktop publishing software (InDesign/Photoshop/etc.).
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.
- Outside-the-box thinking;
- Understanding of development issues in the country;
- Communication skills;
- Ability to work under pressure and with tight deadlines, ethics and honesty;
- Ability to use information and communication technology as a tool and resource.

#### IV. Language requirements:

- Fluency in Russian and English and Uzbek.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>1</sup> provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#))<sup>2</sup>;
- c) Brief description of **approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)

**Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. (Annex 3).

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

<sup>1</sup><https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>2</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

## 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).

#	Outputs	Due date	Instalments
1.	<b>Output 1.</b> <ul style="list-style-type: none"> <li>Prepare a video lecture on HR concept and non-discrimination (1<sup>st</sup> School for youth with disabilities)</li> <li>Prepare a video lecture on international practise on implementation of the Views of the UN Committees</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	10 April 2022	1 <sup>st</sup> instalment (10%)
2.	<b>Output 2.</b> <ul style="list-style-type: none"> <li>Prepare a video lecture on CESC (1<sup>st</sup> training with ICJ)</li> <li>Prepare a video lecture on CRPD provisions (2<sup>nd</sup> School for youth with disability)</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	29 April 2022	2 <sup>nd</sup> instalment (10%)
3.	<b>Output 3.</b> <ul style="list-style-type: none"> <li>Prepare a video lecture on right to participation</li> <li>Prepare a video lecture on advocacy of the right of PwD (3<sup>rd</sup> School for youth with disability)</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	31 May 2022	3 <sup>rd</sup> instalment (10%)
4.	<b>Output 4.</b> <ul style="list-style-type: none"> <li>Prepare a video lecture on CESC (2<sup>nd</sup> training with ICJ)</li> <li>Prepare a video lecture on HR Manual</li> </ul>	30 June 2022	4 <sup>th</sup> instalment (10%)

	Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.		
5.	<b>Output 5.</b> <ul style="list-style-type: none"> <li>• Prepare a video lecture on the role of NGOs in protection of the rights of PwD</li> <li>• Prepare a video lecture on the topic required by hiring manager</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	29 July 2022	5 <sup>th</sup> instalment (10%)
6.	<b>Output 6.</b> <ul style="list-style-type: none"> <li>• Prepare two video lectures on the topic required by hiring manager</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	31 August 2022	6 <sup>th</sup> instalment (10%)
7.	<b>Output 7.</b> <ul style="list-style-type: none"> <li>• Prepare two video lectures on the topic required by hiring manager</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	30 September 2022	7 <sup>th</sup> instalment (10%)
8.	<b>Output 8.</b> <ul style="list-style-type: none"> <li>• Prepare two video lectures on the topic required by hiring manager</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	31 October 2022	8 <sup>th</sup> instalment (10%)
9.	<b>Output 9.</b> <ul style="list-style-type: none"> <li>• Prepare two video lectures on the topic required by hiring manager</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	30 November 2022	9 <sup>th</sup> instalment (10%)
10	<b>Output 10.</b> <ul style="list-style-type: none"> <li>• Prepare two video lectures on the topic required by hiring manager</li> </ul> Monthly short written report to ROCA, addressed to the NPO in Tashkent and the RR in Bishkek on his/her activities during the two weeks' period.	27 December 2022	10 <sup>th</sup> instalment (10%)

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.

## 6. EVALUATION

### 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 (55%) and financial criteria (45%) specific to the solicitation.

\* Technical Criteria weight; [70 points]

\* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>		
<ul style="list-style-type: none"> <li>▪ Bachelor's degree or successful completion of special courses on communications, journalism, international law, human rights, or related fields</li> </ul>	20%	20
At least 2 years of relevant working experience. Working experience at international organizations is an asset. Work experience in years: <ul style="list-style-type: none"> <li>• 1 year – 15</li> <li>• 2 - years – 20</li> <li>3 and more – 25</li> </ul>	25%	25
Fluency in written and spoken Russian, Uzbek and English. <ul style="list-style-type: none"> <li>▪ English and Russian - 20</li> <li>▪ English, Russian and Uzbek – 25</li> </ul>	25%	25
<u>Financial offer</u>	35%	30

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

**ANNEX 3- [OFFEROR'S LETTER TO UNDP](#) CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**