

## REQUEST FOR PROPOSAL (RFP)

To All Interested and Qualified Firms	DATE: June 21, 2021
	<b>REFERENCE: RFP/UNDPKEN/010/2021</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal to undertake a **Human Rights-Based Data Collection and Documentation in Targeted Counties and Communities**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest  
password: why2change

and follow the registration steps as specified in the system user guide.

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

Your proposal must be expressed in English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

**Queries about this Request for Proposal can be directed to:**

[undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-webuy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP. UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf) Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Taye Amssalu*  
*Deputy Resident Representative/ Operations*  
6/21/2021

## Annex 1

### Description of Requirements

Context of the Requirement	<b>Human Rights-Based Data Collection and Documentation in Targeted Counties and Communities</b>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	<p>The Office of the High Commissioner for Human Rights (OHCHR) is the leading UN entity on human rights 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.</p> <p>The OHCHR project seeks to undertake a broad analysis of the potential legal, environmental and human rights impacts of the LAPSSSET project in selected counties, with an aim of identifying and promoting human rights-based solutions to assessed challenges, and supporting/empowering affected communities and environmental human rights defenders to participate in the identification and implementation of solutions, including through environmental laws, policies and actions. Detailed TOR is attached to this RFP.</p> <p>Under the guidance and direct supervision of the OHCHR Senior Human Rights Adviser and working closely with the OHCHR Human Rights Specialist the consultancy aims to:-</p> <p><b>Objective 1:</b> Empower of human rights defenders, including indigenous and women human rights defenders, including to scope and document the impact of the LAPSSSET project on the environment and on their communities.</p> <p><b>Objective 2:</b> Undertake human rights-based data collection and documentation in targeted counties and communities which will be used to identify and recommend interventions and responses to effectively address and/or mitigate the impacts on the rights of affected communities and on the environment.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>a) An inception report outlining the methodology and work plan for the consultancy.</li> <li>b) Developed TORs for the research institution supporting the project.</li> <li>c) Report from the research institution on the environmental legal and policy analysis with respect to the right to a clean and healthy environment in Kenya including in connection to the LAPSSSET project.</li> </ul>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>d) Synthesized analysis of the data and information collected from the field research by CSOs and EHRDs that will inform the report on the findings and the recommendations to the findings.</p> <p>e) Final report presenting the legal and policy analysis, outcomes of the field research, and recommendations, incorporating comments from stakeholders including the Kenya National Commission for Human Rights, targeted CSOs and NGOs working on land rights, conservation and on business and human rights.</p> <p>f) With the support of OHCHR, production of IEC, materials, tools and stories from the findings of the project.</p>
Person to Supervise the Work/Performance of the Service Provider	The team will report to the OHCHR Senior Human Rights Adviser and work with and support the Human Rights Specialist and other implementing partners in undertaking the activities.
Frequency of Reporting	As needed
Progress Reporting Requirements	Regularly (frequency and format to be agreed upon at the start of services)
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At the Contractors Location with scheduled meetings and travel as per the terms of reference.
Expected duration of work	Two (2) Months.
Target start date	15 July 2021
Targeted completion date	15 September 2021
Travels Expected	Nairobi, Lamu, Tana-River, Garissa, Isiolo, Marsabit, Baringo, Laikipia, West Pokot and Turkana.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>  <b>None under this assignment. All costs for this assignment should be included in the financial proposal</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b>  <input type="checkbox"/> Not Required
Names and curriculum vitae of	<input checked="" type="checkbox"/> <b>Required</b>

