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ETHIOPIA

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

GENERAL INFORMATION

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 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

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Office of the High Commissioner for Human Rights- East African Regional Office (OHCHR-EARO) has planned various activities including monitoring, reporting and advocating on human rights development for the year 2021 – 2022 to advance the promotion and protection of human rights in various parts of Ethiopia.

In the aftermath of the ethnic based violence in many parts of the country in 2018, 2019 and 2020, Ethiopia has seen the highest number of internally displaced persons (IDP) including in Somali, Wollega, Central Gondar, Guji, Kamashi, and Metekel. Then the conflict between the federal government and TPLF has added numerous IDPs in Tigray, Amhara and Afar regional states since November 2020. Most IDPs are living in dire living conditions, without access to humanitarian aid and basic services. Even upon returning to their habitual residence with the support or push of the government, returnees are reportedly facing challenges of safety and security, access to basic services, access to their land, property and documentation, and lack of accountability for alleged human right violations. OHCHR along with other protection partners and the Protection Cluster, and in cooperation with the Ethiopian government continue to conduct protection monitoring Tigray. The protection monitoring will be linked with protection services provided on the ground.

Human rights/protection monitoring in the context of internal displacement and return involves collecting, verifying and analyzing information, referring cases and advocating for redress in order to identify violations of rights, protection threats and risks encountered by IDPs, returnees and host communities for the purpose of informing and realizing effective responses. Protection monitoring also seeks to identify and measure events, trends and changes in the protection situation over a period of time. Protection monitoring includes considerations of gender and age and any other individual or collective characteristic vis-à-vis risks of and violations of rights and protection threats

and risks encountered. Protection monitoring will potentially contribute to ensuring access to basic services, guarantee of HLP rights, accountability on alleged human rights violations, for the prevention, mitigation and response to gender-based-violence and other related right violations.

Its objective is to assist and guide evidence-based action by relevant national, regional and international actors in order to ensure the full respect and protection of the rights of IDPs and returnees. These actions will include specific interventions on behalf of individuals and/or groups, the planning and implementation of humanitarian assistance operations or protection interventions and advocacy and other activities by relevant stakeholders.

II. SCOPE OF THE WORK

Under the overall guidance of the Regional Representative of OHCHR-EARO based in Addis Ababa, Ethiopia, and under the direct supervision of the OHCHR human rights officer (HRO), consultants will be responsible for the day-to-day monitoring the human rights situations in Tigray refer identified cases to respective service providers, report to OHCHR-EARO and the PC. Selected and recruited consultants will equally perform monitoring, reporting and advocacy activities as envisaged and communicated by OHCHR-EARO and described below. Consultants in particular will perform the following tasks along with the protection monitoring team and with the guidance and support of the monitoring, reporting and advocacy unit of OHCHR-EARO:

Responsibility:

- Protection monitoring will focus on priority and selected kebeles and Woredas which will be regularly updated by the monitoring team(s) on the basis of information to be gathered through the local coordination platforms that includes local government structures;
- The protection monitoring team(s) will visit one or two sites returned or collective centers a day, depending on size of site/centers, distance between locations, and the security situation from Monday to Thursday;
- Monitors will conduct monitoring missions at least three times a week, gather information, make analysis, compile findings, prepare weekly, flash and other reports, make referrals, follow ups and advocacy on selected issues;
- The monitoring team will analyse the information and identify the protection needs and alleged human rights violations and refer to respective service providers including government authorities;
- On Fridays, the monitoring teams will conduct an analysis based on the information gathered, draft a report and propose further actions for follow-up, as needed.
- Protection mainstreaming and working with other clusters that provide feedback to the Protection Cluster on challenges in order to implement targeted monitoring and advocacy.

Other activities will include:

- Establishing and maintaining coordination with a governmental focal point (liaison) in each Woreda and Zone with IDP and returnee population;
- Supporting the case referrals on identified human right issues for the right service providers and partners, making follow ups and advocacy jointly and coordinately for proper redress;
- Representing OHCHR EARO in various meetings, joint missions and activities organized by humanitarian partners;

- Participate on awareness creation and sensitization sessions and trainings delivered for authorities, IDPs/returnees, and host communities;
- Supporting the documentation of issues identified, referrals and follow ups made in collaboration with team members and under the guidance of the team leader;
- Contributing to the capacity building trainings that will be delivered for right holders and duty bearers on various human right and protection issues facing IDPs and returnees;
- Follow up action on the referred cases with authorities upon consent of victims/survivors and with proper communication and approval of supervisors;
- Support the establishment and functioning of complaint and feedback mechanisms in coordination with the PSEA network and the protection cluster.
- Carry out any other activity assigned work by head of office.

