

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Consultant to study on the human rights situation of communities living in resettlement sites in Cambodia and Draft guidelines on evictions and resettlements.
Cluster/Project:	Economic and Social Rights Unit, OHCHR
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Homebased
Expected Place of Travel:	N/A
Contract Duration:	55 days (from 27 April – 30 June 2020)

2. Project Description

OHCHR Cambodia Office, with support of the European Union, is supporting a study on the human rights situation of communities living in resettlement sites in Cambodia, as a follow-up to the analysis in the Eviction and Resettlement in Cambodia – Human Costs, Impacts and solutions report released in 2012. As part of its technical cooperation with the Royal Government of Cambodia (RGC), OHCHR continues to monitor instances of evictions and resettlement in Cambodia, to identify replicable good practices and report problematic areas to the RGC and other relevant actors for corrective action, thus supporting state institutions responsible for respecting and upholding rights.

The field investigation has been conducted by Cufa, an NGO counterpart working with communities living in resettlement sites. The Cufa team was responsible for:

- conducting household surveys and focus group discussions in 17 resettlement sites in Phnom Penh, Sihanoukville, Banteay Meanchey, Siem Reap, Stung Treng, Koh Kong and Kampong Speu provinces;
- interviewing village, commune and district level authorities to allow for local authorities to explain their role in the process of relocation, allocating individual plots, securing provision of basic services within the area, measuring changes to families' livelihoods and supporting vulnerable households as necessary; and
- interviewing local NGOs that work in the land sector, either through directly supporting evicted families at the relocation sites, for example by providing services in education or health, or specifically women in resettlement areas, or more generally, are active in advocating for land and housing rights.

OHCHR seeks an individual contractor:

- To – based on the data collected by Cufa - draft a human rights analysis (following a human rights-based approach)/report on resettlement sites in Cambodia [in English], identifying cross cutting issues and trends from the findings of the household surveys, focus group discussions and interviews.
- To participate (in person or remotely) in consultations with relevant governmental and non-governmental actors on the first draft of the report and to finalize it based on comments received.
- To draft national guidelines on evictions and resettlements drawing on an analysis of best practices in the international/regional/national context to attach to the report.

3. Scope of Work

During the analysis and report-writing stage, the individual contractor is expected to analyze data obtained during the field research, using a rights based approach. The report should answer the objectives of the study previously listed. The contractor is also responsible for writing an Executive Summary and a Research brief. The individual contractor will work in close coordination and following instructions of relevant colleagues within the OHCHR Cambodia Office.

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review outputs and confirm acceptance)</i>
1	Analyze the data using the rights based approach and write and submit the first draft of report/Human rights analysis on the human rights situation of communities living in resettlement sites in Cambodia	30 days	1 st June 2020	OHCHR (head of ESRU)
2	Draft national guidelines on evictions and resettlements	10 days	10 June 2020	OHCHR (head of ESRU)
3	Participation (in person or remotely) in consultations with relevant stakeholders, including government representatives and CSOs working on land and housing rights, on the report and draft national guidelines, before their finalization (delivery of presentation on the draft and facilitation of discussions).	3 days	Date TBC	OHCHR (head of ESRU)
4	Revise and submit full Report including draft national guidelines on evictions and resettlements [English version] and Executive Summary	10 days	23 June 2020	OHCHR (head of ESRU)
5	Presentation of the report during its official launch.	2 days	Date TBC (by 30 June 2020)	OHCHR (head of ESRU)
Total # of Days:		55 days		

5. Institutional Arrangement

The Head of the Economic and Social Rights Unit of OHCHR is responsible for overseeing the work of the individual contractor at this stage. The contractor is required to report to OHCHR at least one every two weeks.

The full report should be under 40 pages, excluding appendices, and be written in English. The Summary Report/Research Brief should be between 2-4 pages, also written in English. The presentation of findings should last a maximum of 30 minutes, and should be given in English. The presentation will be given (in person or remotely) to relevant governmental and non-governmental counterparts.

OHCHR will be requested to provide assistance and input when necessary. OHCHR will have to approve the final report.

6. Duration of the Work

The analysis and writing stage is expected to take 55 days spreading over a period from 27 April to 30 June 2020.

7. Duty Station

The contractor will be working from home. For the consultations and launch of the report he/she will be able to participate remotely (through Skype for example). The contractor will not be based at the OHCHR Cambodia office.

8. Minimum Qualifications of the Individual Contractor

Education:	Masters degree in relevant fields (law, public administration, environment, economics)
Experience:	At least five years' experience in the field of human rights, added advantage is familiarity with land rights issues in Cambodia
Competencies:	<ul style="list-style-type: none"> ▪ Ability to compile and analyze statistical data from the rights based perspective ▪ Ability to write comprehensive, analytical ▪ Ability to communicate and make presentations on the findings of the report
Language Requirement:	English
Other Requirements (if any):	

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
At least five years' experience in the field of human rights, added advantage is familiarity with land rights issues in Cambodia	30
Experience in analysing statistical data from the rights based perspective.	20
Ability to write comprehensive report (assessed by sample of report written by candidate)	20
Quality of the proposal (understanding and proposed implementation of	30

the ToR, methodology)	
Total Obtainable Score:	100

10. Payment Milestones

This will be an all-inclusive fee. In the computation of contract price, the proposer must factor in his/her fees, daily subsistence allowances, taxes, bank charges...etc.

The consultant will be paid in three instalments, upon satisfactory submission of the following outputs/deliverables, as certified by OHCHR head of ESRU (within 30 days).

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Draft Report	1 st June 2020	40%
2	Upon satisfactory completion of the draft national guidelines on evictions and resettlements	15 June 2020	30%
3	Upon satisfactory completion of Full report, Summary Report/Research Brief, draft guidelines on evictions and resettlements and Presentation during official launch of the report and draft guidelines	30 June 2020	30%