



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 October 2020

Reference: LBN/CO/IC/153/20

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**Country:** Lebanon

**Description of the assignment:** National Junior Human Rights Officer to support the National Human Rights Commission – Two Candidates will be selected

**Project name:** Enhancing Community Security and Access to justice in Lebanon Host Communities.

**Period of assignment/services:** 36 working days spread over a period of 2 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **28 October 2020 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

**Number of required ICs:** 2

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org) The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

Beyond the material damage, the devastation caused by the August 4th blast is expected to exacerbate vulnerabilities and translate into human rights violations in several of the affected neighborhoods. The blast area is home to many migrant, refugee, and disadvantaged communities which are at risk of falling between the cracks when it comes to recovery plans. The area is also composed of high percentage of renters with insecure tenure, which entails a significant risk of large-scale displacement. With the resolve of the women and men of Lebanon

continuing to be tested beyond imagination, the United Nations Development Program (UNDP) and the Office of the United Nations High Commissioner for Human Rights (OHCHR) are committed to:

- (i) helping people recover, by having their needs taken into account; their human rights safeguarded
- (ii) ensuring that no one be left behind

In 2016, Lebanon passed the necessary legislation to establish a National Human Rights Commission (NHRC). Since its creation and the appointment of its members in 2018, the Commission has faced numerous issues preventing it from being fully operational. Nonetheless, its human rights promotion and protection mandate remains critical, even more so in the context of the post-August 4 recovery process. In this regard, the NHRC is currently seeking amongst other to monitor the post-blast interventions of national stakeholders (Security Institutions, High relief commission...); conduct field visits in affected areas; identify systemic or wide-spread issues leading to human rights violations with the view of recommending measures seeking to safeguard the rights of survivors of the blast, including vulnerable groups; receive and investigate individual complaints of human rights violations; and prepare a report on the situation of human rights post-blast identifying measures to be implemented to mitigate the risk of violations.

As part as their sustained support to the functioning of NHRC in light of the Paris principles, UNDP and OHCHR are seeking to recruit two junior human rights officers to assist the NHRC in the implementation of its post-blast activities.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The junior human rights officer will be employed for a total of 40 working days over a 2 months period. Under the direct guidance and supervision of the NHRC, and in coordination with the UNDP Chief technical Advisor and OHCHR focal point, he/she will:

- 1- Assist in interviewing persons affected by the 4 August blast, giving particular attention to reaching out individuals and groups in vulnerable situations, including migrant workers, refugees, women and elderly, persons with disabilities and disadvantaged communities, and document their testimonies, focusing on human rights issues
- 2- Assist in receiving complaints with allegations of human rights violations and prepare summaries for the NHRC
- 3- Assist in identifying vulnerable individuals whose rights have been or are at risk of being violated, and duly report to NHRC, and follow-up where instructed so by NHRC

- 4- Assist in collecting information relevant for the assessment of the post-blast engagement of relevant national authorities and stakeholders, including assistance/relief-providing organizations and security institutions
- 5- Assist in supporting logistically the on-field visits of the NHRC, including by supporting meetings with national stakeholders, and outreach activities
- 6- Regularly liaise with UNDP/OHCHR focal points on the way

**For additional information, please refer to ANNEX I – Terms of Reference**

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Academic Qualifications:**

- Minimum a Bachelor's degree in Political Science, International Development, International Relations, Human Rights, Law, or any other relevant field

#### **Professional Experience:**

- At least 2 years of experience in the area of human rights (civil, political, social, etc);
- Previous experience with field work experience
- Knowledge of “do not harm” and “leave no one behind” principles

#### **Competencies:**

- Fluency in Arabic and English (oral and written); French is an asset
- Strong interpersonal skills: Ability to listen and persuade;
- Strong oral and written communication skills.
- Ability to get things done while exercising good judgement

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### **(I). Technical Proposal:**

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Deliverables	Estimated time for completion	Target Due Dates	Payment Terms
1. First progress report, detailing all support given to the NHRC in the implementation of its post-blast activities during the reporting period	18 working days	1 month from contract signature	50 % upon reception of deliverable 1 (validated by UNDP);
2. Final progress report, detailing all support given to the NHRC in the implementation of its post-blast activities during the reporting period	18 working days	2 months from contract signature	50% upon reception of deliverable 2 (validated by UNDP)
Total	36 Working Days	2 months	

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u><b>Technical Competence</b></u>	70%	100
<b>Criteria A: Educational Background</b> <ul style="list-style-type: none"><li>No Bachelor's degree in Political Science, International Development, International Relations, Human Rights, Law, and/or any other relevant field: 0 points</li><li>Bachelor's degree in Political Science, International Development, International Relations, Human Rights, Law, and/or any other relevant field: 18 points</li><li>Master's degree or above: 25 points</li></ul>		25
<b>2 years of experience in the area of human rights (civil, political, social, etc);</b> <ul style="list-style-type: none"><li>Less than 1 year: 0 points</li><li>1 year: 24 points</li><li>2 years or more: 45 points</li></ul>		45

<i>Experience in working on field</i> <ul style="list-style-type: none"> <li>• <i>Less than 1 year: 0 points</i></li> <li>• <i>1 year of experience: 21 points</i></li> <li>• <i>2 years or more: 30 points</i></li> </ul>		30
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<u>Total Score</u>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

### How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all documents.

Incomplete applications will not be considered.

### ANNEXES

#### **ANNEX I - TERMS OF REFERENCE (TOR)**

#### **ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

#### **ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**