**TERMS OF REFERENCE**

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/116/22</th>
</tr>
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<tbody>
<tr>
<td>Location</td>
<td>Home-based</td>
</tr>
<tr>
<td>Application deadline</td>
<td>14 September 2022</td>
</tr>
<tr>
<td>Job Title</td>
<td>Sustainable Development Cooperation Framework Consultant</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Level</td>
<td>International Consultant</td>
</tr>
<tr>
<td>Languages required</td>
<td>Fluency in English is required.</td>
</tr>
<tr>
<td>Duration of Initial Contract</td>
<td>55 days spread from 26 September 2022 to 16 December 2022</td>
</tr>
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</table>

**BACKGROUND**

OHCHR Regional Office for the Pacific (OHCHR ROP), based in Suva, takes action on human rights in 16 States, including Australia and New Zealand as well as 14 Pacific Island States. ROP engages on all six pillars of the OHCHR’s Organisational Management Plan and the following programme priorities: Rule of law, accountability and good governance, including National Human Rights Institutions (NHRIs); Civic space and participation, including for (women) human rights defenders, youth, persons with disabilities, and indigenous persons; climate change and people on the move; engagement with the international human rights mechanisms; business and human rights.

The UN system in the Pacific is organized into multi-country offices (MCO), each led by a Resident Coordinator and a joint UN Country Team. MCO Fiji covers Federated States of Micronesia, Fiji, Kiribati, Nauru, Palau, Republic of Marshall Islands, Solomon Islands, Tonga, Tuvalu, and Vanuatu. MCO Samoa covers Cook Islands, Niue, Samoa, and Tokelau. A third MCO has been opened in the North Pacific in 2021. It will cover the Federated States of Micronesia, Kiribati, Palau, Nauru, and Republic of Marshall Islands.

The consultant will support OHCHR ROP engagement in the development of the UN Sustainable Development Cooperation Framework (UNSDCF) for the Pacific 2023-2027. The Cooperation Framework guides planning, implementation, monitoring, reporting and evaluation of collective UN support for achieving the 2030 Agenda for countries. A commitment to leave no one behind is the overarching and unifying principle of the UNSDCF, underpinned by human rights, gender equality and women’s empowerment; sustainability and resilience; and accountability. The Cooperation Framework is nationally owned and anchored in national development priorities of the Pacific countries, the 2030 Agenda and the principles of the UN Charter and will clearly articulate the United Nation’s collective response to help Pacific countries to address national priorities and gaps in their pathway towards meeting the SDGs. The UNSDCF also reflects on, links to and reinforces the human rights, humanitarian and peace agendas.

The full UNSDCF comprises the following key processes:

- Evaluation of the UNPS 2018-2022
- Preparation of the Common Country Analysis
• Development of the UNSDCF 2023-2027

The final design of the UNSDCF is yet to be determined but will need to consider the Pacific regional level, Multi Country Office (MCO) level and individual country levels.

**DUTIES AND RESPONSIBILITIES**

OHCHR seeks an expert on Human Rights and Development and related programming. The expert will play a key role in ensuring the mainstreaming of Human Rights in all three key UNSDCF processes.

**Scope of Work**

The consultant will undertake the following tasks:

- Contribute to development of the full UNSDCF vision and design and provide technical inputs on other aspects, for example, planning for assessments.
- Conduct research and provide human rights information, analysis, recommendations, written and other inputs to all stages and products of the UNSDCF, including results matrices.
- Contribute inputs to the CCA and UNSDCF to ensure the comprehensive integration of human rights.
- Provide human rights training and webinars for UN Coordination Group and task force staff engaged with the UNSDCF to facilitate mainstreaming of human rights, including human rights indicators for monitoring.
- Contribute to consultations with key stakeholders.
- Support OHCHR focal point for the UNSDCF process or serve as focal point, as delegated.
- Cooperate with other parts of OHCHR including the Sustainable Development Section.
- Report to OHCHR on the integration of human rights in the completed UNSDCF including strengths, weaknesses, gaps and opportunities.
- Complete other tasks related to the UNSDCF completion, review and validation, as requested.

**Expected Outputs and Deliverables**

The following provides a draft timetable. OHCHR will provide additional information enabling a better understanding of context and expectations for the consultancy.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Outputs</th>
<th>Tentative due date</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>HR training</td>
<td>Organize one training for UN staff to facilitate mainstreaming of human rights, including human rights indicators for monitoring increased understanding and application of a human rights-based approach</td>
<td>7 October 2022</td>
<td>20%</td>
</tr>
<tr>
<td>Accountability mechanisms</td>
<td>Provide technical advice on the design, structure and operational processes of a Human Rights Theme Group (HRTG) to advance accountability under the management structures of the UNSDCF</td>
<td>21 October 2022</td>
<td>15%</td>
</tr>
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</table>
Country Implementation Plans (CIPs)

Contribute to the development of the CIPs vision, design and provide technical inputs to increase human rights integration in country plans and its linkages to the UNSDCF Provide human rights contributions for the 14 CIPS

25 November 2022

65%

Institutional Arrangement

• The Consultant will report to the OHCHR Regional Representative for the Pacific and as delegated to the OHCHR regional focal point on the UNSDCF.
• OHCHR will review and approve all outputs.
• The Consultant will coordinate closely with OHCHR and provide regular updates on progress as required.
• The Consultant will be engaging with various stakeholders/partners during the assignment in order to complete the task.

Duration of the Work

55 days spread from 26 September to 16 December 2022

Duty Station

Home-based and if possible, in office in Suva. No travel is envisaged.

COMPETENCIES

• Substantive knowledge of human rights (standards, implementation) and OHCHR mandates
• Comprehensive knowledge of HRBA to development, incl. HR indicators, and related OHCHR mandate
• Familiarity with UN development cooperation frameworks and development/human rights programming
• Strong interpersonal and communication skills;
• Strong research, analytical, reporting and writing skills;
• Proficiency in the use of office IT applications and internet in conducting research;
• Outstanding project management and organizational skills;
• Demonstrates integrity and ethical standards;
• Displays cultural, gender, disability, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

• Masters or Advance degree in international Human Rights Law, Development and/or related area is
Experience
- A minimum of 7 years (with masters) of progressively responsible experience in human rights and development or more than 9 years of experience with undergraduate degree.
- Strong knowledge of the technical programme experiences and operational aspects of UNSDCF or UNDAF.
- Experience in human rights programming, implementation and monitoring.
- Experience in UNCT, multi country contexts 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, and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be 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:

- Deliverable 1: HR training: 20% of total contract amount
- Deliverable 2 Country Implementation Plans (CIPs): 15% of total contract amount
- Deliverable 3 Accountability mechanisms: 65% of total contract amount

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: Masters or Advance Degree in International Human Rights Law, Development and/or related area is required. 10%
- Criteria 2: At least 7 years (with an Advance degree) or 9 years (with an undergraduate degree) of progressively responsible experience in human rights and development. 10%
- Criteria 3: Strong knowledge of the UNSDCF or UNDAF. 25%
- Criteria 4: Experience in human rights programming, implementation and monitoring. 10%
- Criteria 5: Experience in UNCT, multi-country contexts is an asset. 10%
- Criteria 6: Demonstrated ability to deliver quality results within deadlines – 5%

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 educational qualifications, relevant experience as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- A brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II. Note: 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 Procurement – at procurement.fj@undp.org