



INTEROFFICE MEMORANDUM • MEMORANDUM INTERIEUR

TO: Mr. Thabani Mabodoko
Deputy Country Director (Operations)
UNDP Liberia

REF : ADM/038/2022

cc: UNDP Procurement

DATE: 26 May 2022

FROM: Mr. Uchenna Emelonye
Country Representative
United Nations Office of the High
Commissioner for Human Rights

OBJET: **ADVERTISIMENT REQUEST NATIONAL CONSULTANT –**
SUBJECT: **SWEDISH PROJECT**

The United Nations Office of the High Commissioner for Human Rights (OHCHR) would like to request recruitment for a National Consultant for a 45 working days period of 1 July to 20 August 2022 to conduct a comprehensive monitoring and assessment of cases of indefinite imprisonments and pretrial detainees who have served their prison terms but are still held in custody within the Liberian Prison System and design and implement strategies for remedial actions in conformity with international human rights standards.

Kindly find attached FA form for cost recovery and supporting documents for ease of reference. Your assistance and support is highly appreciated.



cleared
Sonny
27/05/2022

15/5/22



UNITED NATIONS
HUMAN RIGHTS
OFFICE OF THE HIGH COMMISSIONER

Terms of Reference for National Consultant to conduct comprehensive monitoring and assessment of cases of indefinite imprisonments and pretrial detainees who have served their prison terms but are still held in custody within the Liberian Prison System and design and implement strategies for remedial actions in conformity with international human rights standards.

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	31 May 2022
Type of Contact	National Consultant
Language required:	English
Branch:	Africa
Starting Date:	1 July 2022
Expected duration of the assignment:	45 working days within the period of 1 July – 20 August 2022.

I. Background

The United Nations Office of the High Commissioner for Human Rights (OHCHR) is the United Nations agency with the mandate to promote and protect the human rights of all persons all over the world. In Liberia, the office is supporting the government to enhance her capacity to deliver on her international human rights obligations, concomitantly strengthen national 'institutions' capacities to carry out robust monitoring and documentation of human rights developments across the country, analyzing patterns and trends, and then reinforce existing network structures to conduct effective advocacy for redress for human rights violations/abuses where

necessary.

OHCHR-Liberia also supports the Independent National Commission on Human Rights (INCHR), the national institution with the mandate to promote and protect human rights, strengthen the rule of law and consolidate peace and reconciliation to effectively fulfil this daunting yet noble national duty of international importance.

OHCHR engages in comprehensive human rights monitoring in all the 15 counties in Liberia and supports the INCHR, the Civil Society Human Rights Advocacy Platform, and other organizations that are into human rights work to monitor all prisons and police detention facilities. Preliminary findings of OHCHR's recent monitoring of some of the prisons have shown that the congestion and overcrowdedness in prisons are due to prolonged pretrial detention and also the perverse practice of the perpetual holding of the convicts that have served their prison terms pending restitution for the crime or other monies arising from the crimes for which they have already served out their prison terms. The practice is in keeping with section 59.5 of the Penal Code of Liberia, which stipulates that "Unless restitution has been made prior to sentencing, the court shall include in the sentence an order directing the defendant to return the property or pay its value to the person wrongfully deprived thereof, or pay the person whose property was damaged through the intentional or reckless commission of the offence, the amount of loss suffered thereof."

The provision in the law and the practice violate human rights principles of the rights of persons in places of detention and are a disadvantage to convicts whose criminal actions are determined by poverty caused by lingering social inequalities. However, the full extent of the practices and the number and categories of convicts affected by the above factors are unknown and need to be fully addressed to conform to human rights standards. It is against this backdrop that OHCHR is engaging a national consultant to conduct thorough research on the situation of indefinite detention in all prisons across Liberia and identify the number and causes of prolonged pretrial detentions in all prisons. . The consultant must produce a comprehensive report from the findings and formulate and implement where possible innovative as well provide advocacy strategies that OHCHR will implement through its partners to remedy the

situation and ensure that the fate of inmates who have served their prison terms and those still awaiting trial are determined in conformity with international human rights standards.

II. Objectives of the assignment

1. To conduct comprehensive research, monitor and assess the Liberian Prison System and identify and implement innovative strategies that will address the issues of indefinite imprisonment for convicted inmates and find solutions to address the prolonged detention.

III. Methodology

1. The consultant should draw on varied methodologies to discharge the assignment. The assignment includes monitoring the prisons, desk research, interviews, focus group discussion, meetings and consultations with INCHR, Civil Society Human Rights Advocacy Platform, Bureau of Correction and Rehabilitation, MOJ, Human Rights Protection Division and other agencies/bodies that can aid the assignment. The consultant will work closely with OHCHR in carrying out the assignment.

