

TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Recruitment of International Consultant for Human Rights and Communications Analyst
Project/Program Title:	Development and implementation of strategic policies and programmes for human rights promotion and protection in Ethiopia
Post Title:	International Consultant (IC)
Consultant Level:	Level B
Duty Station:	Addis Ababa, Office of OHCHR-EARO
Expected Places of Travel:	As required
Duration:	One year
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

The Office of the United Nations High Commissioner for Human Rights (OHCHR) is mandated to promote and protect the enjoyment and full realization, by all people, of all rights established in the Charter of the United Nations and in International Human Rights Laws and Treaties. OHCHR supports the strengthening of human rights and human rights-based approaches in development, cooperation and programming as a further step towards the realization of human rights as laid down in the Universal Declaration of Human Rights. The Office works closely with The UN Country Team in Ethiopia in mainstreaming human rights in the work of UN agencies, funds and programmes. The office also engages with national institutions and actors on technical assistance and capacity building options for integrating human rights into national policies and programmes, drawing from worldwide best practices.

The Government of Ethiopia recently developed and adopted the second phase of its National Human Rights Action Plan (NHRAP II), to be implemented from 2017 – 2021. The NHRAP II is a key document that will guide the GoE for the next five years in the promotion, protection and fulfilment of human rights, including the implementation of international human rights mechanisms adopted by the country, such as the Universal Periodic Review (UPR).

With this in mind, OHCHR- EARO would like to recruit a Human Rights Communications Analyst/Associate on a consultancy basis to support the development and implementation of strategic policies and programmes for human rights promotion and protection in Ethiopia. The Individual Contractor will also assist UN partner agencies, the AU, CSO's and national institutions with programming, project and communications support to help identify early warning signs of conflict and conflict resolution in Ethiopia and throughout the region.

II. SCOPE OF THE WORK

Under the general supervision of the Regional Representative and under direct supervision of the Regional Gender Adviser, the scope of the work of the Individual Contractor will be the followings.

- Support the implementation of human rights projects in countries covered by the Office of the High Commissioner of Human Rights – East Africa Regional Office.
- Develop regional and continental materials on human rights mainstreaming in programmes, policies, and assist OHCHR – EARO to develop related promotional and communication materials.
- Contribute to the development of communication products including but not limited to Bi-Monthly Newsletters etc.
- Contribute to the mainstreaming of gender into national, regional and continental policies as a crosscutting issue.

- Assist EARO in strengthening collaboration between UN Human Rights Mechanisms and AU Regional Human Rights Mechanisms (ACHPR, CERWC, AfCHPR, PAP, APRM etc.)
- Contribute to strengthening good working relations between EARO and national partners working on human rights issues, especially CSOs, the Judiciary, National Human Rights Institutions and UN Agencies.
- Support and contribute to reporting obligations and other submissions of the Regional Office to OHCHR HQ.
- Contribute to EARO's work with UN and CSO partners to ensure human rights-based approach in the planning and implementation of country-based initiatives/projects.
- Assist in the preparation of periodic reports to the General Assembly, Security Council, and the Human Rights Council.
- Assist in the development of a database and website for CSO's.
- Perform other duties as required by the Head of the Regional Office;

OBJECTIVE OF THE CONSULTANCY

- Ensure the integration of Human Rights based approach (HRBA) in the work of the UN, agencies, funds and programmes, the Government, the Human Rights Commission and Civil Society Organizations.
- Assist the Ethiopian Government to implement the recommendations made by the Universal Periodic Review (UPR) of the UN Human Rights Council, and other treaty bodies.
- Promote visibility of OHCHR-EARO through social media, website etc.
- Ensuring the continuous publication of the Bi-Monthly Newsletter to improve visibility of the Office while reporting critical human rights matters.
- Support in the implementation of the UN Youth Strategy 2030.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Develop regional materials on human rights situation in the region	Throughout	Yes
2	Contribute to the development of communication products including but not limited to Bi-Monthly Newsletters etc.	Throughout	Yes
3	Assist in the development of a database and website for CSO's	Throughout	Yes
4	Support and contribute to reporting obligations and other submissions of the Regional Office to OHCHR HQ	Throughout	Yes
5	Ensure the continuous publication of knowledge management materials to improve visibility of the Office	Throughout	Yes
6	Promote the work of the Office	Throughout	Yes
7	Research and draft updates on the human rights situation at the continental level	Throughout	Yes
8	Mainstream human rights in programmes, policies	Throughout	Yes
9	Assist OHCHR – EARO to develop related promotional and communication materials	Throughout	Yes
10	Take the lead in developing a website for OHCHR-EARO	Throughout	Yes
11.	Liaise with the Press and the media on the Office's activities	Throughout	Yes
12	Document and keep abreast on critical human rights issues that have an impact on the mandate of the office	Throughout	Yes

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance of the RR and direct supervision of the Regional Gender Adviser the Individual Contractor ensures effective delivery of the Regional Office (RO) programme by managing data and supporting programme implementation consistent with UN rules and regulations.

VI. DURATION OF THE WORK¹

Expected duration of work will be one year

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Academic Qualifications:

Education: Advanced University Degree (Masters or Equivalent) in International Studies with emphasis on Human and Women's Rights. A combination of relevant academic qualifications and practical experience such as an Internship in Human Rights is highly desirable.

Experience: At least 6 months of progressively responsible experience in human and women's rights as well as humanitarian work. Experience collaborating with other UN partners and the AU is a plus.

Language: Proficiency in English, with good working knowledge of an additional UN Language is desirable.

Functional Competencies:

Knowledge Management and Learning

- ☐ Shares knowledge and experience
- ☐ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- ☐ Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- ☐ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- ☐ Good knowledge of Results Management Guide and Toolkit

Leadership and Self-Management

- ☐ Focuses on result for the client and responds positively to feedback
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Remains calm, in control and good humored even under pressure
- ☐ Demonstrates openness to change and ability to manage complexities

Corporate Competencies:

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

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.

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.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual contractors is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- 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:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	40%	40
▪ Educational Background	15%	15
• Experience in the field, Presentation, & Language	15%	15
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive² lump sum contract amount** when applying for this consultancy. The consultant will be paid **based on the effective UN exchange rate (where applicable), and** 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 Instalment	Develop regional and continental materials on human rights mainstreaming in programmes, policies, and assist OHCHR – EARO to develop related promotional and communication materials.	yes	10%
2 nd Instalment	Contribute to the development of communication products including but not limited to Bi-Monthly Newsletters etc.	yes	8%
3 rd Instalment	Assist in the development of a database and website for CSO's	Yes	8%
4 th Instalment	Support and contribute to reporting obligations and other submissions of the Regional Office to OHCHR HQ	yes	10%
5 th Instalment	Ensure the continuous publication of knowledge management materials to improve visibility of the Office while reporting critical human rights matters.	Yes	8%

² The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
6 th Instalment	Promote the work of the Office and liaise with the Press on Office's activities	Yes	8%
7 th Instalment	Research and draft updates on the human rights situation at the continental level	Yes	8%
8 th Instalment	Mainstream human rights in programmes, policies	Yes	8%
9 th Instalment	Assist OHCHR – EARO to develop related promotional and communication materials	Yes	8%
10 th Instalment	Take the lead in developing a website for OHCHR-EARO	Yes	8%
11 th Instalment	Liaise with the Press and the media on the Office's activities	Yes	8%
12 th Instalment	Document and keep abreast on critical human rights issues that have an impact on the mandate of the office	Yes	8%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD)/IC Procurement Notice attached 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 Contractor 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 UNDP.