

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	International Consultant for Gender Specialist for OHCHR-EARO
Project/Program Title:	Development and implementation of strategic policies and programmes for women's human rights promotion and protection and gender equality in East Africa
Post Title:	International Individual Contractor
Consultant Level:	Level A
Duty Station:	Addis Ababa, Office of OHCHR-EARO
Expected Places of Travel:	As required
Duration:	3 months
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

The Office of the United Nations High Commissioner for Human Rights (OHCHR) is mandated to promote and protect the enjoyment and full realization, by all people, of all rights established in the Charter of the United Nations and in International Human Rights Laws and Treaties. OHCHR supports the strengthening of human rights and human rights based approaches in development, cooperation and programming as a further step towards the realization of human rights as laid down in the Universal Declaration of Human Rights.

OHCHR EARO work on gender and women's rights as indicated under the different Office thematic priorities are interlinked and interrelated. In 2018-2022, the Office will support development of regional human rights law in areas relevant to women's rights and gender equality and train and strengthen capacities of civil society groups, especially groups working on women's human rights. The Office also focuses on the importance of engaging traditional, community and religious leaders and ensuring that customary law and practice reflects international norms on gender equality and non-discrimination. The Office is also working to increase capacity of civil society to advocate on, and raise awareness about, sexual and reproductive rights and harmful practices.

With this in mind, OHCHR- EARO would like to recruit a Gender Analyst/Associate on a consultancy basis to support the development and implementation of strategic policies and programmes for women's human rights and gender equality promotion and protection. The Individual Contractor will also assist UN partner agencies, the AU, CSO's and national institutions with programming and project support.

II. SCOPE OF THE WORK

Under the general supervision of the Regional Representative and under direct supervision of the Deputy Regional Representative, the scope of the work of the Individual Contractor will be the followings.

- Contribute to the work of the OHCHR East Africa Regional Office (EARO) with UN and CSO partners to ensure a human rights-based approach in the planning and implementation of country-based; initiatives/projects on prevention and responding to SGBV, including in prevention and management of gender-based violence in conflict and humanitarian settings;
- Contribute to the implementation of the OHCHR-AU joint work plan and implementation of the Joint AU-UN Human Rights Framework;
- Work closely with the AU WGDD (Women and Gender Directorate) to support the

implementation of the African Union Commission (AUC) Strategy on Gender Equality and Women's Empowerment (2018 – 2028);

- Support the AU in the implementation of the “All for Maputo Protocol” including organizing awareness raising events, developing and maintaining good relationships with CSOs, engaging in effective advocacy with governments, producing info sheets on the Maputo Protocol among others.
- Support the implementation and activities of the AU departments in particular Department of Social Affairs, Department of Peace and Security (AU PSD) and the AU WGDD including in the context of the AU Campaign on Ending Violence Against Women and AU Campaign to End Child Marriage;
- Working with AU PSD, support AU in integrating gender and women's rights into its women, peace and security agenda;
- With partners in particular the AU, organize events and workshops to raise awareness about sexual and reproductive health and rights, including harmful practices at the regional and national level;
- Support CSOs and (women) human rights defenders in East Africa in the implementation of recommendations from regional workshops to advance CSOs engagement and use of international and regional human rights mechanisms to promote sexual and reproductive health and rights and facilitate their engagement in key strategic discussions
- Support the Special Rapporteur on the Rights of Women in Africa (SRRWA) in advocacy related to the African Commission on Human and Peoples' Rights Campaign for The Decriminalization of Abortion In Africa;
- With partners, in particular the AU, organize and support events and workshops to raise awareness about sexual and reproductive health and rights, including harmful practices at the regional and national level;
- Work closely with partners to integrate gender in prevention and management of gender-based violence in humanitarian programmes in areas affected by emergency and conflict in EARO's country of focus;
- Backstopping the work of the RGA including participating in inter-agency meetings;
- Support other human rights work as stated in the AWP of EARO.
- Assist colleagues in integrating a gender perspective into the design, implementation and evaluation of projects, training programme, and tools including the Treaty Body Capacity Building Programme;
- Support the AU, together with relevant partners and stakeholders, in the implementation of the women, peace and security agenda (UNSR 1325 and follow-up resolutions).

OBJECTIVE OF THE CONSULTANCY

- Ensure the integration of Human Rights based approach (HRBA) focused on women's rights and gender equality in the work of the UN, agencies, funds and programmes, the Government, the Human Rights Commission and Civil Society Organizations;
- Provide support to OHCHR-EARO on the joint activities with the African Union on women's rights and gender equality;
- Support the implementation of the African Union Commission (AUC) Strategy on Gender Equality and Women's Empowerment (2018 – 2028) working closely with the AU WGDD (Women and Gender Directorate);
- Give support to partners, especially the AU, CSOs and women human rights defenders on the prevention of Sexual and Gender Based Violence;
- Assist the AU and other relevant partners and stakeholders in the implementation of the women, peace and security agenda.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. Under the overall guidance of the RR and direct supervision of the Regional Gender Adviser the Individual Contractor ensures effective delivery of the Regional Office (RO) programme by managing data and supporting programme implementation consistent with UN rules and regulations.

VI. DURATION OF THE WORK¹

- a. Expected duration of work will be three (3) months.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

Education: Advanced University Degree (Masters or Equivalent) in International Studies with emphasis on Human and Women's Rights. A combination of relevant academic qualifications and practical experience such as an Internship in Human Rights is highly desirable.

Experience: 3 years of progressively responsible experience in human and women's rights as well as humanitarian work. Experience collaborating with other UN partners and the AU is a plus.

Language: Proficiency in English, with good working knowledge of an additional UN Language is desirable.

b. Functional Competencies:

- ☐ Knowledge Management and Learning
- ☐ Shares knowledge and experience
- ☐ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

c. Development and Operational Effectiveness

- ☐ Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- ☐ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- ☐ Good knowledge of Results Management Guide and Toolkit

d. Leadership and Self-Management

- ☐ Focuses on result for the client and responds positively to feedback
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Remains calm, in control and good humored even under pressure
- ☐ Demonstrates openness to change and ability to manage complexities

e. Corporate Competencies:

- ☐ Demonstrates commitment to UN's mission, vision and values.
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

f. Compliance of the UN Core Values:

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of UN;
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ☐ Treats all people fairly without favouritism;
- ☐ Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual contractors is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	40	
▪ Educational Background	15	
• Experience in the field, Presentation, & Language	15	
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive² lump sum contract amount** when applying for this consultancy. The consultant will be paid **based on the effective UN exchange rate (where applicable), and** only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Instalment	Contribute to the planning and implementation of country-based initiatives/projects on prevention and responding to SGBV, including in prevention and management of gender-based violence in conflict and humanitarian settings.	OHCHR	30%
2 nd Instalment	Contribute to the implementation of the OHCHR-AU joint work plan and implementation of the Joint AU-UN Human Rights Framework	OHCHR	30%
3 rd Instalment	Assist in the activities of the East African Women Human Rights Defenders Network and CSOs in the region covered by OHCHR-EARO.	OHCHR	40%

² 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

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD)/IC Procurement Notice attached hereto.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference
- 1.7 Academic Credentials

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) – use separate pdf file

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Contractor shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

XII. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications **through:** <https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2692**