

**Terms of Reference (TOR)
for a National Individual Consultant to conduct the review of the draft NCHR Strategic Plan
2018-2024**

Application Type:	External vacancy
Job Title:	Individual Consultant
Category:	Consultancy - Technical
Duty Station:	Kigali, Rwanda
Application Deadline:	
Type of contract:	National/Local Individual Consultancy
Expected starting date:	
Duration of assignment:	10 working days

1. Background and context

The project “Promoting Access to Justice, Human Rights and Peace Consolidation in Rwanda” started in 2013 and is ending in September 2018. The direct beneficiaries of the programme are key national institutions from central and local government as well as civil society that are involved in the implementation of the access to justice, human rights and peace programme. These include but are not limited to Ministry of Justice which will also implement activities supporting the Supreme court and the National Public Prosecution Authority, **the National Commission for Human Rights**, the National Unity and Reconciliation Commission, and the Rwanda National Police.

The National Commission for Human Rights (NCHR), is the state institution established in terms of the Constitution of the Republic of Rwanda of 2003 as revised in 2015 and which has as principal mandate to promote and protect Human Rights in Rwanda. In order to give effect to the above mandate, the Commission requires the provision of efficient and cost-effective strategic plan that will guide its operations in the next 5 years.

In order to ensure the adequacy and accuracy of its new strategic plan 2018-2024, the NCHR requires the services of an independent expert to conduct a review of its draft strategic document, to ensure that the results are realistic, achievable and impactful; as well as aligned with current best practices in international human rights systems, and the priorities of the Government of Rwanda as defined in the National Strategy for Transformation.

The Government of Rwanda in 2000 adopted the Vision 2020 with a primary objective of transforming Rwanda into a middle-income country by the year 2020.

The Vision 2020 is being implemented through the medium-term planning frameworks that began in 2002 with the first Poverty Reduction Strategic Plan (PRSP I). This has since been followed by the Economic Development and Poverty Reduction Strategy (EDPRS) which covered the period of 2008-2012 and the Second Economic Development and Poverty Reduction Strategy (EDPRS 2) which has been implemented from 2013/14 to 2017/18.

The Vision 2020 is remaining with less than two (2) years of implementation while the EDPRS 2 ended in June 2018. The National Umushyikirano Council of 2015 resolved that the Vision 2050 should be elaborated, resulting in the in the adoption of the Vision 2050 and the National Strategy for Transformation (NST 1). The target is set for Rwanda to become an upper middle-income country by 2035 and a high-income country by 2050.

The Justice, Reconciliation, Law and Order Sector in which the NHRC is a part, contributes to Transformational Governance Pillar. Specifically, in the NST1, the NHRC will contribute to the implementation of the priority area 4 “enhanced adherence to human rights”. Strategic interventions of the Commission vis-à-vis the implementation of human rights priority area may include:

- Enhance the promotion and monitoring of human rights;
- Compliance with international and regional core human rights instruments ensured;
- Respect of human rights at all levels.

The elaboration of the long and medium-term strategies is an opportune moment for the full integration of global, regional and national planning commitments including: The Sustainable Development Goals (SDGs), the EAC Vision 2050 and the Agenda 2063 as well as implementation of unfinished businesses the previous strategic plan (2013-2018).

It is against this background that the National Commission for Human rights (NCHR) has requested UNDP to procure on his behalf the services of a National Individual consultant to review and edit the 2018-2024 Strategic Plan of the institution.

2. Purpose and objective of the Final Evaluation

The aims of this consultancy are among other things to:

- a) Edit, and proofread a draft strategic plan and produce a final version ready for validation, and a summarized draft PowerPoint presentation to be used in the validation session;
- b) The editing process will include a revision, restructure, repositioning of the current text with tables and figures to achieve an optimal flow of information and presentation of the strategic plan;
- c) The Commission will provide relevant background documents necessary for the assignment including, the Law determining the mandates, structure and organization Commission, evaluation document of the previous Strategic plan of the Commission, etc.

3. Objective of the assignment and Scope of Work

The Consultant will be required to inter alia do the following work:

- Review and restructure the overall draft strategic plan of the Commission for the next 5

years;

- Assess the adequacy of the priorities and strategic intervention of the Commission outlined in the current draft; and to propose amendments where possible;
- Advise on the governance and management structures required for the implementation of the draft strategic plan;
- Review the current ICT policies and procedures of the Commission outlined in the draft strategic plan and propose amendments to align them with current best practice and relevant legislation and/or regulations of the Government of Rwanda;
- Assess the cost effectiveness of the implementation cost of the current draft strategic plan;
- Proofread and edit the current draft in a proper and presentable format; and
- Perform any other work/duties incidental to the conduct of the review including presentation of the revised draft to the Council of Commissioners;
- The Commission shall be responsible for the coordination of the exercise, meetings and other activities under the Consultancy and the Consultant will report directly to the Secretary General of the Commission.
- Ensure that the Strategic Plan takes into account gender considerations

