



INTEROFFICE MEMORANDUM • MEMORANDUM INTERIEUR

TO: Mr. Mulugeta Abebe
Deputy Country Director (Operations)
UNDP Liberia

REF : ADM/188/2020

cc: UNDP Procurement

DATE: 15 December 2020

FROM: Ms. Simone Heri-Terrence
Deputy Country Representative
United Nations Office of the High
Commissioner for Human Rights

S. Heri-Terrence

**SUBJECT: OHCHR Liberia: - Request for Hiring of National Consultant
(SPOTLIGHT PROJECT)**

The United Nations Office of the High Commissioner for Human Rights would like to request you to kindly commence advertisement for the service below:

- Hiring of national consultant, to provide training on CEDAW shadow treaty reporting and to develop advocacy strategy on implementation of the recommendations on rights of women.

Kindly find supporting documents attached (ToR) for ease of reference and FA form for cost recovery.





**Spotlight
Initiative**



**UNITED NATIONS
HUMAN RIGHTS**
OFFICE OF THE HIGH COMMISSIONER

Terms of Reference for International Consultancy to Provide Training on CEDAW Shadow Treaty Reporting and to Develop Advocacy Strategy on Implementation of the Recommendations on Rights of Women.

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	24 December, 2020
Type of Contract	National Consultant
Language required:	English
Posting:	External
Branch:	Africa
Starting Date:	18 January, 2021
Expected duration of the assignment:	40 working days

I. Background

The United Nations Office of the High Commissioner for Human Rights (OHCHR), UN Women, UNFPA, UNDP and UNICEF in Liberia are jointly implementing the project "EU/UN Spotlight Initiative Liberia". The project aims at reducing the prevalence of Sexual and Gender Based Violence (SGBV), Harmful Practices (HPs) and increase women and girls' access to sexual and reproductive health and rights in accordance with the objectives of the Spotlight Initiative. The program is being implemented in the five most affected counties and was formulated through an extensive and inclusive participatory process. The Counties are – Nimba, Grand Gedeh, Lofa, Grand Cape Mount, and Montserrado. Liberia faces serious challenge regarding SGBV and HPs. Recent assessments show that there is still increase in the number of SGBV and HPs going on in the country. In order to curtail this ugly trend, there is need to empower Liberians especially women led Civil Society Organizations through capacity building on the relevant provisions of treaties and laws that protect rights of women.

The project will also strengthen the capacity of women's organizations on CEDAW shadow treaty report writing, and how to carry out advocacy to enable women human rights defenders advocate for the implementation of recommendations from the Treaty Bodies, Special Procedures and Human Rights Council Working Group on Universal Periodic Review (UPR). The project is aligned with UNDAF outcome No. 3 on sustainable peace and development; Sustainable Development Goals Nos. 5 and 16, and Liberia's Pro Poor Agenda for Development.

OHCHR is the leading UN entity on human rights. The General Assembly entrusted OHCHR with a unique mandate to promote and protect all human rights for all people. The United Nations human rights program 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. Following the closure of UNMIL in March 2018, the United Nations High Commissioner for Human Rights entered into agreement with the Government of Liberia on 1 April 2018. The agreement provides OHCHR with the mandate to promote and protect human rights through different strategies including technical cooperation arrangements, capacity building, training, awareness raising and technical assistance. Other activities include human rights monitoring, investigations, documentation and report to strengthen strategic evidenced based advocacy with government authorities and other oversight and institutional mechanism to demand for accountability, prevent impunity and promote respect for human rights and Rule of Law.

As part of the strategy on addressing impunity and promoting respect for human rights, OHCHR is supporting Liberia in carrying out its international human rights reporting obligations for the United Nations treaty bodies and UPR of the Human Rights Council working Group. Pursuant to this strategy, Liberia has been supported to prepare its State party report to Human Rights Committee, Committee on Elimination of all Forms of Discrimination against Women, Committee on Rights of Persons with Disabilities and Liberia's third Cycle UPR report. Apart from supporting State report, OHCHR also supports and builds capacity of Civil Society Organizations and the Independent National Commission on Human Rights (INCHR) on submitting shadow (stakeholders) reports to assist human rights bodies in assessing Liberia state reports.

It is against this background that a national consultant is needed to provide capacity building to women led Civil Society Organizations on CEDAW shadow treaty reporting and advocacy strategy to enable women human rights defenders advocate for the implementation of recommendations from the Treaty Bodies, Special Procedures and Human Rights Council Working Group on Universal Periodic Review (UPR).