III. EXPECTED OUTPUTS AND DELIVERABLES

- a. Prepare and organize field mission along with the protection cluster protection monitoring team to monitor the alleged human rights violations and protection gaps and challenges faced by IDP and returnees.
- b. Draft field mission report on a weekly basis and share with EARO-Addis Ababa
- c. Support and facilitate the delivery of training programs on human rights/protection issues for right holders and duty bearers.
- d. Organize human rights sensitization and awareness creation programs for community members.
- e. Provide inputs and regular updates as talking points and advocacy points for regional representatives and HRO for different meeting as required.
- f. Support and provide technical assistance to the protection cluster as well as other cluster members on mainstreaming protection and human right issues.
- g. Contribute to the Protection cluster regular reports to be shared or submitted to the HCT, donors and other relevant interlocutors.
- h. Provide inputs gathered from the field for the preparation of annual documents such as the humanitarian need overview (HNO) and Humanitarian response plan (HRP).

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance of the RR and direct supervision of the HRO, the Consultants contribute on effective monitoring, reporting and advocacy on human rights violations, protection gaps and risk in consistent with UN rules and regulations. The consultants will also contribute to the protection clusters effort to mainstream protection into other clusters.

VI. DURATION OF THE WORK¹

Expected duration of work will be six months.

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.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

An advanced university degree (Master's Degree or equivalent) preferably in law, political science, international relations, gender studies or other disciplines related to human rights is required. A first level university degree in combination with two additional years of relevant qualifying experience may be accepted in lieu of the advanced university degree. Sound knowledge and understanding of the Human Rights, standards, its Mechanism and the Right-based Approaches would be an asset. Knowledge and working experience with national stakeholders, especially with community, community based organization on human rights issues and experience in monitoring and reporting is highly desirable. Female candidates are encouraged to apply

b. COMPETENCIES:

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

Other Competencies:

- ☐ Experience with project management, protection and/or human rights monitoring in the field;
- ☐ Report writing skills for qualitative and quantitative information. Statistical analysis skills will be considered an advantage.
- ☐ Practical field experience in remote and isolated regions of Ethiopia an added value;
- ☐ Flexibility and adaptability to a rapidly changing operational environment;
- ☐ Excellent inter-personal and networking skills required.
- ☐ Good communication skills

c. Language and other skills:

- Fluency in English, Amharic, Somali, Afar, and Tigrigna are required. Knowledge on Oromifia and other local language is added value.

d. 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;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Good communication skills

Important Note:

The Consultant is required to have the above-mentioned professional and technical qualifications. The consultancy position will pay USD1800 per month. The position requires flexibility of candidates to travel around and change duty stations when required. All interested candidates can apply, and the candidate selected based on the evaluation criteria stated.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both Technical Proposal. Accordingly, the Consultant will be evaluated based the following scenario:

- Responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - Technical Criteria weight is **100%**

Technical Competence based on review of academic background, experience, credentials (CV, Technical Proposal and academic credentials)		100%	
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of methodology/approach; organization & quality of the proposal 			40
<ul style="list-style-type: none"> ▪ Educational Background & Language 			30
<ul style="list-style-type: none"> ▪ Articulation, assertiveness and analytical skills 			15
<ul style="list-style-type: none"> ▪ Experience in the field 			15
Total Score	Technical Score 100%		

IX. PAYMENT MILESTONES AND AUTHORITY

The consultant will be paid 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

No.	Deliverables	Installment or Payment/ Period						Percentage of Payment
		1st	2nd	3rd	4th	5th	6th	
Monitoring duties								
1	Monitoring Duties - Making (weekly (25), monthly (6) and quarerly (2)) plans, conducting field monitoring missions (75), follow up on identified issues, attending meetings, taking part in joint monitoring/ assessments	X	X	X	X	X	X	Monthly
2	Reporing duties - Prepraing weekly (25), flash reports, preparing 5Ws (6), providing briefings, summury reports and exrepts and special reports for EARO MRA (25), responding to the various requests, inquires of EARO and partners, producing a 6 month report (1), providing regular update and talking points for regional representatives.	X	X	X	X	X	X	
3	Documentation duties – Documenting and filling plans, reports, referrals, issues advocated on, technical assistance provided, action points of trainings/sensitizations etc.	X	X	X	X	X	X	
4	Referral duties - Making case referals, follow up on actions and responses taken/made		X	X	X	X	X	
5	Advocacy works - Making joint and unilateral advocacy on issues identified, and following up on actions taken/response made		X	X	X	X	X	

No.	Deliverables	Installment or Payment/ Period						Percentage of Payment
		1st	2nd	3rd	4th	5th	6th	
6	<i>Capacity building and technical assistance related tasks</i> - Organizing training (2), Conducting sensitization programs (12), delivering radio talk shows (3), producing and proving human right materials, follow ups on implimenation of action points, supporting the protection cluster, protection and humanitarian partners and local authorities			X	X	X	X	

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed Table of Contents. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated 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 - use separate pdf file

XII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant 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 OHCHR Regional Office.

XII. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications through our secured e-mail: procurement.et@undp.org and please indicate in the subject line: **ETH2991-National Consultant - Human Rights Monitors in Humanitarian Context**