individuals who will be involved in completing the services	<input type="checkbox"/> Not Required														
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency (Kenya Shillings)</b>														
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes. A breakdown of all costs should be provided</b>														
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> <b>120 days</b> In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted														
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th></th> <th>Deliverables</th> <th>Percentage of Total Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>An inception report outlining the methodology and work plan for the consultancy.</td> <td>20%</td> </tr> <tr> <td>2</td> <td>Report from the research institution on the environmental legal and policy analysis with respect to the right to a clean and healthy environment in Kenya including in connection to the LAPSSET project.</td> <td>30%</td> </tr> <tr> <td>3</td> <td>Final report presenting the legal and policy analysis, outcomes of the field research, and recommendations, incorporating comments from stakeholders including the Kenya National Commission for Human Rights, targeted CSOs and NGOs working on land rights, conservation and on business and human rights. With the support of OHCHR, production of IEC, materials, tools and stories from the findings of the project.</td> <td>50%</td> </tr> </tbody> </table>				Deliverables	Percentage of Total Price	1	An inception report outlining the methodology and work plan for the consultancy.	20%	2	Report from the research institution on the environmental legal and policy analysis with respect to the right to a clean and healthy environment in Kenya including in connection to the LAPSSET project.	30%	3	Final report presenting the legal and policy analysis, outcomes of the field research, and recommendations, incorporating comments from stakeholders including the Kenya National Commission for Human Rights, targeted CSOs and NGOs working on land rights, conservation and on business and human rights. With the support of OHCHR, production of IEC, materials, tools and stories from the findings of the project.	50%
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	OHCHR Senior Human Rights Adviser
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> <b>Contract for Professional Services</b> <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40%  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>Detailed TOR</b> <input type="checkbox"/> Others <sup>7</sup> [pls. specify]

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<a href="mailto:undp.kenya.procurement@undp.org">undp.kenya.procurement@undp.org</a> <a href="mailto:Cogangah@ohchr.org">Cogangah@ohchr.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> <b>Electronic submission of Bid</b>
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> <b>Format:</b> PDF files only  <b>Technical and Financial proposals should be separated.</b> <b><u>Password protected for the FINANCIAL PROPOSALS ONLY.</u></b>  <b>Technical proposals should NOT be password protected. Password for the financial proposals must not be provided to UNDP until the date and time requested. This request will be to firms that meet the 70% score in the technical evaluation.</b> <input checked="" type="checkbox"/> <b>Digital Certification/Signature:</b> Required
Deadline of Submission	<b>Friday, 02 July 2021 at 5.00 P.M Kenyan Time (GMT +3.00)</b>

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

Nairobi  
June 21, 2021

To: The Deputy Resident Representative (Operations)  
UNDP Kenya UN Complex Gigiri, Block N, Level 3  
P.O. Box 30218-00100, Nairobi,  
Kenya:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to OHCHR **(Human Rights-Based Data Collection and Documentation in Targeted Counties and Communities)** in conformity with the requirements defined in the RFP dated 6/21/2021 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

#### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



## B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

## C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

## D. Cost Breakdown per Deliverable\*

	<b>Deliverables</b>	<b>Percentage of Total Price</b>
1	An inception report outlining the methodology and work plan for the consultancy.	20%
2	Report from the research institution on the environmental legal and policy analysis with respect to the right to a clean and healthy environment in Kenya including in connection to the LAPSSET project.	30%
3	Final report presenting the legal and policy analysis, outcomes of the field research, and recommendations, incorporating comments from stakeholders including the Kenya National Commission for Human Rights, targeted CSOs and NGOs working on land rights, conservation and on business and human rights. With the support of OHCHR, production of IEC, materials, tools and stories from the findings of the project.	50%

*\*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** [*This is only an Example*]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

## TERMS OF REFERENCE

### **CONSULTANCY TO UNDERTAKE HUMAN RIGHTS-BASED DATA COLLECTION AND DOCUMENTATION IN TARGETED COUNTIES AND COMMUNITIES.**

<b>Location</b>	<b>Home Based with</b> travel to Nairobi, Lamu, Tana-River, Garissa, Isiolo, Marsabit, Baringo, Laikipia, West Pokot and Turkana.
<b>Type of Contract:</b>	<b>Contract for Professional Services</b>
<b>Number of CSOs to be engaged:</b>	Two (2)
<b>Languages Required:</b>	English
<b>Expected Duration of Assignment:</b>	2 months
<b>Reference</b>	<b>RFP/OHCHR/010/2021</b>
<b>Reporting to:</b>	<b>Senior Human Rights Advisor - OHCHR</b>
<b>Application Deadline:</b>	<b>5.00 P.M (GMT+3.00) on Friday, 02 July 2021</b>

This information pack should assist potential applications to understand the work of OHCHR Kenya, what is involved in the role, how to apply, and the recruitment process.

