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ETHIOPIA

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

GENERAL INFORMATION

Services/Work Description:	Consultant to Strengthen the capacity of the Intermenstrual Task Force Secretariat
Project/Program Title:	Strengthen the capacity of the Intermenstrual Task Force Secretariat.
Post Title:	National Consultant (NC)
Consultant Level:	Consultant
Duty Station:	Addis Ababa
Expected Places of Travel:	County-wide missions
Duration:	Three months.
No. of Required Consultant:	Two
Expected Start Date:	Immediately after Signing the Contract and/or indicate range of months the consultancy assignment supposed to be commenced

I. BACKGROUND / PROJECT DESCRIPTION

Following the release of the findings on 3 November 2021 of the joint OHCHR and Ethiopian Human Rights Commission's report into alleged violations of international human rights, humanitarian and refugee law committed in the Tigray region (Northern Ethiopia) (<https://www.ohchr.org/Documents/Countries/ET/OHCHR-EHRC-Tigray-Report.pdf>), the Government of Ethiopia committed to implement the recommendations and established the Inter-Ministerial Taskforce (IMTF) to oversee, among others the redress and accountability measures proposed in the report.

The IMTF is composed of representatives from the Ministry of Justice, Ministry of Defence, Ministry of Peace, Ministry of Women and Social Affairs, Ministry of Finance, Ministry of Foreign Affairs and the Federal Police Commission. The IMTF is structured into four Committees¹ which are

¹ Investigation and Prosecution Committee chaired by the Ministry of Justice; the Sex and Gender Based Violations Committee chaired by the Ministry of Women and Social Affairs; the Refugees and IDPs Affairs Committee chaired by the Ministry of Peace and the Resource Mobilization Committee chaired by the Ministry of Finance.

currently devising various intervention measures in cooperation with national and international partners. As per its mandate, the Secretariat of the IMTF provides comprehensive, continuous and full-time service to the IMTF and is placed under its guidance. The Secretariat serves as the communications channel, the planning, monitoring, implementation and public face of the IMTF.

Operational since November 2021, the Secretariat of the IMTF is physically located within the premises of the Ministry of Justice. As recommendations are being increasingly implemented by the IMTF Secretariat and IMTF Committees in close collaboration with relevant government institutions and partners, the workload of the Secretariat has expanded exponentially.

II. OBJECTIVES AND OUTCOMES

The overall objective of the consultancy is to strengthen the capacity of the IMTF Secretariat in discharging its duties and ultimately provide technical support to the IMTF committees, relevant government institutions, the United Nations, the donor community and civil society organizations.

III. SCOPE OF THE WORK

Under the supervision of the Head of the IMTF Secretariat, the two consultants will be expected to perform the following tasks:

- Support the drafting and implementation of a communications/external relations strategy of the IMTF;
- Contribute to initiatives aimed at regularly publicizing and promoting all measures undertaken by the Government of Ethiopia and the IMTF in particular, to implement recommendations stemming from the JIT report, including legislative, investigative, judicial, humanitarian and administrative efforts;
- Support the work of each of the four committees through regular engagement with committee chairs and members to coordinate the effective implementation planned work-streams;
- Support the meetings conducted by each committee through the drafting of agendas, and as appropriate concept/background notes on any given theme, and note-taking during meetings;
- Carry out monitoring activities related to the implementation of committees' workstreams, including with the compilation of key developments and challenges;
- Participate in activities organized by IMTF committees and/or relevant partners, including field assessments/visits in various locations in Ethiopia;
- Facilitate communication flow between IMTF committees, other relevant institutions of the Government of Ethiopia, the United Nations, civil society and the donor community;
- Organize filing system to store all relevant documentation produced by the IMTF including communications, decisions, minutes electronically and in print;

- Assist the Head of the IMTF Secretariat preparing written briefings, oral presentations etc;
- Draft various documents including notes to file, minutes, workshop reports, updates etc;
- Conduct oral presentations upon need;
- Work closely with the ‘private property damage assessment’ and ‘SGBV tracking and documentation’ teams established under the IMTF Secretariat;
- Work under the Secretariat on preparation of a comprehensive documentation and publication work which captures all response measures planned and implemented by the IMTF in relation to ensuring accountability and redress;
- Perform other duties as required, including field deployments.

