



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**IRQ10/IC-046/14- International Consultant (Independent Board of Human Rights)-IBHR**

Date: 22<sup>nd</sup> September 2014

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**Description of the assignment: Procurement of Individual Contractor: Independent Board of Human Rights (IBHR)**

**Type of Consultancy: international**

**Duty Station: Kurdistan Region, Erbil, Iraq**

**Period of assignment/services: 01 October 2014 to 31 December 2014**

**Estimated Starting Date: 01 October 2014**

Proposals should be submitted to the following e-mail address no later than COB **03 October 2014 17:00 hrs (Iraq time : +3 GMT)**: [ic3.undp.iq@undp.org](mailto:ic3.undp.iq@undp.org).

*(It is a MUST to indicate the Procurement Notice Number in the e-mail subject box).*

*Any request for clarification must be sent to the above e-mail address.*

*The Procurement Unit will respond by mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate.*

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### **1. Objectives:**

Good practices successfully experimented in other countries suggest the hiring of a consultant ideally a practitioner already working in a similar Human Rights Institution in another country to assess the expected needs of the Institution in the short medium and long term.

### **2. Background and Purpose:**

#### **Independent Board of Human Rights (IBHR):**

In 2010 steps were taken to create an independent national human rights institution. In May 2010 the Kurdistan Regional Parliament passed a law (Law no. 4/2010) formally establishing an Independent Board of Human Rights in the Kurdistan Region (IBHR) replacing the former KRG Ministry of Human Rights and taking over all of its staff and property. The law specifies that:

- The Board will be answerable to the Kurdistan Parliament, will be headquartered in Erbil, and will have the right to open branches in the other governorates.

- The overall purpose of the Board is to enhance respect for and protection of human rights in accordance with international human rights law and standards, and to raise awareness about human rights.
- The head or president (Sarok) of the Board will be selected by the Council of Ministers of the Kurdistan Region, subject to approval by the Kurdistan Regional Parliament.

Based on the law in its current form, the Board is a government-affiliated body rather than an independent human rights institution in accordance with the Paris Principles on human rights institutions set down in UN General Assembly resolution 48/143 (1993).

Article 4 of the law lists a range of responsibilities for the Board, including:

- Advising concerned ministries and departments about human rights;
- Advancing a culture of respect for human rights;
- Ensuring that the laws of the Kurdistan Region comply with international human rights principles;
- Evaluating state compliance with human rights law;
- Preparing reports and convening seminars and meetings on human rights;
- Monitoring and reporting on the human rights situation in prisons, detention centers, shelters and other such centers;
- Receiving, investigating and acting on complaints about human rights violations;
- Co-operating with non-governmental and civil society organizations which are engaged with human rights issues;
- Co-operating with international human rights organizations and other institutions to represent the Kurdistan Region in international conferences and meetings on human rights;
- Preparing an annual report on the human rights situation in the Kurdistan Region.

In November 2013 an Annual Working plan has been drafted and the Board agreed to focus on the following priorities:

- Raising awareness on Human Rights through the improvement of educational structures;
- Promoting the role of women in public life;
- Reducing Domestic Violence and enhancing protection for female victims of violence;
- Enhancing participation of Youth and Children;
- Advancing legislation to abolish the death penalty.

### **3. Scope of Work:**

#### **Implementation:**

##### **IBHR:**

- a) Reviewing of the current Action Plan for 2014.
- b) Reviewing the organizational structure of the Board; and propose a comprehensive and inclusive structure in line with the Board mandate.
- c) Develop Terms of References for departments, offices within the Board and identify the human resources capacity needed.
- d) Assess the capacity needed for the IBHR and outline relevant training programme targeting the core technical and administrative staff.
- e) Assess the development of outreach and communication strategy for the IBHR.
- f) Assist the IBHR in identifying priority and thematic areas for work.

- g) Developments of strategic action plan for the coming two years along with timeframe and budget.
- h) Establish and create case management capacity within the IBHR that includes, enhancing the capacity of the staff to receive cases, investigate violations, documentation of the case and report writing.
- i) Assist IBHR to design a capacity development needs during crises, particularly for IDPs and Refugees.
- j) Assist IBHR to create a good coordination mechanism among Government and non-government institutions.

#### 4. Expected outputs

The consultant will work under the overall guidance of and report to the Programme Manager.

The consultant will be conducting overall assessment of the capacity of the IBHR and assist UNDP to define relevant and adequate areas for support. The consultant will review the existing data conduct and conduct meetings and interviews with all relevant stakeholders.

The consultant will be responsible for delivering a comprehensive needs assessment report for IBHR that includes:

- a) An overall review of the organizational structure of the IBHR. Proposed sound structure at center and provincial levels.
- b) Identify capacity needed to reinforce the proposed structure in addition to development of Terms of References for departments and offices.
- c) Development of priority and focused areas for work.
- d) Development of strategic action plan that includes outreach and communication strategy and establish capacity to implement the proposed action plan.
- e) Train the technical and core staff on investigation, case management, and report writing.

