



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL CONSULTANT

NATIONAL CONSULTANT FOR THE SOGIR AFRICA PROJECT

Date: 19 Aug 2016

Procurement Notice No.: IC/TZA/2016/UNDP- 044
Duty Station: Home-Based
Eligibility: National Consultant

Description of the assignment

- Conducting a desk review¹ and producing a preliminary analysis² of human rights obligations, resolutions, conventions, punitive/protective laws, regulations, policies and programmes, and recent and ongoing law reform initiatives, access to justice etc. related to sexual orientation, gender diversity and rights in Africa.
- Developing background materials, concept notes, presentations and agenda for the country roundtables
- Assisting in moderating/facilitating national Roundtables
- Taking detailed record of the discussions at the Roundtable and produce a proceeding
- Incorporating the issues, main points and recommendations of the Roundtable to the preliminary national analysis and producing draft country reports
- Supporting the NSC to develop a dissemination plan for the country report

Project name: NATIONAL CONSULTANT FOR THE SOGIR AFRICA PROJECT

Period of assignment/services: 30 Working Days

Separate technical and financial proposals detailing understanding of the TOR, Assignment methodology and work plan should be submitted through; icprocurement.tz@undp.org not later than Wednesday 31 Aug 2016 at 13:00 hrs. (Local time):

IMPORTANT NOTE:

The reference of the IC Procurement Notice No. **IC/TZA/2016/UNDP-044 (National Consultant for the Sogir Africa Project)** should be indicated on all correspondences.

¹ The preliminary analysis is expected to be based mainly on desk review of available documents. However, the national consultant may need to conduct limited collection of primary qualitative data through interviews to fill critical information gaps that are necessary inputs for the roundtable meeting.

² The preliminary analyses as well as the final country reports will be based on an outline to be developed by the Regional Technical Reference Group.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: tenders.tz@undp.org. UNDP Tanzania will respond in writing or by standard electronic mail to the requestor and share the answer with all invited offerors without identifying the source of inquiry. Please Quote/Ref/: **IC/TZA/2016/UNDP-044 (National Consultant for the Sogir Africa Project)** in all inquiries.

1. BACKGROUND

The United Nations Development Programme (UNDP) and the Office of the United Nations High Commissioner for Human Rights (OHCHR) are implementing an 18 months project for Africa, with specific country-level focus in Senegal, Tanzania and Zambia, Uganda, Nigeria and Cameroon as well as regional activities targeting a broader set of countries. The project has been designed to contribute to the reduction of human rights violations, inequalities and exclusion experienced by people of diverse sexual orientation and gender identity (SOGI). The proposed project aims to strengthen the evidence base, develop advocacy capacity and public information materials, and convene regional and national dialogues that bring together national decision makers from the executive, legislative and judiciary branches of government with civil society organizations, their allies and other stakeholders. The project draws on UNDP's work on human rights in Africa in the context of HIV and experience in designing and implementing a similar ground-breaking regional initiative. The project also draws on OHCHR's experience and lessons learned from its innovative Free and Equal global public information campaign.

The joint project implements different activities at national and regional level. National level activities include identification of partner organizations, producing a preliminary country situation analysis, conducting a national round table meeting and producing a country report on situation of sexual orientation and gender identity and rights. A National Steering Committee (NSC) will oversee implementation of the project activities. This ToR is developed to guide the work of a national consultant who will support implementation of the national level activities.

2. DUTIES AND RESPONSIBILITIES

For detailed information on the tasks to be performed and expected deliverables, please refer to the Terms of Reference (TOR) attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

Academic Qualifications:

Education:

- Advanced Degree (Master's) in Human Rights, Law, Gender, Social Science, Social Policy, public health or other related fields.

Experience:

- Minimum of 8 years of professional experience in social policy, human rights, and HIV
- Specialized expertise in access to justice and human rights for people of diverse sexual orientation and gender identity
- Strong and proven experience in planning, implementing and monitoring HIV and health interventions for people of diverse sexual orientation and gender identity
- Demonstrated experience in conducting research on issues related to human rights HIV, health, and sexual orientation and gender identity
- Excellent, research, analysis, writing and presentation skills
- Experience on human rights, public health and HIV
- Familiarity with SOGI networks and organizations

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

NOTE: Technical and Financial Proposals must be submitted separately. The two must NOT be combined.

i. TECHNICAL PROPOSAL

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

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

1. **Personal CV** including past experience in similar projects and at least 3 references with valid contact details (Please clearly indicate names, valid telephone numbers and e-mail addresses of referees).

ii. FINANCIAL PROPOSAL

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 (For detailed payment schedule, please refer to the TOR attached). 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.**

Travel:

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expense should be agreed upon, between the respective Business Unit and individual Consultant, prior to travel and will be reimbursed.

5. EVALUATION METHOD

Individual Consultants will be evaluated based on the following methodology:

Cumulative Analysis:

The contract will therefore be awarded to the Individual Consultant whose offer has been evaluated and determined as both:

- a) Responsive/compliant/acceptable, and

b) Having received the highest score out of the 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 49% points in the technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical :	<u>70%</u>	<u>70</u>
<ul style="list-style-type: none">Advanced Degree (Master's) in Human Rights, Law, Gender, Social Science, Social Policy, public health or other related fields	15	15
<ul style="list-style-type: none">Minimum of 8 years of professional experience in social policy, human rights, and HIVSpecialized expertise in access to justice and human rights for people of diverse sexual orientation and gender identity	25	25
<ul style="list-style-type: none">Proposed methodology	30	30
Financial :	<u>30%</u>	<u>30</u>

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS


Yahya Ba
Deputy Country Director (O)