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Resilient nations.*

## PROCUREMENT NOTICE

### NATIONAL INDIVIDUAL CONSULTANT

Date: 06/12/2021

**Description of the assignment: HIRING OF NATIONAL INDIVIDUAL CONSULTANT: IN DEPTH REVIEW OF THE 2019 VNR AND 2020 UPR RECOMMENDATIONS**

**Period of assignment:** 30 working days

UNDP Rwanda is looking to recruit National Individual Consultant to conduct an in-depth review of the 2019 VNR and 2020 UPR recommendations. All interested and qualified national individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Only Electronic Submission is allowed attention to: Head of Procurement Unit, by email address at [offers.rw@undp.org](mailto:offers.rw@undp.org) not later than **20 December 2021**, Time: 05h00 PM Kigali Rwanda local time.

**N.B: 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 equally encouraged to apply.**

Yours sincerely,

Shelagh Rwitare

UNDP Operations Manager

REPUBLIC OF RWANDA



MINISTRY OF JUSTICE  
B.P. 160 KIGALI



## TERMS OF REFERENCE (ToR)

### NATIONAL INDIVIDUAL CONSULTANT: IN DEPTH REVIEW OF THE 2019 VNR AND 2020 UPR RECOMMENDATIONS

<b>Application Type:</b>	External Vacancy
<b>Project</b>	<i>Joint UNDP and OHCHR<sup>1</sup> Project on Enhanced RC<sup>2</sup> and UNCT<sup>3</sup> strategic engagement with the UPR and other human rights mechanisms (global and regional) and with NMRFs<sup>4</sup> and NHRIs<sup>5</sup> to achieve the SDGs</i>
<b>Consultant Title:</b>	Individual Consultant
<b>Category:</b>	Human Rights , SDG domestication
<b>Duty Station:</b>	Kigali, Rwanda
<b>Type of contract:</b>	Individual Consultancy
<b>Expected starting date:</b>	Immediately (December 2021)
<b>Duration of assignment:</b>	30 working days

#### 1. BACKGROUND AND CONTEXT

The Government of Rwanda has made good progress towards the implementation of the United Nations Sustainable Development Goals (SDGs), including their domestication and integration in the National Strategy for Transformation (NST1). In fact, the three SDGs dimensions, namely, economic, social and environmental are comprehensively integrated in the NST1 (2017-2024) pillars: “Economic Transformation, Social Transformation and Transformational Governance” as well as Vision 2050 and related subnational and sectoral strategies. However, there is still more to be done particularly in this Decade of Action, to achieve the Global Goals by 2030 and recover from the human and socio-economic crisis caused by the Covid-19 pandemic, which has severely imperilled the progress towards the SDGs. Rwanda, like any other countries in the world has been gravely affected by the Covid-19 crisis.

<sup>1</sup> Office of the UN High Commissioner for Human Rights.

<sup>2</sup> Resident Coordinator

<sup>3</sup> United Nations Country Team

<sup>4</sup> National Mechanisms for Reporting and Follow-up

<sup>5</sup> National Human Rights Institutions

The integration of the SDGs into the national development framework was guided by Government of Rwanda's domestication roadmap, which was approved in December 2015. Rwanda has committed to the enhanced delivery and realization of the Sustainable Development Goals and has been actively involved in their formulation, including being selected to pilot one of the Goals, Goal 16 on "Peace, Justice and Strong Institutions".

In 2019, Rwanda volunteered to conduct and present for the first time its Voluntary National Review (VNR) report on SDG implementation, in line with the country's global commitment to carry out regular, voluntary and inclusive reviews to report on the progress achieved in implementing the Agenda 2030. The VNR report provides an in-depth analysis of 7 SDGs, including SDG 16. However, there is a need to continuously monitor the progress towards the SDGs and reflect on the efforts still needed to be made. Rwanda also needs to consider the VNR recommendations within the context of other initiatives, particularly when the country is engaged in Universal Periodic Review (UPR) processes.

In 2021, the country has undergone its most recent and third UPR review, since 2010 which culminated in the adoption of 160 new recommendations to be implemented between now and the next review in 2025.

Following the 2019 VNR review and the adoption of the new UPR recommendations, that have been accepted by Rwanda, and based on the national Strategy for Reconciliation, Law and Order Sector in Rwanda, multiple gaps have been identified in data availability for some indicators under SDG 16. As such, OHCHR and UNDP, in collaboration with the Ministry of Justice and the National Commission for Human Rights, propose the following activities to assist the country to better assess the progress towards SDGs, review the synergies between the UPR and VNR processes and last, support the implementation of SDGs for the remaining decade for action while complying with human rights commitments:

1. Conduct in-depth review of the 2019 VNR and 2020 UPR recommendations and identify areas of synergies, complementarities and gaps that needs to be considered for the next decade of action through the midterm review of the national development plan, the next UNSDF and other national programs.
2. Develop capacities of members of the National Treaty Body Reporting Task Force and the UN Human Rights Task Force on the Human Rights Based approach in development processed building on the VNR and UPR outcomes

The above activities are part of the *"Joint UNDP and OHCHR Project on Enhanced RC and UNCT strategic engagement with the UPR and other human rights mechanisms (global and regional) and with NMRFs and NHRIs to achieve the SDGs"* and will be implemented by the Ministry of Justice in close collaboration with the National Commission for Human Rights.

It is against this background that the Ministry of Justice is, through UNDP, hiring services of an individual consultant to conduct an in-depth review of the 2019 VNR and 2020 UPR recommendations and identify areas of synergies, complementarities and gaps that needs to be considered for the next decade of action through the midterm review of the national development plan, the next United Nations Sustainable Development Framework (UNSDF) and other national programs.

