**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

**NATIONAL CONSULTANT**

**REF NO:** **-UNDP/UNWOMEN/SPOTLIGHT/031/2019**

**UN WOMEN SPOTLIGHT Dissemination and Roll Out of Prevention Strategy**

Date: September 4 2019

**Duty Station**: Monrovia, Liberia

**Description of the assignment:** **Call For Proposal For the Dissemination and Roll Out of the Comprehensive Prevention Strategy**

**Project Name**:  **Dissemination and Roll Out of the Comprehensive Prevention Strategy**

**Application Deadline:** **Thursday, September 19, 2019**

**Duration: 02 October 2019 – December 15 2020**

Starting date: **IMMEDIATE**

**Contract type**: Individual Contractor (National)

Interested proponents may obtain further information by contacting this email address: [procurementrequest.liberia@unwomen.org](mailto:procurementrequest.liberia@unwomen.org)

Languages: English

Annex B1 - Call for Proposal (CFP) Template

**CFP No. EU/UN Spotlight Initiative 006-2019**Section 1 – CFP letterUNWOMEN plans to engage an (Implementing Partner/Responsible Party) as defined in accordance with these documents. UNWOMEN now invites sealed proposals from qualified proponents for providing the requirements as defined in the UNWOMEN Terms of Reference. Proposals must be received by UN WOMEN at the address specified not later than 5:00 GMT on September 18, 2019.

This UNWOMEN Call for Proposals consists of six sections and a series of annexes that will be completed by proponents and returned with their proposal:

CFP section 1: CFP letter (this document)

CFP section 2: Proposal data sheet

CFP section 3: Instructions to proponents

CFP section 4: UNWOMEN Terms of Reference

CFP forms to be returned (mandatory):

Annex B1-1 Proposal/no proposal confirmation form

Annex B1-2 Mandatory requirements/pre-qualification criteria

Annex B1-3 Technical proposal submission form

Annex B1-4 Financial proposal submission form

Annex B1-5 Resumes of proposed team members

Annex B1-6 Capacity Assessment Checklist

Interested proponents may obtain further information by contacting this email address: [procurementrequest.liberia@unwomen.org](mailto:procurementrequest.liberia@unwomen.org)

**1. BACKGROUND**

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| Call for Proposal (CFP)  **CFP No. EU/UN Spotlight Initiative 006 - 2019**  Section 3: Instructions to proponents   1. Introduction    1. UNWOMEN invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UNWOMEN requirement for (Implementing Partner/Responsible Party).    2. A description of the services required is described in CFP Section 4 -Terms of Reference.    3. UNWOMEN may, at its discretion, cancel the services in part or in whole.    4. Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UNWOMEN prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.    5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected.In exceptional circumstances, UNWOMEN may solicit the proponent’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.    6. Effective with the release of this CFP, all communications must be directed only to UNWOMEN Procurement Liberia by email at [procurementrequest.liberia@unwomen.org](mailto:procurementrequest.liberia@unwomen.org). Proponents must not communicate with any other personnel of UNWOMEN regarding this CFP.   . |

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

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| * **Scope of work** * The National Consultant will work under the supervision of the Deputy Country Representative of OHCHR Liberia to perform the following tasks- * To develop Human Rights Checklist in consultation with OHCHR and INCHR for the Liberian Legislature; * To develop Gender Checklist in consultation with UN Women and INCHR for the Liberian Legislature; * To document best practices and lessons learnt from selected countries on the use of Human Rights and Gender checklist by their legislature; * To support the INCHR to conduct three different consultative meetings with the Committees on Human & Civil Rights and any other relevant committee(s) of the Liberian legislature on the use of Human Rights and Gender Checklist and lessons learnt in other countries; * To develop and coordinate awareness programs, information dissemination which includes public relations, advocacy and publicity targeting both members of the Senate and House of Representatives on the developed Human Rights and Gender checklists * To conduct follow up meetings based on the developed Human Rights and Gender checklists. |

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| **IV. Deliverables** |
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| **V. KEY OUTPUTS**   1. The Human Rights Checklist 2. The Gender Checklist; 3. Documented best practice and lessons learnt from other jurisdictions in use of Human Rights and Gender Checklist; 4. Evidence of awareness raising of the checklists among the Legislators; 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 developing the Human Rights and Gender Checklists for the Liberian legislators; 2. Impact will also be made by getting both chambers of the Liberian legislature to adopt the checklists as part of their legislative process; 3. The contribution of the meeting sessions with the House Committees/members of the legislature to broader legislative changes using the checklists.   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**

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| XII. **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, Gender 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, Gender mainstreaming, 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 * Knowledge of Women and Gender Issues   **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; |

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| **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**

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| * **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**

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| 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**