#### **A. Background**

The Office of the High Commissioner for Human Rights (OHCHR) is the leading UN entity on human rights 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.

The OHCHR project seeks to undertake a broad analysis of the potential legal, environmental and human rights impacts of the LAPSET project in selected counties, with an aim of identifying and promoting human rights-based solutions to assessed challenges, and supporting/empowering affected communities and environmental human rights defenders to participate in the identification and implementation of solutions, including through environmental laws, policies and actions.

#### **B. Objective of the Consultancy**

Under the guidance and direct supervision of the OHCHR Senior Human Rights Adviser and working closely with the OHCHR Human Rights Specialist the selected Civil Society Organisations (CSOs) aims to:-

**Objective 1:** Empower of human rights defenders, including indigenous and women human rights defenders, including to scope and document the impact of the LAPSET project on the environment and on their communities.

**Objective 2:** Undertake human rights-based data collection and documentation in targeted counties and communities which will be used to identify and recommend interventions and responses to effectively address and/or mitigate the impacts on the rights of affected communities and on the environment.

### **C. Scope of the Consultancy's Work**

Under the overall guidance of OHCHR-Kenya the selected CSOs will perform substantive activities that include: -

- Development of questionnaire/monitoring form for use by field monitors/human rights defenders in communities.
- Virtual training and guidance for monitors/ human rights defenders on the use of the questionnaire/monitoring form.
- Field research, monitoring and documentation of the human rights and environmental impacts of the LAPSSET program on affected communities, including indigenous and minority communities.
- Analysis of findings of field research, monitoring and documentation, and preparation of a scoping report on the human rights dimensions and impacts of the LAPSSET project on communities in the identified county/counties, examining specific impacts and the intersection with pre-existing inequalities and human rights and environmental challenges.

### **D. Key Deliverables**

- The CSOs will identify targeted communities for the field research, and a list of field monitors/HRDs to undertake the field research on the impact of the LAPSSET project on the environment.
- Development of a questionnaire identifying the issues the field monitors/HRDs will be probing. The CSO will coordinate the field research, monitoring and documentation undertaken in the counties and communities identified.
- The CSOs/EHRDs will take part in the capacity building including on the safety and protection of the HRDs and take part in discussions on network building and advocacy. This is linked to the ongoing project where OHCHR and UNEP support capacity and network building of environmental HRDs under the umbrella of the Land and Environment Defenders (LED) Network.
- The CSOs will produce a synthesized analysis of the data and information on environmental issues collected from the field in the identified counties where the LAPSSET project is being undertaken.

### **E. Other Key Requirements**

1. Review of the legal and policy framework for human rights and the environment in Kenya, and their application to the LAPSSET project.
2. Interpretation of data on key environmental and human rights challenges (and opportunities) from the LAPSSET program and the impact of the project on the identified communities in focus counties.
3. Identification of various human rights linked to environmental governance likely to be affected by the LAPSSET project if implemented as it is (e.g. land rights, impact on land and resource tensions/conflict, health, livelihoods - especially of pastoralist communities, cultural rights, information and public participation).

4. Recommendations to address identified challenges and opportunities, and linkages to the SDG commitments by Kenya and recommendations from human rights mechanisms (including from the UPR process) as they relate to the environment and human rights.

## **F. Qualifications for the CSO**

The CSO will be required to have:

- I. Over 10 years of experience working in the field of human rights and the environment, or a similar field.
- II. Extensive experience in the area of human rights law, with a focus on environmental law, including litigation experience.
- III. Ability to coordinate multidisciplinary team delivering on the project.
- IV. Ability to produce quality analysis and reports.
- V. Experience in working with UN agencies and other international organizations.
- VI. Prior engagement/work on the LAPSSET program is desirable.
- VII. Experience working in the identified communities and with community members including with HRDs.
- VIII. Local Knowledge of the LAPSSET program in Kenya particularly in the earmarked counties.
- IX. Prior engagement/work on the LAPSSET program is desirable.