II. Objectives of the assignment

To provide support and training to women led Civil Society Organizations that focus on gender and women rights issues on how to write CEDAW shadow

4. Advocacy Strategy developed for implementation of recommendations;
5. Draft report for review and comment
6. Final report

VI. PERFORMANCE EVALUATION:

1. Consultant's performance will be evaluated based on- timeliness, creativity, responsibility, initiative,
2. Communication, accuracy, and quality of the products delivered.

VII. REMUNERATION

Remuneration will be determined commensurate with the Consultant's level of experience and UNDP standard for International Consultant hiring in consultation with OHCHR.

XII. REQUIRED QUALIFICATIONS AND EXPERIENCE

Academic Qualification:

- Postgraduate or other advanced university degree (at least M. Sc. or equivalent) in Law, International Development, Institutional/Organizational Development, Social Sciences or any other relevant discipline.

Experience and other skills:

- At least 5 years of professional experience in human rights, Gender or Legislative Drafting;
- Demonstrated experience in human rights capacity development, notably at the systemic and institutional levels;
- Experience in researching, Gender mainstreaming, monitoring and reporting human rights;
- Computer literate with Strong knowledge of Microsoft Office Suite (Word, Excel, Access, Internet Surfing, etc);
- Excellent report writing skills; good oral and written communication skills; ability to work closely with public, non-governmental, international and civil society organizations;
- Must have strong organizational (interpersonal) and communication skills, make decision in a timely manner; the ability to communicate effectively both orally and in writing; analyze data for decision making; and the ability to gain others' support for ideas, proposals and solutions and get others to take action in order to advance work objectives; maintain high ethical/ professional standards and integrity.

BOYER Patience

From: HERI Simone
Sent: Friday, December 11, 2020 1:32 PM
To: Janet Farley
Cc: BOYER Patience; MOORE Tobi; MALIK Solomon
Subject: WG: TOR-Treaty Reporting
Attachments: ToR for Consultant on Treaty Reporting (2).docx; FA Form 31-3100024118_Spotlight_3_1.PDF; UNDP Procurement - Advert National Consultant CEDAW- Spotlight project -Dec 11 2020.doc

Dear Janet,

Could you please print the documents (made few changes, the one attached are clean/final), Solomon to please bring them to me to initial and then to Uchenna for signature, if possible still today.

Many thanks,
Simone

Von: BOYER Patience <pboyer@ohchr.org>
Gesendet: Freitag, 11. Dezember 2020 12:50
An: HERI Simone <sheri@ohchr.org>
Cc: IGIRIOGU Francis <figiriogu@ohchr.org>; WILLIAMS Leetor <lwilliams@ohchr.org>; MOORE Tobi <tmoore@ohchr.org>; janetfarley2016@gmail.com; EMELONYE Uchenna <uemelonye@ohchr.org>
Betreff: Fw: TOR-Treaty Reporting

Dear Simone,

Please find attached memo for review and signature.

Dear Janet,

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The Internet issue here is very bad and according to Simone the document is to be submitted to UNDP today.
many thanks for the support.

Best regards,

Patience

Patience R. Boyer

Administrative Assistant

Liberia Country Office

Office of the United Nations High Commissioner for Human Rights (OHCHR)

Email: pboyer@ohchr.org

Mobile: (+231)770-174-922/ (+231)886991713

Website: www.ohchr.org

From: HERI Simone
Sent: Thursday, December 10, 2020 9:34 PM
To: BOYER Patience
Cc: WILLIAMS Leetor; IGIRIOGU Francis; MOORE Tobi; Janet Farley
Subject: WG: TOR-Treaty Reporting

Dear Patience,

Please kindly assist for drafting of Memo to hire a Consultant on Treaty-body reporting, as per attached TOR.

treaty reports and to develop advocacy strategy to enable them effectively advocate for implementation of recommendations made under international human rights mechanism.

III. Methodology

The consultant should draw on varied methodologies to discharge this assignment. This includes desk research, meetings and consultations with INCHR; Ministry of Gender, Children and Social Protection; relevant women led Civil Society Organizations and other agencies/bodies that can aid the assignment. Apart from the foregoing agencies, the Consultant is expected to work closely with OHCHR and Spotlight Secretariat in carrying out the assignment.

IV. Scope of work

The National Consultant will work under the supervision of the Deputy Country Representative of OHCHR Liberia with support from the program lead to perform the following tasks-

1. To assist OHCHR in training women led CSOs that work in the area of gender and women rights on CEDAW treaty and UPR shadow report writing;
2. To develop training modules and material for women led CSO members and other pertinent partners on Treaty and UPR shadow report writing;
3. To develop advocacy strategy to enable women human rights defenders advocate for the implementation of recommendations from the Treaty Bodies, Special Procedures and Human Rights Council Working Group on UPR;
4. To train women rights activists and organizations on how to monitor the implementation of international human rights mechanism recommendations on rights of women by the Liberian Government;
5. To develop template and guide on Treaty shadow report writing;
6. To hold a debrief with OHCHR at the end of the assignment on the final report.