IV. Scope of work

1. The National Consultant will work under the overall supervision of the Deputy Country Representative of OHCHR, and the direct guidance from the designated program lead to perform the following tasks. The consultant will conduct comprehensive research that will include visits and assessments of all the prisons in Liberia to examine first-hand the crisis in the Liberia prison system, including the issue of indefinite imprisonments and prolonged pretrial detention. The outcome of the monitoring exercise will be the publication of a public report by OHCHR around September 2022.
2. The consultant will design and implement innovative strategies that will address the problem of indefinite imprisonment in the prison system, whereby persons remain in indefinite imprisonment after serving out prison terms for failure to pay

civil debts, restitution or other monies arising from the crimes for which they have already served out their prison terms.

V. KEY OUTPUTS

1. Inception report with a proposed work plan and methodology;
2. Report of prison monitoring and assessment
3. Draft a Public Report detailing findings of the research and assessment of the Liberian Prison system on the prolonged and indefinite imprisonment of convicts that have served their prison terms.
4. Design and Implement Strategies to address restitution cases to end convicted inmates' prolonged and indefinite imprisonment.
5. Final report and Debriefing Session.

VI. PERFORMANCE EVALUATION:

OHCHR will evaluate the consultant's performance based on timeliness, innovative advocacy strategies, responsibility, initiative, communication, accuracy, and quality of the products delivered

VII. REMUNERATION

OHCHR will determine remuneration commensurate with the consultant's qualification and experience in keeping with UNDP standards for hiring a National Consultant.

VIII. REQUIRED QUALIFICATIONS AND EXPERIENCE

Academic Qualification:

◀Postgraduate or other advanced university degrees (at least Master's or equivalent) in Law, International Development, International Human Rights and Humanitarian Law, Institutional/Organizational Development, Social Sciences or any other relevant discipline.

Experience and other skills:

◀At least 10 years of professional experience in human rights and administration of justice, gender or other closely related issues;

- ◀A legal person with a speciality in cases of public interest
- ◀Demonstrated knowledge and experience in Liberia's legal system and similar previous assignments is an added advantage
- ◀Experience in researching, gender mainstreaming, monitoring and reporting human rights or gender issues;
- ◀strong knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and internet-based research),
- ◀Excellent report writing skills; good oral and written communication skills; ability to work closely with public, non-governmental, international and civil society organizations;
- ◀Must have strong organizational (interpersonal) and communication skills, make decisions on time; the ability to communicate effectively both orally and in writing; analyze data for decision making; and the ability to gain 'others' support for ideas, proposals and solutions and get others to take action to advance work objectives; maintain high ethical/ professional standards and integrity.

IX. Desirable

Experience and knowledge of Liberia's legal and prison system. **Documents to include when submitting for the consultancy:**

- ◀Interested individual consultants must submit all relevant documents/information to demonstrate their qualifications;
- ◀Detailed CV and profile, with at least three referees
- ◀Motivation Letter describing their interest in the assignment and why they are the most suitable for the work;

United Nations Nations Unies

FINANCIAL AUTHORIZATION FORM

For UNDP Country Offices Use only



REVISED

FA#

31-3100031813

Version

2.00

UNDP COUNTRY

To:

UNDP-LIBERIA

Attn

Resident Representative of LIBERIA


Phone/Fax

00231-226-210

CC: UNDP Treasury, if over 50,000 USD

Fax: +1-212-9065845

AGENCY INFORMATION

From Agency	OHCHR	Donor Code	00559
Subject	Agency Service Request	Authorizing	Benny SOBJONO
Agency Requested Date	19.05.2022	Agency Officer	FINANCE OFFICER OHCHR
Due Date	As Per Below Instruction	Signature:	
Payee	As Per Below Instruction	Approved by	Alena INHELDER
Remark		Email	alena.inhelder@un.org
		Dept./Office	OHCHR ODHC PMSOC FBMS
		Date Approved	19.05.2022

SERVICE INSTRUCTIONS

Total Amount/Curr: 568,402.71 USD

Applicable Service Charge: As per instruction/UPL

Item No	Agency ULO	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
001	31-3100031813-001	71113710	M99-71113710-11587-SB-011545.03-32HCA	21,966.00	USD	GS staff	REVISED
002	31-3100031813-002	71113510	M99-71113510-11587-SB-011545.03-32HCA	87,586.00	USD	NO staff	REVISED
003	31-3100031813-003	71511011	M99-71511011-11587-SB-011545.03-32HCA	196,200.00	USD	UNV's	PARTIALLY PROCESSED
004	31-3100031813-004	71113110	M99-71113110-11587-SB-011545.03-32HCA	10,812.00	USD	General Temporary assistance - SC	REVISED