4. Expected Outputs and Deliverables

The expected deliverables are the following:

- A final edited and costed version of the Commission Strategic Plan with monitoring plan ready for validation by relevant bodies
- A summarized PowerPoint presentation of the Strategic Plan for the validation meeting
- An abridged, printable version of the Strategic Plan for advocacy and communications

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1. A final edited and costed version of the Commission Strategic Plan with monitoring plan ready for validation by relevant bodies	10 days	10 working days from contract signing	Review and approval by the SG/NCHR
2. A summarized PowerPoint presentation of the Strategic Plan	10 days	10 working days from contract signing	Review and approval by the SG/NCHR
3. An abridged, printable version of the Strategic Plan for advocacy and communications	10 days	10 working days from contract signing	Review and approval by the SG/NCHR

5. Institutional Arrangement

The NCHR will supervise the entire work of the consultant since the inception stage and the completion of the assignment and will provide working space for the consultant for the duration of the assignment. The Individual Consultant will directly report to the Secretary General of the National Commission for Human Rights. Any due payment will be made upon satisfactory completion of the assignment. UNDP will contract the individual consultant on behalf of the NCHR.

6. Duration of the Work

The proposed task should be completed in 10 working days, effective from the date of the signature of the contract. Considering the urgency of having the approved Strategic Plan by end of September 2018, no extension will be accepted.

7. Duty Station

All the consultancy work will be performed in **Kigali, Rwanda** and the consultant is not expected to perform outside of Kigali. The NCHR for Human Right will provide a working space for the consultant for the duration of the assignment.

8. Qualifications of the Successful Individual Contractor

Key competencies and/or capacity that the Consultant is required to demonstrate should be in the area of Law, Human Rights, Political Science or Public Policy

Specific requirements include:

- At least a at the level of Masters Degree in Law, Human Rights, Political Science or Public Policy.
- Experience in human rights and relevant professional experience, particularly on issues of protection, promotion, prohibition of torture and/or transitional justice and human rights monitoring with local/international NGO is preferred.
- Practical field experience and in developing and submitting strategic documents and action plans;
- Good knowledge and understanding of Human Rights issues in Rwanda;
- Computer literate, proficient in Microsoft Office application and IT packages;
- Demonstrated advanced writing and editing skills in English
- Good oral and written communication skills;
- Ability to work closely with public, non-governmental, international and civil society organizations;
- Must be highly motivated and committed to work in the field of Human Rights.
- Ability to plan, organize and monitor work to ensure achievement of desired results,

9. Price Proposal and Schedule of Payments

The consultancy fee will be paid as a lump sum (inclusive of all expenses related to the consultancy) and will be fixed regardless of changes in the cost components of the consultancy. The consultancy fee in its entirety will be paid upon satisfactory completion of the assignment and delivery of all expected deliverables.

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

10. Criteria for Selection of the Best Offer

Submissions will be evaluated in consideration of the evaluation criteria as stated below: The offer will be evaluated by using the best value for money approach. Technical proposal will be evaluated on 70% whereas the financial proposal will be evaluated on 30%. Below is the breakdown for the technical proposal on 100 which will be brought to 70%.

Criteria	Weight	Max. Point
Technical		
At least master's degree master's Degree in Law, Human Rights, Political Science or Public Policy	10%	10
At least 5 years in human rights and relevant professional experience, particularly on issues of protection, promotion, prohibition of torture and/or transitional justice and human rights monitoring with local/international NGO is preferred.	25%	25
Practical field experience and in developing and submitting strategic documents and action plans;	20%	20
Demonstrated advanced writing and editing skills in English	20%	20
Good knowledge and understanding of Human Rights issues in Rwanda;	15%	15
Fluent in English (written and verbal skills) and basic knowledge of French would be a value adding	10%	10

11. How to apply

Candidates should apply by presenting the following documents:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- (ii) **Personal CV or P11**, indicating all past experience from similar projects as well as the contact details (e-mail and telephone number) of the candidate and at least three (3) professional references;
- (iii) **Brief description** of why the individual considers him/herself as the most suitable for the assignment and a methodology, if applicable, on how he/she will approach and complete the assignment
- (iv) **Financial Proposal** that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided

All interested applicants should submit the above to UNDP CO Rwanda by emailing offers.rw@undp.org. Application deadline: **2nd September 2018**

M. Approval

This TOR is approved by:

Signature	Jean de Dieu Kayiranga
Designation	Programme Analyst
Date of Signing	_____