V. KEY OUTPUTS

1. Inception report to be submitted with a proposed work plan and methodology;
2. Training module and Material on treaty and UPR shadow report writing submitted for clearance by OHCHR;
3. Report writing template and guide on shadow treaty reporting;

4. Advocacy Strategy developed for implementation of recommendations;
5. Draft report for review and comment
6. Final report

VI. PERFORMANCE EVALUATION:

1. Consultant's performance will be evaluated based on- timeliness, creativity, responsibility, initiative,
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United Nations

Nations Unies

FINANCIAL AUTHORIZATION FORM

For UNDP Country Offices Use only



REVISED

FA# 31-3100024118

Version

4.00

UNDP COUNTRY

To:

UNDP-LIBERIA

Attn

Resident Representative of LIBERIA

Phone/Fax

00231-226-210

CC: UNDP Treasury, if over 50,000 USD

Fax: +1-212-9065845

AGENCY INFORMATION

From Agency	OHCHR	Donor Code	00559
Subject	Agency Service Request	Authorizing Agency Officer	Benny SOEJONO FINANCE OFFICER OHCHR
Agency Requested Date	31.08.2020	Signature:	
Due Date	As Per Below Instruction	Approved by	Franck PORTIER
Payee	As Per Below Instruction	Email	fportier@ohchr.org
Remark		Ext.	
		Dept/Office	OHCHR ODHC PMSOC FBMS
		Date Approved	31.08.2020

SERVICE INSTRUCTIONS				Total Amount/Curr: 55,717.82 USD		Applicable Service Charge: As per instruction/UPL	
Item No	Agency ULO	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
001	31-3100024118-001	71113510	M99-71113510-SB-012813-32HCA	13,197.82	USD	GTA - NOB staff	PARTIALLY PROCESSED
Detailed Service Instruction:							
002	31-3100024118-002	74181010	M99-74181010-SB-012813-32HCA	19,250.00	USD	Individual service contract	PARTIALLY PROCESSED
Detailed Service Instruction:							
003	31-3100024118-003	75004020	M99-75004020-SB-012813-32HCA	23,270.00	USD	Int Serv Meeting Planning and Special Event	PARTIALLY PROCESSED
Detailed Service Instruction:							
This financial authorization cancels and supersedes the previous financial authorization. SB-012813 Liberia EU Spotlight: You are authorized to incur project requirements for Q1 to Q3/2020, as per details and not to exceed amounts							

BOYER Patience

From: HERI Simone
Sent: Friday, December 11, 2020 1:32 PM
To: Janet Farley
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Cc: IGIRIOGU Francis <figiriogu@ohchr.org>; WILLIAMS Leetor <lwilliams@ohchr.org>; MOORE Tobi <tmoore@ohchr.org>; janetfarley2016@gmail.com; EMELONYE Uchenna <uemelonye@ohchr.org>
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Von: IGIRIOGU Francis <figiriogu@ohchr.org>
Gesendet: Freitag, 11. Dezember 2020 09:26
An: HERI Simone <sheri@ohchr.org>
Betreff: FW: TOR-Treaty Reporting

Dear Simone,

FYI



**STAND UP
FOR HUMAN
RIGHTS**
#STANDUP4HUMANRIGHTS

Francis A. Igiriogu, LL.M
Human Rights Officer
Liberia Country Office
Office of the United Nations High Commissioner for Human Rights
E-mail: figiriogu@ohchr.org
Tel: +2348038894042
Mobile: +231770173529
Web:
www.ohchr.org
Address: One UN House, Pan African Plaza, 3rd Floor, 1st Street Sinkor
Mailing Address: P.O.Box 9033 Monrovia, Liberia

Twitter: [UNHumanRights](https://twitter.com/UNHumanRights)
Facebook: [unitednationshumanrights](https://www.facebook.com/unitednationshumanrights)
Google+: [unitednationshumanrights](https://plus.google.com/unitednationshumanrights)

Street

Top of Form

From: IGIRIOGU Francis
Sent: 30 November 2020 13:36
To: WILLIAMS Leetor <lwiliams@ohchr.org>
Subject: RE: TOR-Treaty Reporting

Dear Leetor,



United Nations



Nations Unies

FINANCIAL AUTHORIZATION FORM

For UNDP Country Offices Use only

☒ REVISED

FA# 31-3100024118

Version 4.00

Item No	Agency ULO	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
						provided above, which will be authorized by Mr. Uchenna EMELONYE, Head of office. The amounts authorized above are the open and available amounts in OHCHR's ERP as of issuance date of this Financial Authorization. Due to the timing differences from the billing and clearance of transactions from the Service Clearing Account, the actual balance may be lower. UNDP Country office to review and confirm previous payments made against this Financial Authorization. UNDP cost recovery service charge based on the UPL. Please note that Service Charges will absorbed centrally by OHCHR and are not included in the amount authorized above. UNDP Rules and Regulations should be applied.	

