



TERMS OF REFERENCE

Reference No.	PN/FJI/140/22
Consultancy Title	LGBTI Consultant
Location	Home Based
Application deadline	14 October 2022
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	1 November 2022 – 15 December 2022

BACKGROUND

OHCHR through research has identified efforts made by Pacific island countries to recognize LGBTI rights in domestic laws, but at the same time analysed critical gaps in the implementation of international human rights standards in terms of civil, economic, social and political participation in the Pacific region. By becoming parties to international treaties, PICs assume obligations under international law to respect, protect and fulfil human rights, including LGBTI rights, which should be incorporated into domestic legislation, policies and strategies.

Purpose of the Consultant

OHCHR is seeking a consultant to conduct research on how the pandemic has affected the rights of the LGBTI persons in the Pacific and merge the information contained in two existing draft unpublished reports prepared by OHCHR into one report intended to be published.

The Consultant will be required to conduct additional research on COVID 19 impacts and update the information in the report from 2019 till 2022. The research is intended to be locally launched in 2023 and published.

DUTIES AND RESPONSIBILITIES

Scope of Work and Expected Deliverables

Under the direct supervision of the Regional Representative of OHCHR and as delegated to a Human Rights Officer in the Regional Office for the Pacific, the Consultant is expected to complete the following activities:

Deliverable 1: by 15 November**Desk Review and Updating report till 2022**

Familiarisation with the two previous LGBTI reports on the status of civil and political rights and the economic, social and cultural rights and conduct interviews with LGBTI groups/individuals regarding COVID 19, and using existing information and desk review. Written analysis of research and work in this area focused on the Pacific region, including that of civil society and national and international human rights mechanisms.

A written bibliography that describes relevant research, publications in this area, including the work of civil society and national and international human rights mechanisms on the region.

Report Final Draft provided to Regional Representative – document that sets out report title, contents and abstract or with overview document that follows the approved plan for the report and integrates OHCHR feedback on the preliminary draft.

Deliverable 2: 30 November 2022

Validation workshop to validate the contents of the OHCHR Report on the Situation of the Rights of LGBTIQ ++ persons in the Pacific islands with LGBTIQ++ in terms of content during the 16 Days of Activism period for maximum visibility under the UN Free and Equal Campaign.

Means of verification: Verification of the Report by at least 30 CSO, religious leaders and LGBTIQ ++ groups in a single Validation workshop event. Validation report as well as photos provided with quotes from few participants from the LGBTIQ++ and religious leaders obtained and a web story on the Report preliminary findings to feature under the UN Free and Equal campaign

Deliverable 3: 15 December 2022

Finalisation of the OHCHR Report on the Situation of the Rights of LGBTIQ ++ persons in the Pacific islands incorporating all comments from the validation workshop and final submission to the Regional Representative of OHCHR

Stage	Output	Percentage	Delivery date
Delivery 1: Desk Review, Content editing & updating Report	<p>Familiarisation with the two previous LGBTI reports prepared by OHCHR on the status of civil and political rights and the economic, social and cultural rights.</p> <p>Conducting desk review and series of consultations with different LGBTI groups across the Pacific and conducting research to update the content prepared in the two reports to include the developments in the periods 2020 and 2022 with a particular focus on violations during the COVID 19 pandemic and natural disasters.</p> <p>Merging the contents of the two LGBTI reports into one substantive draft report inclusive of editing of all content and updating with information from LGBTI groups across the Pacific region and OHCHR.</p>	50%	15 November
Delivery 2: Report Validation	<p>Presentation of the draft written report for feedback with selected stakeholders in a virtual regional validation workshop organised by a human rights officer based at OHCHR receiving feedback on the draft report from LGBTI groups/individuals and other relevant stakeholders, then incorporation of feedback into the final report, including feedback from the Regional Representative and colleagues at OHCHR.</p>	25%	30 November
Delivery 3: Finalisation and Submission	<p>submission to the Regional Representative of OHCHR</p>	25%	15 December

Institutional Arrangement

The consultant will be home-based and will report to the Regional Representative of the OHCHR Regional Office for the Pacific and as delegated to the Legal Officer of OHCHR during

the course of the contract and will be required to provide monthly updates informing of the progress in work plan implementation and completion of deliverables and provide other information as requested by the Regional Representative.

Duration of the Work

The Consultant will be expected to commence work from 1 November 2022 to 15 December 2022.

The expected date of full completion is 15 December 2022 by when the Report is expected to be in its final form for submission for designing and publishing

The consultant will be expected to take part in and complete other tasks during their consultancy and to be flexible when new challenges arise. The Consultant must anticipate and highlight any delay in work plan implementation or failure to complete deliverables to the Regional Representative in writing prior to the completion date.

COMPETENCIES

- Strong analytical, researching and writing abilities skills;
- knowledge of LGBTI rights and gender in the Pacific region;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills; incl. openness to change and ability to receive/integrate feedback;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;

REQUIRED SKILLS AND EXPERIENCE

Requirement for Qualifications & Experience

Minimum educational qualifications:

- Advanced university degree (Master's degree or equivalent) in Law, Human Rights, Development Studies, Gender, Communications or Journalism.

Experience & skills:

- Professional background and experience in the legal, communications, journalism or human rights space.
- Knowledge of international human rights frameworks and related laws
- Strong project coordination skills, particularly when working remotely.
- Experience working in the Pacific region, with well-developed knowledge of the Pacific context, and challenges and opportunities in conducting research
- Proven knowledge in report writing.
- Excellent English language writing and editing skills.

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, 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:

- Deliverable 1 [Desk Review, Content editing & updating Report] 50 % of total contract amount
- Deliverable 2 [Report Validation]]: 25 % of total contract amount
- Deliverable 3 [Finalization and Submission]: 25% of total contract amount

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology of cumulative analysis.

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)

Competency Requirements	Score Weight (%)
Advanced university degree (Master's degree or equivalent) in Law, Human Rights, Development Studies, Gender, Communications or Journalism.	10%
Professional background and experience in the legal, communications, journalism or human rights space	15%
Knowledge of international human rights frameworks and related laws on LGBTI	25%
Experience working in the Pacific region, with well-developed knowledge of the Pacific LGBTI context, and challenges and opportunities in conducting research	25%
Excellent English writing and editing skills	25%
Total Score	100%
Qualification Score	70%

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**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

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 – [Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For further clarification regarding this assignment please write to procurement.fj@undp.org