



## TERMS OF REFERENCE

<b>Reference No.</b>	PN/FJI/067/22
<b>Location</b>	Suva, Fiji Islands
<b>Application deadline</b>	TBC
<b>Type of Contract</b>	Individual Contractor/ Climate Change Consultant
<b>Post Level</b>	International Consultant
<b>Languages required:</b>	Fluency in English is required. Knowledge of another UN official language is desirable
<b>Duration of Initial Contract:</b>	1 <sup>st</sup> July 2022 – 1 <sup>st</sup> April 2023 (approximately 80 days)

## BACKGROUND

The international consultant will work toward strengthening OHCHR ROP capacity-building, awareness raising and information sharing on human rights, the environment and climate change and with the overall goal to empower people to protect and enjoy the environment through increased awareness of the human rights-environment nexus.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

Under the supervision of the OHCHR Regional Representative for the Pacific and as delegated by the OHCHR regional focal point on human rights and climate change, the international consultant will undertake the following tasks:

- Support the Regional Office in the design and implementation of engagement strategies with regional stakeholders for the promotion and protection of human rights in the context of climate change, including economic, social and cultural rights and environmental rights and the implementation of a human rights-based approach and gender mainstreaming perspective in the overall strategic planning in these areas.

- Help strengthen the capacity of National Human Rights Institutions, strengthen other partnerships for the integration of human rights in climate change and environmental actions, including efforts to implement multilateral agreements.

Enhance support and advocacy for access of civil society to climate change fora decision-making process formation, justice and effective remedies.

- Enhance the ability of the UN system, including the UN Country Team and relevant human rights mechanisms, to respond to the protection needs of environmental human rights defenders.
- Conduct research, produce reports, and advocacy to address human rights harms caused by the impact of climate change, particularly in relation to groups in vulnerable situations, and to promote good practices.

- Support OHCHR's work and partnerships related to capacity-building on human rights and climate change, including related initiatives under the UN Secretary-General's Call to Action for Human Rights.
- Supporting the organization of regional climate change events and other engagements, including meetings on environmental human rights defenders, judges and lawyers, business and human rights, indigenous peoples, UN Pacific strategies, and National Human Rights Institutions.

#### Expected Outputs and Deliverables

Deliverable	Outputs	Tentative due date	Percentage
Delivery 1	Provide support for forums and two workshops involving EHRD, specifically with a youth and gender focus.	Workshop 1 youth – due delivery date 30 July Workshop 2 Gender – 30 September Asia – Pacific Forum 15 November	40%
Delivery 2	Provide support for activities focused on right to health in the context of climate change with a focus on children and youth.	Ongoing throughout the year final due date 1 December 2022	20%
Delivery 3	Produce a mapping report, scoping climate change actors, activities and initiatives in the Oceania region.	1 March 2023	30%
Delivery 4	Lead all climate change engagement with UNPS OG1 / OG6 Prepare for annual meetings and events, including COP 27, World Ocean conferences and other international meetings Work toward all activities on climate change in the context of human rights council and secretary general reports Produce promotional material and tools related to climate change and the environment	1 April 2023	10%

	Provide support to organize a hybrid capacity building workshop/exchange of experience with community and private sector entities, State authorities, National Human Rights Institutions on effective human rights-based responses to human rights violation related to business activity Provide support to the 3rd Pacific forum on BHR		
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#### **Institutional Arrangement**

- The international consultant will report to the OHCHR Regional Representative for the Pacific and as delegated to the OHCHR regional focal point on Human Rights and Climate Change.
- The international consultant will provide regular updates on progress as required.
- The international consultant will be engaging with various stakeholders/partners during the assignment in order to complete the task.
- Perform other duties as required.

#### **Duration of the Work**

**1st July 2022 – 1st April 2023**

#### **Duty Station**

- Duty station will be Suva, Fiji

### **COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of climate change and human rights
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## REQUIRED SKILLS AND EXPERIENCE

### Educational Qualifications:

- An advanced degree in International Human Rights Law, Environmental Policy, Development, either of the two related area is required.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Experience

- At least 3 years of progressively responsible experience in support, monitoring, and reporting of development projects/ programmes related to climate change
- At least 2 years on Human Rights issues
- Experience in climate justice programming is an asset;
- Experience in the United Nations systems in an asset;
- Field experience is an asset.

### Language requirements

- Fluency of English language is required;

### Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration.

Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Delivery 1 Provide support for forums and two workshops involving EHRD, specifically with a youth and gender focus.  
Workshop 1 youth – due delivery date 30 July  
Workshop 2 Gender – 30 September  
Asia – Pacific Forum 15 November 40%
- Delivery 2 Provide support for activities focused on right to health in the context of climate change with a focus on children and youth. - Ongoing throughout the year final due date 1 December 2022 20%
- Delivery 3 Produce a mapping report, scoping climate change actors, activities and initiatives in the Oceania region. 1 March 2023 30%

Delivery 4 All other tasks -1 April 2023 10%

### Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology **Cumulative analysis**  
The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

**Technical Criteria for Evaluation (Maximum 70 points)**

- Criteria 1: An advanced degree in International Human Rights Law, Environmental Policy, Development, either of the two related area – 10%
- Criteria 2: Demonstrated experience in support, monitoring, and reporting of development projects/ programmes related to climate change – 30%
- Criteria 3: Demonstrated experience in climate justice programming – 15%
- Criteria 4: Fluency in English – 5%
- Criteria 5: Demonstrated ability to deliver quality results within deadlines – 10%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

**Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, A methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: International consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

**Annexes**

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to [aisake.vatiliai@undp.org](mailto:aisake.vatiliai@undp.org)