Prepared by: Tenzin Samphel KAYTA

Dept/Office: OHCHR ODHC PSMSOC FBMS

"Note this is a REVISION of a previously sent Financial Authorization. UNDP Country office to review and confirm previous payments made against this Financial Authorization".

Email: skayta@ohchr.org

Contact Number:

UN Account: 1400000179



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An: HERI Simone <sheri@ohchr.org>

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FYI



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RIGHTS**
#STANDUP4HUMANRIGHTS

Francis A. Igiriogu, LL.M

Human Rights Officer

Liberia Country Office

Office of the United Nations High Commissioner for Human Rights

E-mail: figiriogu@ohchr.org

Tel: +2348038894042

Mobile: +231770173529

Web:

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Address: One UN House, Pan African Plaza, 3rd Floor, 1st Street Sinkor

Mailing Address: P.O. Box 9033 Monrovia, Liberia

Twitter: [UNHumanRights](https://twitter.com/UNHumanRights)

Facebook: [unitednationshumanrights](https://www.facebook.com/unitednationshumanrights)

Google+: [unitednationshumanrights](https://plus.google.com/unitednationshumanrights)

Street

Top of Form

From: IGIRIOGU Francis

Sent: 30 November 2020 13:36

To: WILLIAMS Leetor <lwiliams@ohchr.org>

Subject: RE: TOR-Treaty Reporting

Dear Leetor,

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Kind regards,



**STAND UP
FOR HUMAN
RIGHTS**
#STANDUP4HUMANRIGHTS

Francis A. Igiriogu, LL.M

Human Rights Officer

Liberia Country Office

Office of the United Nations High Commissioner for Human Rights

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Facebook: [unitednationshumanrights](https://www.facebook.com/unitednationshumanrights)

Google+: [unitednationshumanrights](https://plus.google.com/unitednationshumanrights)

Street

Top of Form

From: WILLIAMS Leetor

Sent: 30 November 2020 11:12

To: HERI Simone <sheri@ohchr.org>

Cc: ONYEBBULA Sonny <sonyebbula@ohchr.org>; NYANWAY Melvin Daniel <mnyanway@ohchr.org>; IGIRIOGU Francis <figiriogu@ohchr.org>

Subject: RE: TOR-Treaty Reporting

Dear Simone,

We are working on the TOR and will finalize it ASAP.

Best regards,

Leetor

From: HERI Simone
Sent: Monday, November 30, 2020 7:33 AM
To: WILLIAMS Leetor; IGIRIOGU Francis
Cc: ONYEBBULA Sonny; NYANWAY Melvin Daniel
Subject: AW: TOR-Treaty Reporting

Dear Francis and Leetor,

Have we finalised this TOR? Let's please proceed to advertising it.

Many thanks,

Simone

Von: WILLIAMS Leetor <lwilliams@ohchr.org>
Gesendet: Dienstag, 17. November 2020 14:02
An: IGIRIOGU Francis <figiriogu@ohchr.org>
Cc: HERI Simone <sheri@ohchr.org>; ONYEBBULA Sonny <sonyebbula@ohchr.org>; NYANWAY Melvin Daniel <mnyanway@ohchr.org>
Betreff: TOR-Treaty Reporting

Dear Francis,

Please see attached copy of the TOR-Treaty Reporting drafted for the NAP WPS project. We need to tailor it for the Spotlight Initiative project. I would like to suggest that we include advocacy to enable women human rights defenders better advocate for the implementation of recommendations from the Treaty Bodies, rapporteurs and other regional and international mechanisms. Thanks for your usual support,

Best regards.

Leetor

Leetor Dymacole Williams
Human Rights Officer
Office of the United Nations High Commissioner for Human Rights
E-mail: lwilliams@ohchr.org
Mobile: +231886551169
Web: www.ohchr.org

Street Address: One UN House, Pan African Plaza, 3rd Floor, 1st St Sinkor
Mailing Address: P.O. Box 9033 Monrovia, Liberia

70th anniversary of the Universal Declaration of Human Rights:
Web: www.standup4humanrights.org