The assignment will be supported, administratively and logistically by UNDP.

#### 5. Deliverables

##### Expected Outputs and Deliverables

Deliverables	Output	Location	Target Date	Payment Percentage
<b>IBHR:</b>				
<b>a.</b> Comprehensive assessment report reviewing and proposing organizational structure.	• Assessment report		15 <sup>th</sup> Oct.14	
<b>b.</b> Clear and well defined thematic and priorities.	• Two years strategic action plan with budget timeframe and resources needed.	Erbil, Iraq	30 <sup>th</sup> Oct 14	70 %
<b>c.</b> Strategic action plan, outreach and communication strategy.	• Outreach and communication strategy		15 <sup>th</sup> Nov 14	
<b>d.</b> Training of X technical and core staff of the IBHR on investigation, report writing, case management.				

	<ul style="list-style-type: none"> <li>3 Training courses on Investigation, case management and report writing.</li> </ul>		15 <sup>th</sup> Dec 14	30 %
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## 6. Duration of Assignment:

Consultant will provide 66 working days of service. The individual contractor will commence his/her first phase of assignment starting from Oct to January, 2015.

## 7. Payment Schedules:

Payment will be made in two installments upon certification by the Project Manager according to following schedules:

Installment	Amount	Date
1 <sup>st</sup>	70%	15 Nov, 2014
2 <sup>nd</sup> (Final)	30%	15 Dec, 2014

**Time and Method of payment:** Within 30 days from receipt of invoice, based on the Payment Percentage as presented in the deliverables table on provision of satisfactorily performance and certification of payment by the direct supervisor.

## 8. Travel Plan:

One round trip from Home Base to Erbil, Iraq per the below table.

#	Country / City	Total of travels	Duration	Working Days
1	Erbil, Iraq	1 Round Trip	Three Month	66 WD
<b>TOTAL</b>				<b>66 WD</b>

The consultancy will be based in Erbil with one round trip from home base to Erbil.

## Suggested Level:

- Complexity and Degree of Specialization: Expert Consultant
- Post: International Consultant.

**Qualifications and Requirements:****Education: (Score weight 30%)**

- PHD or Master in Law, International Relations, Social Sciences, or related fields.

**Work Experience: (Score weight 40%)**

- 15 years of Experience in writing analytical research reports/ project reports/consultancy reports.
- Previous work experience with National Human Rights Commissions is required.

**Skills: (Score weight 20%)**

- Experience in developing and implementing communications strategies for parliaments and other government institutions
- Knowledge of UNDP results-based management

**Language: (Score weight 10%)**

- Fluency in English both written and spoken.
- Fluency in Arabic both written and spoken/or Kurdish will be an asset.

**Competencies:****Core Competencies:**

- Ethics and Values;
- Organizational Awareness;
- Developing and Empowering People / Coaching and Mentoring;
- Working in Teams;
- Communicating Information and Ideas;
- Self-management and Emotional Intelligence;
- Conflict Management / Negotiating and Resolving Disagreements;
- Knowledge Sharing / Continuous Learning;
- Appropriate and Transparent Decision Making.

**Functional Competencies:****Job Knowledge and Technical Expertise:**

- Ability to produce well written reports demonstrating analytical ability and communication skills;
- Ability to work with the organization commissioning the evaluation and with other evaluation; stakeholders to ensure that a high quality product is delivered on a timely basis;
- Knowledge of issues concerning local governance;
- Facilitation skills and ability to manage diversity of views in different cultural context.

**Location:** Erbil, Iraq.

**Reporting:** Project Manager- Rule of Law, Human Rights & Access to Justice

**Office Facilities:**

- The consultant is required to work as well in the premises of the Independent Board of Human Rights in the Kurdistan Region of Iraq.

**9. Financial proposal:**

This TOR is based on a lump sum contract. 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).

A breakdown of this lump sum amount (including travel, per diems) is to be provided by the IC candidate. Total Fees: ***Please use Annex 3 – Financial proposal form.***

All necessary information including: Complete Terms of Reference, The Selection Criteria, and Annexes are found on the following link under Procurement

[http://www.iq.undp.org/ProcurementNotices\\_Overview.aspx](http://www.iq.undp.org/ProcurementNotices_Overview.aspx)

Proposals should be submitted to the following e-mail address no later than COB 03 August 2014 (Iraq Time +3GMT):  
lc3.undp.iq@undp.org.

**Annexes:**

**Annex 1 – Offeror's Letter**

**Annex 2 – P11**

**Annex 3 - Price Schedule Sheet.**

**Annex 4 – Minimum Requirements.**

**Annex 5 – Individual Consultant General Terms and Conditions**