

Terms of Reference

National or International consultants: National consultant

Description of the assignment: Human rights specialist to support the National Human Rights Commission (2 candidates will be selected).

Project Title: Enhancing Community Security and Access to justice in Lebanon Host Communities

Period of assignment/services: 54 working days spread over a period of 3 months.

1. Background & Rationale

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 national human rights specialist will be employed for a total of 54 working days over a 3 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) Interview 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) Receive complaints with allegations of human rights violations and prepare summaries for the NHRC;
- 3) Identify 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) Collect 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 the NHRC in identifying systemic or wide-spread issues leading to human rights violations and recommend measures seeking to safeguard the rights of survivors of the blast, including individuals and groups in situations of vulnerability (in particular migrant workers, refugees, women and elderly, persons with disabilities and disadvantaged communities);
- 6) Assist the NHRC in drafting a report on the situation of human rights in Lebanon including recommendations on measures to mitigate the risk of human rights violations;
- 7) Regularly liaise with UNDP/OHCHR focal points on the way

3. Expected Outputs and deliverables

Expected Outputs: Support the NHRC in the implementation of post-blast related activities, including field visits and the drafting of a report on the situation of human rights.

Expected Deliverables: the consultant is responsible to deliver the following deliverables within the set delivery schedule:

Deliverables	Estimated time for completion	Target Due Dates	Review and Approvals Required
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	UNDP project CTA

2. Second 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	
3. Final progress report highlighting all support provided to the NHRC within the post-blast context, recommendations and lessons learned	18 working days	3 months from contract signature	

4. Institutional arrangements

The consultant will work under the overall supervision of the NHRC and the UNDP CTA in coordination with the OHCHR focal point.

The consultant will also work with the UNDP project coordinator.

5. Duration of work

The consultancy will require a total of 54 working days spread over a duration of 3 months.

REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones shown in section 3. It is expected that such approval shall not exceed 3 working days from the notification of the completion of a specific milestone.

6. Duty station

The consultant will be working mainly on field in the Beirut area.

The consultant may be requested to work from the premises of the NHRC, or the UNDP project office in downtown Beirut.

7. Requirements for experience and qualifications

The Individual Consultant should possess the following minimum qualifications and competencies:

a. Academic Qualifications:

- Minimum a Master's degree in International Development, International Relations, Human Rights, Law, or other relevant field.

b. Professional Experience:

- At least 5 years of work experience in the field of Human Rights either for an NGO or a public institution;
- Prior experience conducting relevant field work;
- Demonstrated experience drafting human rights reports;
- Familiarity with “do no harm” and “leave no one behind” approaches/principles

c. 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;
- Strong analytical skills;
- Excellent reporting skills;

8. Scope of Price Proposal and Schedule of Payments

All proposals must include a resume, cover letter and financial offer be expressed in lump sum taking the following into consideration:

- i) the lump sum amount must be “all-inclusive¹”;
- ii) the contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

33.33% upon reception of deliverable 1 (validated by UNDP);
33.33% upon reception of deliverable 2 (validated by UNDP)
33.33% upon reception of deliverable 3 (validated by UNDP)

¹ The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.