

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
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Date: October 20, 2021

Reference: ETH2991

Country: Ethiopia

Services/Work Description: National Consultant - Human Rights Monitors in Humanitarian Context

Project/Program Title: Protection Monitoring - EHF

Post Title: National Consultant (NC)/Human Rights Officer

Firms or group submissions are not eligible for this consultancy assignment

Consultant Level: Level A (Junior Specialist)

Duty Station: Axum, Alamata and Shire, Semera/Awash, Dessie/Kobo Ethiopia.

Expected Places of Travel: The position is field based and required field travel as required

Duration: Six months

No. of Required Consultant: 10 (Ten)

Expected Start Date: Immediately after Signing the Contract

Proposal should be submitted by our secured e-mail: procurement.et@undp.org before Monday 1st November 2021 5:00 PM Addis Ababa Local Time.

OR

Contact Person :

MY – Procurement Unit

Name of Office:

info.procurementet@undp.org

**United Nations Development Programme (UNDP)
ECA Compound Old Bld. 6th floor, North Wing
Addis Ababa, Ethiopia**

P.O. Box:

5580

Fax

+251 11 5514599 / +251 11 5515147

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* will respond in writing or 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.

Note: Submission of Technical Proposal and other requested documents are mandatory. Failing to submit one of the proposal will be automatically disqualified.

Submission Through our secured email

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposal through our secured email: procurement.et@undp.org
- Your proposal shall be sent in as Technical Proposal under subject line: **ETH2991 – National Consultant - Human Rights Monitors in Humanitarian Context** - [\[insert your name\]](#)

Interested and potential vendors should read the following provisions that will be applied to the recommended vendor before he/she takes up his/her assignment.

- 1. The Individual Consultant whose assignment require travel and who is over 65 year/s of age is required, at her/his own expense, to undergo a full medical examination and obtain medical clearance (Fit To Work) to take up her/his assignment.*
- 2. The individual Contractor must purchase Insurance coverage for his/her pension, life, medical, travel at his/her own expense (A form for statement of Health is attached and the copy of the Insurance Coverage must be provided also).*

ANNEX

ANNEX 1: TERMS OF REFERENCES (TOR)

ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUMISSION FORM

Annex 1

TERMS OF REFERENCES (TOR)

Attached as a supporting document in this procurement notice under:

Annex 1-ToR for ETH2991-National Consultant - Human Rights Monitors in Humanitarian Context

Annex 2

TECHNICAL PROPOSAL

Cover Page

**IC Reference: ETH2991-National Consultant - Human Rights
Monitors in Humanitarian Context**

Prepared by: _____

Date: _____

TECHNICAL PROPOSAL SUBMISSION FORM

Proposed by: [\[insert your name\]](#)

Directions:

- a. Briefly explain why you are the most suitable for the consultancy service you applied for. It should not be more than four hundred fifty words.
 - b. Provide a detailed approach and/or methodology you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
 - c. Include your proposed work plan which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
 - d. Past experience in similar projects and/or consultancy services and their respective contract person name and address.
 - e. List of three personal referees in terms of their title (position), where they work, email, and telephone address
 - f. Motivational Letter
 - g. Provide Academic Credentials -use separate pdf file
 - h. Provide CV – use separate pdf file
 - i. Passport copy - use pdf separate file
 - j. Submit Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) – use separate pdf file
 - k. It must be prepared in English.
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