**In addition to the above the CSO's proposed team leader should have below qualifications.**

- i) Holder of Basic degree in any relevant field.
- ii) 10 years-experience in engaging with grassroots and community/field-based research and collection of data.
- iii) Experience in engaging with indigenous people's rights/ marginalized peoples/environmental rights/climate change /land rights.

## **G. Payments**

	<b>Deliverables</b>	<b>Percentage of Total Price</b>
1	An inception report outlining the methodology and work plan for the consultancy.	20%
2	Report from the research institution on the environmental legal and policy analysis with respect to the right to a clean and healthy environment in Kenya including in connection to the LAPSSET project.	30%
3	Final report presenting the legal and policy analysis, outcomes of the field research, and recommendations, incorporating comments from stakeholders including the Kenya National Commission for Human Rights, targeted CSOs and NGOs working on land rights, conservation and on business and human rights. With the support of OHCHR, production of IEC, materials, tools and stories from the findings of the project.	50%

## **H. Duration**

The selected CSO's Consultant is expected to complete the assignment in 2 months and will be paid upon timely certification and acceptance of deliverables above.

Note: Two CSO's will be independently selected for this assignment.

### **I. Institutional Arrangements**

The Consultants will report to the OHCHR Senior Human Rights Adviser. The CSO will work with and support the Human Rights Specialist and other implementing partners in undertaking the activities.

### **J. Duty Station**

There is no restriction on where the organization will be based however the consultancy will involve travel to field locations as required.

All costs of travel and logistics to all locations must be included in the financial proposal. OHCHR will not be responsible for any costs related to this consultancy.

### **K. Technical Evaluation Criteria**

Award will be to the Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of CSO submitting Proposal	20%	200					
2.	Proposed Work Plan and Approach	40%	400					
3.	Personnel/Organisation Experience	40%	400					
	Total		1000					

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of organization submitting proposal							
1.1	Reputation of the CSO and Staff (Competence / Reliability)	30					
1.2	Previous work experience in conducting and coordinating human rights research.	20					
1.3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one org, size of the organization, strength of project management support e.g. project financing capacity and project management controls)	20					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	10					
1.5	Quality assurance procedures, warranty	20					
1.6	Relevance of: - Specialized Knowledge on the subject matter of the consultancy. - Experience on the subject matter of the consultancy.	100					
Total		200					

Technical Proposal Evaluation Form 2		Points Obtain able	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	100					
2.2	Have the important aspects of the task been addressed in sufficient detail?	100					
2.3	Are the different components of the project adequately weighted relative to one another?	50					
2.4	Is the scope of task well defined and does it correspond to the TOR?	100					
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50					
	<b>Total Part 2</b>	<b>400</b>					

Technical Proposal Evaluation Form 3				Points Obtain able	Company / Other Entity				
					A	B	C	D	E
3.1	Team Leader								
			Sub-Score						
	General Qualification								
	Suitability for the Project								
	- General Qualifications	100							
	- Adequacy for the assignment in the area of specialization	100							
	- Specific Qualifications	60							
	Total			260					
3.2	Team Members (two experts)								
			Sub-Score						
	General Qualification								
	Suitability for the Project								
	- General Qualifications	50							
	- Adequacy for the assignment in the area of specialization	50							
	- Specific Qualifications	40							
	Total			140					
	<i>Total Part 3</i>			<b>400</b>					

**N.B.** United Nations has zero tolerance for sexual exploitation and abuse. A background check will be done to ensure candidates are in conformity with UNDP policy on sexual exploitation and abuse. Applicants are encouraged to familiarise themselves with UNDP's SEA policy found at <https://www.undp.org/content/undp/en/home/accountability/prevention-and-response-to-sexual-misconduct.html>