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**PROCUREMENT NOTICE: NATIONAL CONSULTANT TO PROVIDE SUPPORT TO THE LAW REFORM COMMISSION OF LIBERIA ON GENDER-RELATED ISSUES**

**PROCUREMENT NOTICE No. IC/UNDP/NATL/OHCHR/2020/071**

**Date: November 18, 2020**

**Country: Liberia**

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**Duty Station: Monrovia**

**Description of the assignment: NATIONAL CONSULTANT TO PROVIDE SUPPORT TO THE LAW REFORM COMMISSION OF LIBERIA ON GENDER-RELATED ISSUES**

**Project name: OHCHR**

**Duty Station Monrovia, Liberia**

**Start Date: Immediate**

**Duration of Assignment: 40 working days, in the period of 15 December 2020 – 31 March 2021**

**Contract type: National Individual Contractor**

**Languages: English**

Proposals should be submitted at the following address: by email to [bids.lr@undp.org](mailto:bids.lr@undp.org) (Please include procurement notice number in the subject area- **PROCUREMENT NOTICE No. IC/UNDP/NATL/OHCHR/2020/071** . All bids should be submitted no later than **27 November 2020 at 12:00 NOON (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: [info.lr.procurement@undp.org](mailto:info.lr.procurement@undp.org).

UNDP will respond 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**

The European Union (EU) and the United Nations (UN) embarked on a new multi-year programme, called the 'Spotlight Initiative (SI). SI is a global partnership to eliminate all forms of violence against women and girls.

The Spotlight Initiative in Africa is implemented in eight countries: Liberia, Malawi, Mali, Mozambique, Niger, Nigeria, Uganda and Zimbabwe. The focus for the Spotlight Initiative in Africa is sexual and gender-based violence (SGBV), sexual and reproductive health rights (SRHR) and harmful practices (HP). Six UN agencies, namely ILO, UNDP, UNESCO, UNFPA, UNICEF and UN Women are participating in the Spotlight Initiative.

Liberia has an estimated population of 4.8 million, roughly half of which is under the age of 18, with a median age of 18.7, but the country will not reap the benefits of this demographic dividend unless the situation of women and girls improves. With strong patriarchal social norms and entrenched, socially accepted violence against women and girls, Liberia currently ranks 176 out of 189 countries on the overall measures used to determine the gender inequality index. Rates of sexual and gender-based violence, harmful practices including female genital mutilation, child marriage and teenage pregnancy are all high, while access to sexual and reproductive health rights is low.

The Spotlight Initiative is being implemented in Liberia's five most-affected counties Grand Cape Mount, Grand Gedeh, Lofa, Nimba and Montserrado Counties, and it was formulated through an extensive and inclusive participatory process. This process identified the priority interventions needed to tackle violence against women and girls by addressing structural causes, thus ensuring sustainability in six key areas of intervention;

1. Legislative and Policy Framework
2. Institutional Strengthening
3. Prevention: Changing Norms and Behaviors
4. Response: Delivery of quality essential services
5. Management of Data and Information
6. Strengthening Women's Movement and Civil Society Organizations

The Office of the United Nations High Commissioner for Human Rights (OHCHR) is one of the responsible UN agencies participating in the implementation of the Spotlight Initiative. OHCHR is the leading UN entity on human rights and the General Assembly entrusted OHCHR with a unique mandate to promote and protect all human rights for all people. The United Nations human rights programme aims to ensure that the protection and enjoyment of human rights is a reality in the lives of all people. OHCHR also plays a crucial role in safeguarding the integrity of the three interconnected pillars of the United Nations – peace and security, human rights and development.

### **III. Scope of Work**

The National Consultant is expected to work closely with the Law Reform Commission (LRC) and provide support to the

- Establishment of a gender and human rights desk at the Law Reform Commission (LRC),
- Drafting of the LRC human rights and gender mainstreaming guidelines, and
- Provide technical support and capacity-building to the LRC designated Gender and Human Rights focal person

### **IV. Deliverables**

The National Consultant, under the leadership, guidance and decision-making authority of the Representative provides inputs in a timely manner to inform results reporting and overseeing implementation schedules, deliverable and budgets as articulated in the programme document.

1. Draft and final background paper for holding of the Consultative meetings with LRC and their stakeholders, facilitate and submit report from meetings.

2. Guidelines to mainstream and integrate gender and human rights in LRC work.; a training manual and gender check list.
3. A document on the road map and methodology to inform law reform processes with a gender and human rights lens.
4. Establishment of the human rights and gender desk in LRC
  - Draft ToR and action plan for LRC designated human rights and gender Officer/focal person and alternate
  - Technical and capacity-building support (including training and mentoring) to human rights and gender Officer/focal person and alternate
5. Final report

**V. Impact of Results**

**VI. Recruitment Qualifications**

Education:	Master’s Degree in Law, Human Rights or Gender Studies (1st Degree with a minimum of 4 years progressive experience in Human Rights work will be considered in lieu of a Master Degree)
Experience:	<ol style="list-style-type: none"> <li>a. Excellent knowledge of international human rights law;</li> <li>b. Basic knowledge of law-making and law reform processes in a common law jurisdiction;</li> <li>c. Significant experience in development of strategies and policies on human rights and gender mainstreaming;</li> <li>d. Demonstrated ability to work with a variety of stakeholders.</li> </ol>
Language Requirements:	➤ Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills

**Core Competencies**

- a. .Excellent knowledge of international human rights law;
- b. Basic knowledge of law-making and law reform processes in a common law jurisdiction;
- c. Significant experience in development of strategies and policies on human rights and gender mainstreaming;
- d. Demonstrated ability to work with a variety of stakeholders.

**Documents to be included when submitting the proposals:**

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

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

**a) Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

**b) Evaluation**

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

*Award of the contract will 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*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation*

The technical revision of CVs will consider the following criteria:

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

**ANNEX 1-** TERMS OF REFERENCES (TOR)

**ANNEX 2-** INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3 –** OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT