

# TERM OF REFERENCE (ToR)

## FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### GENERAL INFORMATION

Services/Work Description:	International Consultant for An African Youth Volunteer to work on the OHCHR-AU-WBG joint project on ‘Using Human Rights Based Approaches (HRBA) to enhance preventive capacities at regional levels (2020-2021)’
Project/Program Title:	Support implementation of Phase II of the OHCHR-AU-WBG project on HRBA to Early Warning
Post Title:	International Consultant - Individual (Group Submission is not allowed)
Consultant Level:	Level B
Duty Station:	Addis Ababa, Ethiopia at Office of OHCHR-EARO
Expected Places of Travel:	As required
Duration:	Twelve Months
Expected Start Date:	Immediate after signing the contract

### BACKGROUND/PROJECT DESCRIPTION

As recognised in the UN Sustaining Peace initiative, the WB-UN Pathways for Peace report, the 2020 Prevention Council Report and in various policy documents of the African Union (AU), conflict prevention requires more than simply treating the symptoms of conflict. It requires identifying and addressing the structural root causes of conflict such as those linked to inequalities and inequity, aimed at building contextual resilience to risks and resilience across societies. In order to sustain conflict prevention efforts that aligns with emerging agenda, there is an urgent imperative to shift from addressing short term conflict symptoms to engaging with the root causes of conflict. prevention can only to succeed when cross-sectoral cooperation is recognised and mainstreamed.

However, lack of practical guidance on how to operationalize this robust and forward-looking agenda continues to hinder ongoing efforts to tackle risks by policy, program and research partners. The inability to manage risk associated with poor understanding of root causes of conflict and instability ultimately leads to crises and missed opportunities. Further, in spite of the recent convergence around the importance of cooperation for prevention to be effective, different partners continue to adopt disparate methodologies that make it difficult to mobilize a coherent and collective national, regional and/or global partnership to respond to risks within and across national borders.

The employment of a human rights based approach as envisaged in the proposed project presents a unique opportunity to identify practical ways of translating the growing policy convergence around the importance of not just responding to and managing risks in fragility, conflict, and violence (FCV) contexts for holistic, structural and longer term prevention. A human rights-based approach helps broaden the perspective beyond short-term results to encompass underlying drivers of conflict and risk. With its dual focus on process and outcomes, a human rights-based approach to data collection and analysis can help provide a common evidence based and shared narrative to strengthen operational linkages prevention and response.

The project is seeking a highly qualified African Union Youth Volunteer who will primarily support it in the successful realization of its objectives.

## II. SCOPE OF THE WORK

Under the direct supervision of AU-CEWS, the Volunteer will perform the following responsibilities:

- Provide support to the implementation of the OHCHR-AU-WBG project;
- Contribute to all activities relating to the provision of technical support to Regional Economic Commissions in their early warning and response initiatives.
- Prepare annual work plans, concept notes, letters, speeches, summary notes, analytical briefs and other documents as may be requested by the supervisor;
- Assist in the organizing workshops, trainings and conferences to enhance knowledge and awareness of the project for all relevant stakeholders;
- Produce knowledge-based materials and support the implementation of communication strategies for the project;
- Contribute to strengthening coordination among continental, regional, national partners to promote linkages between conflict early warning and early action;
- Maintain good relationship between implementing partners;
- Undertake any other tasks as assigned by the supervisor.

### OBJECTIVE OF THE CONSULTANCY

- To contribute to the prioritization of conflict prevention in early warning through the use of HRBA to data collection, data dissemination, analysis and collective action.
- Support in the implementation of the OHCHR-EARO AWP.
- Provide support to the implementation of the OHCHR-AU-WBG project

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Contribute to all activities relating to the provision of technical support to Regional Economic Commissions in their early warning and response initiatives.	Throughout the year	OHCHR
2	Prepare annual work plans, concept notes, letters, speeches, summary notes, analytical briefs and other documents as may be requested by the supervisor.	Throughout the year	OHCHR
3	Assist in the organizing workshops, trainings and conferences to enhance knowledge and awareness of the project for all relevant stakeholders.	Throughout the year	OHCHR
4	Produce knowledge-based materials and support the implementation of communication strategies for the project	Throughout the year	OHCHR
5	Contribute to strengthening coordination among continental, regional, national partners to promote linkages between conflict early warning and early action.	Throughout the year	OHCHR
6	Maintain good relationship between implementing partners and undertake any other tasks as assigned by the supervisor.	Throughout the year	OHCHR

## IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- Under the overall guidance of the RR and direct supervision of the Regional Gender Advisor 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.
- **Ticket cost Joining and depart duty station will be covered by the consultant. If there are any official travels (per diem and eco roundtrip ticket) will be covered by OHCHR**

## **VI. DURATION OF THE WORK<sup>1</sup>**

Expected duration of work will be 12 months

## **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

### **Education:**

- ☐ A master's degree or its equivalent in social sciences, Political Science, Political Analysis, Human Rights or other related fields.
- ☐ Understanding of the African Union and its human rights organs is an advantage.

### **Experience:**

- ☐ Working experience in the area of research, communications and project support with proven expertise working with NGOs/CSOs and/or international organizations.
- ☐ A demonstrated experience in developing and managing partnerships and cooperation with development agencies, CSOs, Government and private sectors organizations is equally required.

### **Language:**

- ☐ Proficiency in English is required. Knowledge of one or several other African Union working language would be an added advantage.

### **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.

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

## IX. PAYMENT MILESTONES AND AUTHORITY

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	Percentage of Payment
1 <sup>st</sup> Instalment	upon submission of a two months report on progress and acceptance by OHCHR	Every Two months
2 <sup>nd</sup> Instalment	upon submission of a two months report on progress and acceptance by OHCHR	Every Two months
3 <sup>rd</sup> Instalment	upon submission of a two months report on progress and acceptance by OHCHR	Every Two months
4 <sup>th</sup> Instalment	upon submission of a two months report on progress and acceptance by OHCHR	Every Two months
5 <sup>th</sup> Instalment	upon submission of a two months report on progress and acceptance by OHCHR	Every Two months
6 <sup>th</sup> Instalment	upon submission of a two months report on progress and acceptance by OHCHR	Every Two months

## 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.

## **XII. HOW TO APPLY**

Interested consultant with required qualification and experience must submit their applications **through:**  
<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH1748**