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ETHIOPIA

**TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANTS (IC)**

GENERAL INFORMATION

Services/Work Description: Human Rights Monitors in Humanitarian Context

Project/Program Title: Protection Monitoring -EHF

Post Title: National Consultant (NC)/Human Rights Officer

Firms are not eligible for this consultancy assignment

Consultant Level: Level A (Junior Specialist)

Duty Station: West Guji, Jigjiga, Wollega, Central Gondar, Ethiopia.

Expected Places of Travel: The position is field based and required field travel as required

Duration: Six months

No. of Required Consultant: 7 (Seven)

Expected Start Date: Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Office of the High Commissioner for Human Rights- East African Regional Office (OHCHR-EARO) has planned various activities including monitoring and advocacy on human rights development for the year 2020 and 2021 to advance the promotion and protection of human rights in Ethiopia.

In the aftermath of the ethnic based violence different parts of the country in 2018 and 2019 West Guji and Gedeo zones has the highest number of an internal displacement people (IDP) followed by Somali region, East and West Wollegas zones, Kamasi zone, and Gondar of Amhara region. In April 2019, the Government of Ethiopia asked all the IDPs to return their areas of origin without proper consultation and Participation. Government claimed that majority of IDPs have been returned to their areas of origin, However, the humanitarian actors found difficulty to provide assistance and basic services as the returnees are scattered. The returnees are reportedly facing challenges on safety and security, access to basic services like food, shelter, NFI, wash, health and education, replenishment of lost documents, access to their property and accountability of lost property and lives. Ethnic based violence is continued in other parts of the Ethiopia and resulted displacement and

protection issues observed during last quarter of 2019. OHCHR along with other protection partners in cooperation with the government will conduct protection monitoring in the areas of return in West Guji, Gedeo, East and West Wolegas, East Hararge, Kamasi, Gondar zones and Fafan, and Siti Zones of Somali region. The protection monitoring will be linked with protection services provided on the ground.

Human rights/protection monitoring in the context of internal displacement and returnee involves collecting, verifying and analyzing information in order to identify violations of rights, protection threats and risks encountered by IDPs and returnees for the purpose of informing effective responses. Protection monitoring seeks to identify and measure events, trends and changes in the protection situation over a period of time. Protection monitoring includes considerations of gender and age and any other individual or collective characteristic vis-à-vis risks of and violations of rights and protection threats and risks encountered. Protection monitoring will potentially contribute to ensuring access to basic services, accountability on alleged human rights violations, the prevention, mitigation and response to gender-based-violence.

Its objective is to assist and guide evidence-based action by relevant national, regional and international actors in order to ensure the full respect and protection of the rights of IDPs and returnees. These actions will include specific interventions on behalf of individuals and or groups, the planning and implementation of humanitarian assistance operations or protection interventions and advocacy or other activities by relevant stakeholders.

II. SCOPE OF THE WORK

Under the overall guidance of the Regional Representative of the United Nations Office of the High Commissioner for Human Rights (OHCHR) Regional Office for Eastern Africa (the Office) based in Addis Ababa, Ethiopia, and under the direct supervision of the OHCHR human rights officer (HRO) consultants will be responsible for the day-to-day monitoring the human rights situations in West Guji, East Harerge, Gondar, Somali region and East and Weest Wollega and Kamashi Zones refer the identified cases to the respective service providers, report to OHCHR regional office etc. Among the seven consultant one consultants is assigned the role of a team leader who will coordinate the monitoring, referral, advocacy and report writing in close collaboration with HRO. The consultants are performing the following tasks along with the protection monitoring team:

Responsibility:

- Protection monitoring will focus on priority kebeles and Woredas which will be regularly updated by the monitoring team(s) on the basis of information to be gathered through the local coordination platforms that includes local government structures;

- The protection monitoring team(s) will visit one or two sites returned or collective centers a day, depending on size of site/centers, distance between locations, and the security situation from Monday to Thursday;
- The monitoring team will analyse the information and identify the protection needs and alleged human rights violations and refer to respective service providers including government authorities.
- On Fridays, the monitoring teams will conduct an analysis on the basis of the information gathered, draft a report and propose further actions for follow-up, as needed.
- Protection mainstreaming and working with other clusters that provide feedback to the Protection Cluster on challenges in order to implement targeted monitoring and advocacy.

Other activities will include:

- Establishing and maintaining coordination with a governmental focal point (liaison) in each Woreda and Zone with returnee population;
- Participate on awareness sessions and trainings for the authorities, IDPs/returnees, and host communities;
- Supporting the establishment and training for community members on referral pathways, including GBV, Child Protection and Human Rights.
- Referring identified cases in need of protection response, as per referral pathways, where case management systems already exist, and helping the establishment of systems, where they do not yet exist;
- Document alleged human rights violations and provide advice to contact responsible authorities upon the request of the survivor and victims.
- Follow up action on the referred cases with authorities upon consent of victims/survivors.
- Identifying of child protection concerns and refer them to the service providers
- Support the establishment of a complaints and feedback mechanism in coordination with the PSEA network. A feedback mechanism predicated on a bottom-up approach where complaints are channeled through elders and Kebele leaders should also be considered.
- Carry out any other assigned work by head of office.

III. EXPECTED OUTPUTS AND DELIVERABLES

- a. Prepare and organize field mission along with the protection cluster protection monitoring team to monitor the alleged human rights violations and protection gaps and challenges faced by IDP and returnees.
- b. Draft field mission report weekly basis and share with OHCHR regional office, Addis Ababa
- c. Support and facilitate training human rights/ protection for interlocutors.
- d. Organize human rights sensitization for community members.
- e. Provide input to talking points for regional representatives and HRO for different meeting as required.
- f. Support and provide technical assistance to the protection cluster as well as other cluster members on mainstreaming protection.
- g. Contribute to the Protection cluster report to be submitted to the HCT, donors and other relevant interlocutors.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Prepare field mission report, weekly report and thematic report and share with OHCHR regional office, Addis Ababa on timely manner.	10 days	OHCHR Regional Office
2	Facilitate and organize training and sensitization on human rights/ rights of IDPs/returnees for interlocutors.	15 days	OHCHR regional Office
3	Support and provide technical assistance to the protection cluster as well as other cluster members on mainstreaming protection	20 days	OHCHR regional Office
4	Contribute to the Protection cluster reports (5Ws, Monthly and other) to be submitted to the HCT, donors and other relevant interlocutors.	5 days	OHCHR regional office
5	Contribute to the Protection cluster report to be submitted to the HCT, donors and other relevant interlocutors.	5 days	OHCHR regional Office
6	Prepare and organize field mission along with the protection cluster and protection mandate holder's organizations protection monitoring team to monitor, identify and refer them to service providers on alleged human rights violations and protection gaps and challenges faced by IDP and returnees.	45 days	OHCHR Regional Office

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance of the RR and direct supervision of the HRO, the Consultants contribute on effective monitoring, reporting and advocacy on human rights violations, protection gaps and risk in consistent with UN rules and regulations. The consultants will also contribute to the protection clusters effort to mainstream protection into other clusters.

VI. DURATION OF THE WORK¹

- a. Expected duration of work will be six months.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

An advanced university degree (Master's Degree or equivalent) preferably in law, political science, international relations or other disciplines related to human rights is required. A first level university degree in combination with two additional years of relevant qualifying experience may be accepted in lieu of the advanced university degree. Sound knowledge and understanding of the Human Rights, standards, its Mechanism and the Right-based Approaches would be an asset. Knowledge and working experience with national stakeholders, especially with community, community based organization on human rights issues and experience in monitoring and reporting is highly desirable. Female candidates are encouraged to apply

b. COMPETENCIES:

- ❑ Demonstrates commitment to UN's mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Other Competencies:

- ❑ Experience with project management, protection and/or human rights monitoring in the field;
- ❑ Report writing skills for qualitative and quantitative information. Statistical analysis skills will be considered an advantage.
- ❑ Practical field experience in remote and isolated regions of Ethiopia an added value;
- ❑ Flexibility and adaptability to a rapidly changing operational environment;
- ❑ Excellent inter-personal and networking skills required.
- ❑ Good communication skills

c. Language and other skills:

- Fluency in English and Amharic are required. Knowledge on Oromifia, Somali, and other local language is added value.

d. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Good communication skills

Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

OHCHR will collect the CVs qualified Individual Consultant. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - Technical Criteria weight is 70%;
 - Financial Criteria weight is 30%;

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		40
<ul style="list-style-type: none"> ▪ Experience in the field 		15
<ul style="list-style-type: none"> ▪ Educational Background & Language 		15
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The Consultant will indicate the cost of services for each deliverable (an all-inclusive lump-sum contract amount) when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Prepare field mission report, weekly report and thematic report and share with OHCHR regional office, Addis Ababa on timely manner.	yes	16%
2 nd Instalment	Facilitate and organize training and sensitization on human rights/ rights of IDPs/returnees for interlocutors.	Yes	16%
3 rd Instalment	Support and provide technical assistance to the protection cluster as well as other cluster members on mainstreaming protection	Yes	17%
4 th Instalment	Contribute to the Protection cluster reports (5Ws, Monthly and other) to be submitted to the HCT, donors and other relevant interlocutors.	yes	17%
5 th Instalment	Provide input to talking points for regional representatives for different meeting as required.	Yes	17%
6 th Instalment	Prepare and organize field mission along with the protection cluster and protection mandate holder's organizations protection monitoring		

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
	team to monitor, identify and refer them to service providers on alleged human rights violations and protection gaps and challenges faced by IDP and returnees.	Yes	17%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed Table of Contents. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of OHCHR Regional Office.