FINANCIAL AUTHORIZATION FORM

For UNDP Country Offices Use only

☒

REVISED

FA#

31-3100031813

Version

2.00

Item No	Agency U/O	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
Detailed Service Instruction:							
005	31-3100031813-005	74153010	M99-74153010-11587-SB-011545.03-32HCA	3,000.00	USD	Advertising and promotion	REVISED
Detailed Service Instruction:							
006	31-3100031813-006	74281010	M99-74281010-11587-SB-011545.03-32HCA	2,747.36	USD	External printing	REVISED
Detailed Service Instruction:							
007	31-3100031813-007	74102010	M99-74102010-11587-SB-011545.03-32HCA	81,098.00	USD	Rental and maintenance of premises	UNCHANGED
Detailed Service Instruction:							
008	31-3100031813-008	74105010	M99-74105010-11587-SB-011545.03-32HCA	4,000.00	USD	Minor Alteration to premises	REVISED
Detailed Service Instruction:							
009	31-3100031813-009	74101010	M99-74101010-11587-SB-011545.03-32HCA	1,000.00	USD	Contractual cleaning services and cleaning supplie	REVISED
Detailed Service Instruction:							
010	31-3100031813-010	74103040	M99-74103040-11587-SB-011545.03-32HCA	12,809.00	USD	"Office utilities (electricity, etc)"	UNCHANGED
Detailed Service Instruction:							
011	31-3100031813-011	74111010	M99-74111010-11587-SB-011545.03-32HCA	4,000.00	USD	Rental of office furniture & equipment	REVISED
Detailed Service Instruction:							
012	31-3100031813-012	79202070	M99-79202070-11587-SB-011545.03-32HCA	5,774.23	USD	General insurance	PARTIALLY PROCESSED
Detailed Service Instruction:							
013	31-3100031813-013	74191070	M99-74191070-11587-SB-011545.03-32HCA	19,986.00	USD	Maintenance of vehicle	REVISED
Detailed Service Instruction:							
014	31-3100031813-014	74121020	M99-74121020-11587-SB-011545.03-32HCA	6,316.88	USD	Office communication costs	REVISED

United Nations Nations Unies

FINANCIAL AUTHORIZATION FORM

For UNDP Country Offices Use only

☒

REVISED

FA#

31-3100031813

Version

2.00

Item No	Agency UIO	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
Detailed Service Instruction:							
015	31-3100031813-015	77003510	M99-77003510-11587-SB-011545.03-32HCA	20,000.00	USD	"Office supplies, stationary & photocopy paper"	REVISED
Detailed Service Instruction:							
016	31-3100031813-016	75003010	M99-75003010-11587-SB-011545.03-32HCA	11,382.00	USD	Inter-organizational UN global security	UNCHANGED
Detailed Service Instruction:							
017	31-3100031813-017	75331050	M99-75331050-11587-SB-011545.03-32HCA	31,011.00	USD	Joint housing services - UN Common Services	UNCHANGED
Detailed Service Instruction:							
018	31-3100031813-018	74111020	M99-74111020-11587-SB-011545.03-32HCA	10,000.00	USD	Rental Conference Servicing Equipment	REVISED
Detailed Service Instruction:							
019	31-3100031813-019	77008110	M99-77008110-11587-SB-011545.03-32HCA	7,664.00	USD	Petrol for vehicles	REVISED
Detailed Service Instruction:							
020	31-3100031813-020	77151010	M99-77151010-11587-SB-011545.03-32HCA	8,000.00	USD	Acquisition of other miscellaneous equipment	REVISED
Detailed Service Instruction:							
021	31-3100031813-021	72111204	M99-72111204-11587-SB-011545.03-32HCA	4,750.00	USD	Official travel of staff - Local travel in country	REVISED
Detailed Service Instruction:							
022	31-3100031813-022	72111174	M99-72111174-11587-SB-011545.03-32HCA	18,300.24	USD	Travel of participants for workshops / seminars	REVISED
Detailed Service Instruction: SB-011545.03 - Liberia CO							
This financial authorization cancels and supersedes the previous financial authorization.							
On this authorized to incur project requirements for Q1# Q2 2022, as per details and not to exceed amounts provided above, which will be							
Authorized: Mr. Uchenna EMELONYE, Head of Office, Liberia.							
The amounts authorized above are the open and available amounts in OHCHR's ERP as of issuance date of this Financial Authorization. Due to the timing differences from the billing and clearance of transactions from the Service Clearing Account, the actual available balance may be lower.							

FINANCIAL AUTHORIZATION FORM

For UNDP Country Offices Use only

☒
REVISED
FA#
31-3100031813
Version
2.00

Item No	Agency ULO	Agency Ref.	Agency Project Code	Amount	Curr.	Description	Item Status
	UNDP Country office to review and confirm previous payments made against this Financial Authorization. UNDP cost recovery service chargebased on the UPL. Please note that Service Charges will be absorbed centrally by OHCHR andare not included in the amount authorized above. UNDP Regulations & Rules should be applied.						

Prepared by: Sripriya JHUNJHUNWALA
Email: sripriya.jhunjunwala@un.org
UN Account: 1400000179

Dept/Office: OHCHR ODHC PSMSOC FMS
Contact Number:

"Note this is a REVISION of a previously sent Financial Authorization. UNDP Country office to review and confirm previous payments made against this Financial Authorization".