## **2. OBJECTIVES OF THE CONSULTANCY**

### **2.1. Main objective**

The main objective of the consultancy is to conduct an in-depth assessment of the Voluntary National Review (VNR) and the recently adopted Universal periodic Review (UPR) recommendations for Rwanda with Human Rights lens and to identify synergies between the two and to make recommendations on how both frameworks can support the domestication of SDGs in Rwanda.

## 2.2. Specific objectives

More specifically, the consultant will:

- Conduct in-depth review of the 2019 VNR and 2020 UPR recommendations, identify synergies and make policy recommendations for alignment with human rights commitments and principles;
- Facilitate the training of members of the National Treaty Body Reporting Task Force and the UN Human Rights Task Force on the Human Rights Based approach to development processes building on the VNR and UPR outcomes; and
- Prepare and submit assessment and training reports

## 3. Scope of work

This assignment is limited to an in-depth review of the 2019 VNR and 2020 UPR recommendations and the capacity building of both the Treaty Body Task force and the UN Human Rights Task Force. The consultant will work with institutions involved in the implementation and reporting of SDGs in general, and SDG Goal 16 in particular and as well institutions that implement the UPR recommendations.

## 4. Expected Outputs and Deliverables

The consultant will provide the following deliverables within the contract period and upon approval of the Ministry of justice:

An inception report, including the methodology and the work plan with an acceptable timeline;	By 15 December 2021
A draft report on synergies between the NVR and the UPR recommendations, with detailed an assessment report and recommendations.	By 31 December 2021
A final report of the findings on synergies between the NVR and the UPR recommendations, with detailed an assessment report and recommendations and with feedback from MINIJUST and its partners. A validation workshop to present main findings.	By 15 January 2021
Training of the Treaty Body task Force and One UN Human Rights task Team on Human Rights, SDGs and VNR.	By 31 December 2021

The final report must include, but is not limited to:

- ✓ Foreword and acknowledgement (on behalf of MINIJUST)
- ✓ Executive summary.
- ✓ A detailed methodological approach used for the assessment and analysis.
- ✓ Main findings of the assessment and analysis-
- ✓ Conclusions and recommendations.

All reports will be submitted in English, in both hard and soft formats.

## 5. Institutional Arrangement

The International Justice and Judicial Cooperation Department of the Ministry of Justice will lead and coordinate the entire process in close collaboration with the consultant and UNDP. The consultant will be working directly with the Ministry of Justice who will be closely following up this exercise/ monitoring this exercise.

## 6. Duration of the Work

The successful candidate will start this assignment as soon as possible, following the completion of the recruitment process and contract signature. The duration of the consultancy is expected to be not more than 30 working days, counted as of the signature of contract.

**7. Duty Station**

The duty station of the work is Kigali, Rwanda. However, the consultant may be required to travel outside Kigali but in Rwanda as advised by the supervising team.

**8. Consultancy Price and Schedule of Payments**

The consultant shall be paid the consultancy fee upon completion of the following milestones. Payments will be made only upon confirmation by UNDP that contract obligations have been delivered in a satisfactory manner.

Inception report including the methodology and the work plan with an acceptable timeline	20%
A draft report on synergies between the NVR and the UPR recommendations, with detailed an assessment report and recommendations.	30%
A final report of the findings on SDG 16 domestication status and the whole assignment with feedback from the Ministry of Justice and its partners, validation workshop and training off task forces.	50%

**9. Recommended Presentation of Offer**

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP.
- b. Personal CV or P11, 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.
- c. Brief description of why the consultant is the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- d. Financial Proposal that indicates all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offered is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**1. Criteria for Selection of the Best Offer**

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%; with a technical pass mark of 70 points.

**Technical selection criteria**

Criteria	Max. Point
<ul style="list-style-type: none"> <li>• At least a Master’s degree in Development Studies, Law, Economics; Political Science, Social Science or any other related field;</li> </ul>	15
<ul style="list-style-type: none"> <li>• A minimum of 5 years’ experience in conducting research and assessments on human rights monitoring and reporting and SDGs.</li> </ul>	20

<ul style="list-style-type: none"> <li>• Experience in research and consultancy in the field on different domains and Experience in research methodologies, statistical methods and analysis; Ability to work comfortably with data and interpretation.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Familiarity with SDGs and other global and regional agendas.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Demonstrated understanding of the scope and objective of the assignment and Well-described and comprehensive research methodology</li> </ul>	35
<ul style="list-style-type: none"> <li>• Excellent drafting skills in English and proven fluency in English. Knowledge of French is an advantage;</li> </ul>	5
<ul style="list-style-type: none"> <li>• Excellent computer skills, particularly MS Excel, PowerPoint and Word;</li> </ul>	5
<b>TOTAL</b>	<b>100</b>

***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 sex-based discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.***

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*(Name of Resident Representative/Bureau Director)*  
United Nations Development Programme  
*(Specify complete office address)*

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [ *indicate title of assignment* ] under the [ *state project title* ];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:
  - An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
  - A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of \_\_\_\_\_ days *[minimum of 90 days]* after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

\_\_\_\_\_

k) I hereby confirm that *[check all that applies]:*

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :



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**Annexes** *[pls. check all that applies]:*

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost (RWF)	Quantity	Total Rate for the Contract Duration (RWF)
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price</b> <b>(Weight for payment)</b>	<b>Amount</b>
Deliverable 1		
Deliverable 2		
....		
<b>Total</b>	<b>100%</b>	<b>RWF.....</b>

*\*Basis for payment tranches*