



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Recruitment of Consultant for a position of Human Rights Officer at Ethiopian Human Rights Commission (EHRC)
Project/Program Title:	Strategic and technical support to EHRC
Post Title:	National Consultant (NC) Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Consultant Level:	Level B (Specialist)
Duty Station:	Addis Ababa, Ethiopian Human Rights Commission (EHRC) Office
Expected Places of Travel:	Travel as needed to the regions taking into consideration the restrictions imposed in relation to COVID 19 Response
Duration:	240 working days distributed over 12 months
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 been engaging in various human rights works to promote and protect human rights in Ethiopia. Among its many modalities of creating a sustainable culture of human rights at country level, engaging with and providing technical and financial support to national human rights actors, such as the Ethiopian Human Rights Commission (EHRC) is the major one.

Following the recent positive initiatives, including undertaking legislative and institutional reforms, launched by the Government of Ethiopia, EHRC has taken its own initiatives to reform and become fit for purpose. In an attempt to support these reform initiatives of the Commission, OHCHR-EARO understands the urgent need for filling the current qualified human resource gap at the Commission, which will contribute to the on-going reform, as well as to the effort of the Commission to deliver its human rights mandates.

II. SCOPE OF THE WORK

- Undertake research on the on-going reform of the Commission and propose strategic areas of reform for EHRC;

- Propose new ideas and initiatives that can make EHRC effective to promote and protect human rights in Ethiopia's context;
- Take part in the development, implementation and monitoring of human rights projects in Ethiopia;
- Design, organize and undertake human rights investigation, monitoring and research missions to different part of Ethiopia;
- Follow and update on areas of the current human rights situation to the Chief Commissioner;
- Identify priority human rights concerns for the Commission's intervention;
- Lead the preparation and translation of human rights reports, press statement and briefings on various human rights issues;
- Provide technical assistance and carryout capacity building activities
- Support EHRC to create and strengthen working relationship with national and international partners working on human rights issues, especially the law enforcement agencies, judiciary, CSOs, UN agencies and diplomatic communities;
- Assist EHRC in fund raising and mobilizing resources;
- Assist EHRC in the monitoring and evaluation of human rights projects;
- Assist EHRC in strengthening collaboration between UN HR mechanisms and AU Regional HR Mechanisms;
- Participating in staff meetings, retreats and other relevant meetings; and
- Perform other duties as required and assigned by the Regional Representative of OHCHR-EARO and Chief Commissioner of EHRC;

III. EXPECTED OUTPUTS AND DELIVERABLES

- Reports on human rights and gender related concerns, with concrete action points for EHRC's interventions at least on a weekly basis;
- Monitoring and investigation reports drafted either independently, or as part of a team
- Training modules reviewed and/or developed; training report;
- Minutes of meetings; reports, notes and outcome statements;
- Communication materials reviewed and/or developed;
- Project proposals, workplans and indicators to measure progress developed;
- Research reports drafted
- At least 5 staff members of the Commission received technical capacity building

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(Indicate designation of person/Unit who will review output and confirm acceptance)</i>
1	Follow-up, identify and report on human rights and gender related concerns, positive developments and propose action points for EHRC's intervention at least on a weekly basis;	60 days	EHRC

2	Plan and undertake monitoring and investigation activity, either independently, or as part of a team, including by travelling to areas of concern; where applicable draft or co-draft a field mission report and submit to EHRC	45 days	EHRC
3	Contribute in the review and/or preparation of EHRC's training modules; facilitate sessions and carry out evaluation activities;	15 days	EHRC
4	Assist the EHRC in its on-going strategic reform efforts, including in the organization of meetings; drafting of reports, notes and outcome statements;	15 days	EHRC
5	Contribute to EHRC's human rights promotion activities, including providing input to the review of communication materials and/or preparation of new ones.	15 days	EHRC

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant is based in the Office of EHRC and shall report to the Chief Commissioner of EHRC or Senior Staff designated by the Chief Commissioner. The Consultant shall further submit to OHCHR-EARO broad outlines of monthly activity report showing deliverables achieved during the month and confirmed by EHRC.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

The Human rights officer expert will be expected to work from the Ethiopian Human Rights Commission office in Addis Ababa.

VI. DURATION OF THE WORK¹

- a. The duration of the assignment is for one year.
- b. The start date is expected to be immediate after signing of the contract.

VII. COMPETENCIES

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

- **Education:** Advanced university degree in Human rights, Political Science, International Relations or other disciplines related to human rights. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

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.

- **Experience:** At least 7 years of progressively responsible work experience in human rights, international humanitarian law or legal matters. Human Rights related experience within the United Nations and human rights organization is an advantage. Knowledge of Monitoring and Evaluation, experience in undertaking institutional reform and experience at National Human Rights Institutions would be as asset.
- **Language Requirements:** Fluency, good written and analytical skills in English and Amharic is essential. Knowledge of other Ethiopian Languages would be an asset.

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.
- ❑ Flexibility and adaptability to a rapidly changing operational environment;
- ❑ Excellent inter-personal and networking skills required.
- ❑ Good communication skills

Compliance of the UN and EHRC Core Values:

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

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST CANDIDATE

Upon the advertisement of the Procurement Notice, qualified Individual Consultant 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%	100
<ul style="list-style-type: none"> ▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50 pts
<ul style="list-style-type: none"> ▪ Criteria b. Relevant experience on human rights work, international humanitarian law and legal matters 		10 pts

▪ Criteria c. Experience on institutional reform in national human rights institutions		5 pts
▪ Criteria d. Fluency good written and analytical skills in Amharic and English		5 pts
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 one month in ETB all inclusive lump-sum Contract amount when applying for this consultancy. The consultant will be paid on monthly basis fixed amount at the end of each month based on the effective UN exchange rate only after approving authority confirms the successful completion of the tasks stipulated on the ToR and detailed work plan for the consultant to be developed by EHRC.

Professional fee will be effected distributed equally across 12 months. The consultant will be required to submit to UNDP monthly performance report which should be cleared by EHRC that will be considered as invoice to initiate payment. T

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*. Accordingly, your Technical Proposal document must have at least the preferred contents which are outlined IC Standard Bid Document (SBD)/IC Procurement Notice attached hereto.

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 EHRC.

This TOR is approved by:

Name: Nwanneakolam Vwede-Obahor

Designation: Regional Representative

Signature: _____

Date Signed: