

Human Rights Consultant (Universal Periodic Review) - Reference no. IC/SEI/2022/39

Location :	Colombo, SRI LANKA
Application Deadline :	15-Aug-22 (Midnight New York, USA)
Time left :	11d 15h 8m
Type of Contract :	Individual Contract
Post Level :	National Consultant
Languages Required :	English
Duration of Initial Contract :	12 Months

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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

UNDP Sri Lanka's Flagship Portfolio on SDG16 - Peace, Justice and Strong Institutions brings together inclusive governance and peacebuilding work under one umbrella. The Portfolio is implemented by UNDP as part of its Country Programme and the United Nations Sustainable Development Framework and enables the provision of cohesive and integrated support to the Government of Sri Lanka.

This includes improving the effectiveness, responsiveness, and accountability of key institutions to deliver people-centered services; promoting inclusive, and participatory decision-making processes; and strengthening peace and reconciliation. Specifically, the portfolio contributes to the achievement of SDG 16+ targets, thus also enabling achievement of all SDGs. The portfolio intervenes across four inter-related thematic pillars: Voice and Representation, Rights and Justice, Strong and Efficient Institutions, and Social Cohesion.

Background to the initiative

The Sri Lankan Government has an obligation to take all possible steps to promote and protect human rights and the Ministry of Foreign Affairs continues its efforts to promote compliance with Sri Lanka's treaty body obligations through legislative and policy reform.

The Ministry of Foreign Affairs (MFA) has requested UNDP to provide the Ministry with required technical support, further to the support provided in 2016 (also upon the request of the Ministry), to prepare Sri Lanka's National Report for the Universal Periodic Review (UPR), and advisory support to fulfil other priority reporting obligations in compliance with human rights treaty obligations.

SCOPE AND OBJECTIVES

Against the above background, UNDP is looking to recruit a Human Rights consultant to support the MFA. The Human Rights Consultant will work in coordination and partnership with an independent Legal Consultant also recruited by UNDP supporting the Ministry on the implementation of the human rights action plan.

He/she will be responsible for the below:

a) To provide technical expertise to relevant officials of the UN & HR Division of the Ministry of Foreign Affairs to draft the National Report under the 4th Cycle of the Universal Periodic Review (UPR). This includes assisting the UN & HR Division of the Ministry of Foreign Affairs in undertaking consultations with relevant stakeholders in the drafting of the National Report for UPR.

These consultative meetings need to be organized with the relevant Government institutions and officials of as well as the wider human rights community including civil society and other vulnerable groups on human rights concerns and priorities. As part of the consultative process, he/she must carry out field visits targeting institutions and communities to have a firsthand understanding of the human rights situation and in recommending how the plan will factor the human rights concern of different locations and interests.

b) Assist in undertaking a review of the implementation of the UPR recommendations received by Sri Lanka at the previous UPR sessions and propose recommendations for follow-up on the unimplemented/pending recommendations.

c) The final draft report will be subjected to technical reviews and stakeholder's consideration in a validation workshop. The consultant is responsible for incorporating comments emerging for the reviews and stakeholder's consultations and finalize assessment report.

d) Develop mechanism to support and monitor the implementation of the UPR recommendations by outlining clear results and outcomes milestones, targets and specific interventions that will be carried out.

e) To develop a comprehensive costing plan and budget for the UPR cycle indicating anticipated sources of funding from government and development partners as well as highlight funding the deficit gap that requires that mobilization of resources.

f) Regularly update Ministry of Foreign Affairs and UNDP on progress in the drafting process

Duties and Responsibilities

EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables/outputs	Due date	Schedules of payments
01.	The methodological approach of the consultative process and desk review to compile UPR report.	15th September 2022	20%
02.	The review of the implementation of the UPR recommendations received by Sri Lanka at the previous UPR sessions and recommendations	15th November 2022	20%
03.	Report on the findings of the consultative meetings held.	10th January 2023	20%
04.	Draft UPR report for comment from UNDP and MOFA and stakeholder input at validation workshop [Needs to incorporate proposed mechanism to support and monitor the implementation of the UPR recommendations (with clear results and outcomes milestones, targets and specific interventions) and the comprehensive costing plan and budget for the UPR cycle]	30th May 2023	20%
06	Final report incorporating input from UNDP, MOFA and stakeholders	15th August 2023	20%

The consultant is expected to effectively coordinate amongst all the relevant stakeholders in the UPR process. He/she also needs to provide logistical support in organizing activities/meetings, ensuring that the consultations are organized according to UN standards and procedures.

TIMEFRAME

The assignment should be completed within one year of the assumption of duties.

Competencies

The prospective consultant should have the following competencies and qualifications.

Technical competency

- Consultant should possess the abilities, skills, and experience appropriate to undertake the tasks proposed.
- Respect for people: Consultant respect the security, dignity and self-worth of respondents, program participants. Consultant has the responsibility to be sensitive to and respect differences amongst participants in culture, religion, gender, disability, age, and ethnicity.

Behavioural Competencies

- Ability to be flexible and respond to changes to text/layout as part of the review and feedback process.
- Strong interpersonal skills, able to communicate and work with diverse people, including employing diplomacy and tact in dealing with sensitive and complex situations
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others.
- Demonstrated ability to negotiate and apply good judgment
- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships.

Results

- Proven delivery of high-quality results, in a timely manner.
- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines.
- Ability to plan own work and use time efficiently, manage conflicting priorities and work under pressure of tight and conflicting deadlines.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results
- Establishes, builds and maintains effective working relationships with staff and clients to achieve the planned results.

Required Skills and Experience

Academic

Master's Degree in Law, social science or other related fields of study with a strong link with human rights

OR

A Bachelor's Degree in Law, social science or other related fields of study coupled with 5 years relevant experience.

Experience

- 10 years of professional work experience (previous experience in the UPR process is an added value)
- Previous experience with assessment, evaluation, preferably of issues relating to human rights
- Strong familiarity with the Sri Lanka context, and especially recent policy and legal developments, including human rights system in the country is a strong asset.
- Excellent writing skills and proven ability to produce quality documents adhering to strict timelines

Special skills

- Fluency in Sinhala/Tamil and English/ understanding in disability and gender mainstreaming
- Proven experience in working in a team

F. Selection of an Individual Consultant

Evaluation Method and Criteria

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 700 points)

Overall technical evaluation criteria:

Summary of Technical Proposal	Maximum Total Points
Part 1: Relevance of education	250
Part2: Relevance of experience (additional points for demonstrated experience in conducting similar studies and analyses)	350
Part 3: Special skills (language, gender/ understanding in disability and gender mainstreaming)	100
Total	700

Details of evaluation criteria and marking scheme:

Part 1: Relevance of education:

No	Criteria	Maximum Points
1.1	Master's Degree in Law, social science or other related fields of study with a strong link with human rights or A Bachelor's Degree in Law, social science or other related fields of study coupled with 5 years relevant experience.	250

Part 2: Relevance of experience in area of specialization:

No	Criteria	Maximum Points
2.1	10 years of professional work experience (previous experience in the UPR process is an added value)	150
2.2.	Previous experience with assessment, evaluation, preferably of issues relating to human rights	50
2.3	Excellent writing skills and proven ability to produce quality documents adhering to strict timelines	50
2.4	Strong familiarity with the Sri Lanka context, and especially recent policy and legal developments, including human rights system in the country is a strong asset.	100

Part 3: Special skills

No	Criteria	Maximum Points
3.1	Fluency in Sinhala / Tamil and English / understanding in disability and gender mainstreaming	50
3.2	Proven experience in working in a team	50

Only candidates obtaining a minimum of 490 points (70% of the total technical points) would be considered for the Financial Evaluation.

Application

- To apply please access UNDP Jobs site <http://jobs.undp.org>

The application should contain:

- Cover letter explaining why you are the most suitable candidate for the advertised position and a brief methodology on how you will approach and conduct the work.
- Updated CV to include qualifications/competencies and relevant past experience in similar projects and contact details of 3 professional referees who can certify your competencies, professionalism, quality of writing, presentation and overall suitability to this TOR
- Individual consultants will be evaluated based on a combination of factors including cover letter, the credentials on offer and brief interview (optional) and the offer which gives the best value for money for the UNDP.
- Please send the Financial Proposal using below Annex II, separately to the following e-mail address: consultants.lk@undp.org stating the vacancy number/position in the subject line. Failing to provide correct vacancy number & Position would be a disqualification.

FINANCIAL PROPOSAL

All Inclusive Lump Sum amount: LKR (_____)

Amount in words: (Rs. _____)

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

Note: Payments will be based on invoices on achievement of agreed milestones i.e., upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her "All Inclusive Lump Sum Fee" including his/her consultancy and professional fee, board and lodging, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with UNDP officials. Daily per diem and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UNDP DSA rates.

For an Individual Contractor who is 65 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required to travel under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored into the financial proposal above.

PAYMENT FOR SERVICES

Payments will be based on work completed/ progress certified by the Senior Technical Specialist, of the JURE Project. The consultant would need to attach a progress report when requesting payment.

Payments will be based on the submission of written reports specifying the tasks accomplished towards achieving the deliverables outlined above.

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