

## Call for proposals

### Consultant project officer to the project:

### **Human Rights and Gender Equality in Climate and Disaster Displacement: A Municipality-Level Integrated Response in African Cities**

**Deadline 9 September 2022**

Lund University and the Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI) invite proposals to provide consultancy services to support the project Human Rights and Gender Equality in Climate and Disaster Displacement: A Municipality-Level Integrated Response in African Cities. Participants have been selected from cities in Kenya, Uganda and Sierra Leone. The consultancy period is from 1 October 2022 until 30 September 2023. During this period, the consultant will be expected to dedicate an average of 2 days per week. Some periods will require more intensive engagement, including some limited travel within the region of East Africa.

The consultant's primary role is to proactively manage the planning, coordination, communication and implementation of the project. The consultant reports to the project leaders. A description of the project, which is supported by the Swedish Institute, is available here: <https://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/2022-05/Human%20Rights%20and%20Gender%20Equality%20in%20Climate%20and%20Disaster%20Displacement-2022-2023.pdf>

This is a competitive process. Should you be interested in this consultancy, we would kindly ask you to submit the following documents:

- Cover letter (max 2 pages) with the following information:
  - name, address and communication numbers;
  - statement of availability to perform the consultancy;
  - experience and professional capacity with reference to the competence requirements stated in the Terms of Reference (ToR); and
  - understanding of the consultancy and a reflection on how it will be carried out.
- CV outlining relevant expertise and experience;
- Certification of not being in one of the situations listed in the section 'General Eligibility Criteria' in the ToR;
- Non-edited sample work in English (report, article, publication etc); and
- Daily fee requirements (not including reimbursable costs, which will be covered separately, if relevant, in accordance with established standards and guidelines).

Note: the consultant is required to carry out the consultancy from the RWI regional office in Nairobi, Kenya with possible travel in the region.

The project leaders will evaluate all submitted offers taking into consideration quality, i.e. the level to which the competence requirements stated in the ToR are met and price (i.e. fee

requirements). Based on an evaluation of these criteria, the project leaders will select a consultant to implement the assignment. The offer accepted will be the one that is considered most economically advantageous (i.e. the offer with the best price-quality ratio). Both the successful and the unsuccessful bidders will be informed in writing about the result of the procurement as soon as possible after a decision has been taken.

Should you be interested in this assignment, then kindly submit your documents via e-mail to [matthew.scott@rwi.lu.se](mailto:matthew.scott@rwi.lu.se). Please write “Application for Consultancy: SI Climate Displacement in African Cities” in the subject line of the email. Deadline for proposals is 9 September 2022. Should you have any questions, please do not hesitate to contact Matthew Scott by email to the same address.

## **Terms of Reference**

### **1. Duties and Responsibilities**

- In collaboration with the project leaders, contribute relevant content to the modules contained in the online learning platform.
- Systematically collect detailed minutes from all online learning exchanges and from the in-person events.
- Provide content to the project website, including in particular the drafting of a regular blog providing highlights from the learning exchanges.
- Coordinate travel, accommodation and meeting logistics for the final event in August 2023, ensuring streamlined arrangements through inter alia carrying out a scoping mission in advance, and by providing on-site coordination during the event.
- Identify and proactively raise awareness of the project with actors working on related issues in Africa, including through digital and in-person meetings and other interactions.
- Lead the production of the city profiles through consolidating materials developed and collected by course participants and collaborating with the project communications team.
- Stay informed of relevant geographic/thematic/political developments for the successful carrying out of duties and responsibilities of the position.
- Actively engage and contribute to a team environment.

### **2. Qualifications**

#### ***Essential***

- Based in Kenya with a legal right to work in the country.
- Strong documented experience/knowledge about human rights, the environment and displacement.

- Master's degree or higher degree by thesis in human rights, environmental science, development studies, social sciences, preferably with a specialisation in displacement relating to disasters and climate change.
- Ability to manage multiple tasks and maintain attention to detail.
- Excellent project administration skills relating to event planning.
- Excellent analytical skills.
- Fluency in English with excellent English language writing skill.

### ***Desired***

- Knowledge of other languages relevant to working in the region.
- Knowledge of and experience with established climate change, DRR or people on the move working groups, networks or UN coordination bodies within the Africa region

### ***General Eligibility Criteria***

All invited natural and legal persons may submit an offer and are eligible, on equal terms, to be selected to carry out the assignment. However, consultants are excluded from being selected if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means which Lund University can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Sweden or those of the country/-ies where the assignment is to be performed;
- They, or persons having powers of representation, decision-making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity detrimental to Sweden's financial interests;
- They, or persons having powers of representation, decision making or control over them, have been, or are subject, to any international sanctions or restrictive measures with which regulations Lund University is required to comply according to Swedish law.

Consultants must certify that they are not in one of the situations listed above.