IV. EXPECTED OUTPUTS AND DELIVERABLES

Each consultant will be expected to:

- Submit to the IMTF monthly reports outlining progress and gaps in the process of implementation of JIT recommendations, including recommendations on the way forward
- Submit to the IMTF minutes of meetings held with and by members of the IMTF Committees
- Submit mission reports following deployments to field locations across Ethiopia
- Provide final report with detailed analysis of status of implementation of JIT recommendations

This consultancy is open to Ethiopian nationals only. Qualified female candidates are encouraged to apply.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required (<i>Indicate designation of person/Unit who will review output and confirm acceptance</i>)
1	Submit to the IMTF monthly reports outlining progress and gaps in the process of implementation of JIT recommendations, including recommendations on the way forward	Throughout	OHCHR Regional Office
2	Submit to the IMTF minutes of meetings held with and by members of the IMTF Committees (deadline: 5 days after each meeting) and Submit	Throughout	OHCHR Regional Office

	mission reports following deployments to field locations across Ethiopia		
3	Provide final report with detailed analysis of status of implementation of JIT recommendations	One week after the conclusion of the consultancy	OHCHR regional Office

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Human Rights Officers will be based in Addis Ababa for the duration of the consultancy and be willing to travel within Ethiopia if needed. They will be placed within the offices of the IMTF, currently located within the Ministry of Justice. The consultants will work under the supervision of the Head of the IMTF Secretariat and will provide regular updates to the Office of the High Commissioner for Human Rights – East Africa Regional Office.

VII. DURATION OF THE WORK²

The consultant is initially foreseen for a period of three (3) months from the date of appointment, with the possibility of extension.

VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications and Experience:

Education

LLM or MA degree with at least 3 years of experience in the relevant field.

Work Experience

At least 3 years of relevant work experience with demonstrated experience related to the field of human rights/ gender issues/refugees / humanitarian/ protection issues/communication/coordination; an understanding about mandates of various institutions, armed forces and key law enforcement agencies in promoting human rights. Experience in working on criminal accountability measures and/or transitional justice initiatives is an added asset. The consultants must have computer literacy

² 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.

and ability to effectively use office technology equipment, IT tools, ability to use Internet and email. The consultants must be willing to travel within the country if needs emerge.

XI) COMPETENCIES:

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

Core Competencies and values:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Display cultural, gender, nationality, religion and age sensitivity and adaptability;
- High sense of relational skills, including cultural, gender, religion, race, nationality and age sensitivity and adaptability, with a demonstrated ability to work in a multidisciplinary team.

Functional Competencies:

Deep knowledge of human rights, and gender/sexual and gender-based violence; good drafting, monitoring and reporting skills; conceptual and strategic analytical capacity, formulate options, draw conclusions and make effective recommendations, particularly in relation to addressing the needs of accountability in post-conflict situations; ability to formulate policy advice, position papers and reports for the attention of senior managers. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; is able to work independently and competently.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork

Excellent interpersonal skills and ability to establish and maintain harmonious working relationships in a multicultural, multi-ethnic environment with sensitivity for diversity; ability to motivate, listen

and integrate all members of a team; ability to develop a consensus among people with varying points of view; work collaboratively with colleagues to achieve organizational goals; demonstrate openness in sharing information and keeping other team members informed.

Technological Awareness

Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Language:

- Fluency in written and spoken English is required;
- Knowledge of Amharic is required
- Knowledge one or more additional local languages as an asset
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Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

X. CRITERIA FOR SELECTING THE BEST OFFER

OHCHR will collect the CVs qualified Individual Consultant. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable.
- 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 100%

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		40
<ul style="list-style-type: none"> ▪ Educational Background 		15
<ul style="list-style-type: none"> • Experience in the field, Presentation, & Language 		15
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

XI. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in percentage in

terms of expenditure monthly salary allocated when applying for this consultancy. The consultant will be paid monthly basis fixed amount at the end of each month based on the effective UN exchange rate only after approving authority confirms and certified. The monthly payment covers the cost of salary, living allowances in the field and communication to the office.

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 Installment	Submit to the IMTF a) the first monthly report outlining progress and gaps in the process of implementation of JIT recommendations, including recommendations on the way forward b) IMTF minutes of meetings/field missions held with and by members of the IMTF Committees occurred during the first month	yes	33.3%
2 nd Instalment	Submit to the IMTF a) the second monthly report outlining progress and gaps in the process of implementation of JIT recommendations, including recommendations on the way forward b) IMTF minutes of meetings/field missions held with and by members of the IMTF Committees occurred during the second month	yes	33.3%
3 rd Instalment	Provide final report with detailed analysis of status of implementation of JIT recommendations	Yes	33.3%

XII. 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.

XIII. 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.

This TOR is approved by:

Name: Marcel C. Akpovo

Designation: Regional Representative and Director of OHCHR-EARO

Signature: _____

Date Signed: