

**Public Call for Applications  
for inclusion in a Roster of Experts with experiences relating to  
Raoul Wallenberg Institute academic human rights capacity  
development programmes**

**Summary**

<b>Location:</b>	Multiple locations
<b>Application Deadline :</b>	12:00 CET, 16 April 2021
<b>Type of Contract :</b>	Individual Contract
<b>Category of Consultant:</b>	International Consultant
<b>Languages Required:</b>	English
<b>Duration of Contract:</b>	As per specific assignment
<b>Expected Duration of Assignment:</b>	As per specific assignment
<b>Total approximate value of combined contracts:</b>	3,000,000 SEK

## **1. Background**

The Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI) is an independent academic institution committed to contributing to a wider understanding of, and respect for, human rights and international humanitarian law. The Institute combines research and direct engagement focusing on four overarching themes: People on the Move, Inclusive Societies, Fair and Efficient Justice; and Economic Globalisation and Human Rights.

Since the beginning of the 1990s, RWI has been implementing a wide range of human rights capacity development programmes internationally, mainly for institutions in developing countries and mainly funded by Swedish Development Cooperation. Established in 1984 at Lund University in Sweden, RWI, currently, has presences in Amman, Beijing, Harare, Istanbul, Jakarta, Lund, Nairobi, Phnom Penh and Stockholm.

A significant part of the human rights capacity development programmes carried out by RWI concern cooperation with academic institutions to support their, including individual's' at these institutions, capacity for human rights education, research and outreach, or otherwise supporting development of such capacity.

RWI relies on qualified experts from primarily its own organisation to be involved in many of the human rights capacity development activities of this nature. Where necessary, internal expertise is however complemented with specific external expertise.

RWI has for this purpose previously maintained a roster of individuals willing to undertake temporary assignments depending on the character and scope of the assignment and organisational needs. Due to the complexity and time sensitivity of some activities,

contracting of such external expertise in a timely and efficient manner is essential to respond effectively to partners' needs in various contexts.

Currently, RWI is seeking to replenish previous efforts in this respect by establishing a specific roster through identifying experienced experts with a profile matching specific needs in the area of RWI's academic human rights capacity development programmes. Selection of candidates and subsequent contract modalities will depend on terms of reference for individual assignments. The inclusion on the roster does not guarantee the offer of consultancy work. The experts' primary responsibilities will be to serve as trainers, facilitators, advisors, and developers of training, publications and other tools, in RWI's international programmes.

## **2. Tasks and Responsibilities**

Whereas specific tasks and responsibilities would be defined for each individual assignment, the following are tasks indicative of what assignments are expected to include:

- Contributing to the development of agendas, tools, and other materials for programme activities such as workshops, trainings, etc. dealing with human rights from the perspective of various disciplines as well as research methodology, academic writing, course and programme development, teaching methodology and related issues in the area of human rights
- Preparing and facilitating/delivering presentations and other capacity development sessions, including by online means, in relation to the above-mentioned topics and issues;
- Reviewing and making suggestions regarding human rights education programme / course syllabi and curricula;
- Developing/editing and/or supporting the development/editing of academic human rights publications as well as policy briefs and similar documentation;
- Drafting reports to RWI on relevant activities and programmes;
- Advising on programme development and implementation strategies;
- Meeting with relevant partners and stakeholders together with or on behalf of RWI; and
- Participating in and contributing substantially to international conferences together with or on behalf of RWI.

Experts should ideally be available for assignments at short notice.

Each assignment will vary in duration. The expected duration will be specified in the Terms of Reference for each individual assignment.

The location of the work will also vary, but assignments will primarily be in developing countries when carried out on site. Countries in which RWI currently has such capacity development programmes include, among other countries, Zimbabwe, Armenia, Kenya, Ethiopia and Cambodia. The location will be specified in Terms of Reference for specific assignments. However, the conduct of activities may, subject also to current Covid-19 restrictions, require substantial international travel, long working hours and in some instances difficult conditions.

### 3. Qualification and eligibility requirements

#### I. Qualifications required

- Relevant university degree, minimum master's degree, preferably PhD in social sciences, law or other relevant discipline with preferably a specialisation in human rights;
- Solid knowledge and at least 10 years of work/research experience in the area of human rights, including teaching human rights in an academic setting as well as for professional groups and developing and reviewing human rights curricula and syllabi
- Demonstrated experience working with experiential learning methods
- Demonstrated experience working with producing or editing academic publications and policy briefs, including preferably in the area of human rights;
- Experience of working in different cultural settings and in a development cooperation context;
- Experience of using online teaching means, tools and methods;
- Excellent analytical skills;
- Strong communication, facilitation and interpersonal skills; and
- Excellent command of written and spoken English.

#### II. Eligibility Criteria

- 1) The Consultant has not been, and is not, subject to any international sanctions or restrictive measures with which RWI is required to comply according to Swedish law.
- 2) RWI only partners with individuals and institutions that respect and comply with all relevant and applicable human rights as well as ethical business, social responsibility, health, safety, environmental, employment and fiscal regulations. Any known violations in this respect, or inability to provide appropriate evidence, if and as requested, shall disqualify a consultant from (taking part in) the procurement process.
- 3) In addition, a consultant shall also be excluded from taking part in the assignment if:
  - a) she/he is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where she/he is in an arrangement with creditors, where her/his business activities are suspended, or where she/he is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
  - b) it has been established by a final judgment or a final administrative decision that the consultant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the consultant belongs, or by having engaged in any wrongful conduct which has an impact on her/his professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
    - i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
    - ii) entering into agreement with other economic operators with the aim of distorting competition;
    - iii) violating intellectual property rights;
    - iv) attempting to influence the decision-making process during the procurement; or
    - v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement process.

- c) it has been established by a final judgment or a final administrative decision that the consultant is in breach of her/his obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- d) it has been established by a final judgment that the consultant, or persons having powers of representation or decision-making control over her/him, is guilty of any of the following: fraud; corruption; involvement in a criminal organisation; money laundering; terrorist financing; child labour (or any other forms of trafficking in human beings); or any other illegal activity detrimental to RWI's interests;
- e) the consultant has shown significant deficiencies in complying with main obligations in the performance of a contract financed by RWI or any donor to RWI, which has led to the early termination of a legal commitment or to the application of liquidated damages or other contractual penalties or which has been discovered following checks and audits or investigations.

RWI moreover expects that individuals carrying out any assignment on behalf of RWI do so in accordance with the values, principles and guidance contained in the RWI Code of Conduct and individuals adhere to the RWI General Terms and Conditions for Professional Services (both available at <https://rwi.lu.se/contract-documents-2/> ).

#### **4. Application Procedure**

Interested qualified individuals must submit their applications providing the following information to demonstrate their qualifications.

- Statement (one page cover letter) of why the individual considers her/himself suitable for inclusion in the roster, indicating for which areas as indicated above the individual can demonstrate specialised expertise and experience, and confirming also that the individual meets the above eligibility criteria and that fee expectations do not exceed what RWI can offer as per below.
- CV, indicating all past experience, as well as the contact details (e-mail and telephone number) of the individual and at least two (2) professional references; and
- Track record listing of assignments carried out similar to the ones foreseen by RWI in relation to this procurement as per the information above

For your application, please group all your documents into one (1) single PDF document and entitle it with your name. Incomplete applications may be rejected.

Please, send any request for clarifications to Amelie Sällfors, Deputy Director of Programmes, [amelie.sallfors@rwi.lu.se](mailto:amelie.sallfors@rwi.lu.se) at the latest on 31 March 2021. RWI will respond via e-mail and publish the clarifications without identifying the source of inquiry on its website, [www.rwi.lu.se](http://www.rwi.lu.se)

#### **5. Fees in relation to the Expert Roster**

Fees for assignments are set for each individual assignment. The main considerations when determining the fee level are the nature and the requirements of the assignment in question, including its complexity and difficulty (taking into consideration its scope and the operating environment), and, on this basis, the knowledge, skills and experience required to undertake it. RWI fees always seek to reflect fair market prices and seek to optimise savings for RWI, while still securing required and high-quality services, striving to not exceed the minimum amount necessary for undertaking the assignment in question.

The maximum international RWI fee rate for short-term assignments is SEK 5,000 per day. This fee rate is typically what would be applicable for the type of assignments considered for experts on the roster in question given the requirements of considerable specialist expertise. Individuals can accordingly not expect a fee of more than SEK 5,000 per day and applicants should confirm in their application that they have no such expectations. The maximum fee rate per day applies even if an individual is employed by an organisation/company/institution, and she/he expects her/his employer to charge a management fee for involvement in a RWI assignment. For longer-term assignments, the daily fee level follows a decreasing rate relative to the number of total days for the assignment.

RWI fees are expressed in gross amounts, irrespective of any applicable taxes, duties and / or fees, which consequently are expected to be borne by the individual, as are any insurance costs, unless otherwise agreed. The same fee rate applies regardless of whether time is spent on preparing, following up or any other activity as part of an assignment. Time spent on travelling in relation to an assignment is counted as only half of the actual time for the purpose of determining the number of units devoted to the assignment as a basis for the fees to be offered. For example, one day of travelling is in this regard counted as half a day only, or, in other words, one day of travelling implies 50% of the fee rate per day as compensation in relation to that day.

RWI reimburses all agreed necessary expenses incurred for carrying out an assignment.

## **6. Criteria for Selection**

All applicants will be initially screened against the minimum and eligibility requirements as specified in section 3. Only those applicants who meet eligibility criteria and have the required educational background, relevant years of experience requirements (10 years minimum) and minimum languages requirements (excellent command of written and spoken English) will be longlisted and considered for the technical evaluation against the below criteria.

The applications that pass this check will be further evaluated on their quality. This assessment will concern reviewing to what extent stated requirements and qualifications are met. This review will be done for each stated qualification according to the following scale: "not at all"; "to a limited extent"; "to a certain extent"; "to an adequate extent"; "to a high extent"; "to a very high extent". The different qualification criteria are weighted differently as follows:

- 1) Relevant university degree, minimum master's degree, preferably PhD, in social sciences, law or other relevant discipline with preferably a specialisation in human rights: 12 points in total
- 2) Solid knowledge and at least 10 years of work/research experience in the area of human rights, including teaching human rights in an academic setting as well as for professional groups and developing and reviewing human rights curricula and syllabi: 30 points in total
- 3) Demonstrated experience working with experiential learning methods: 18 points in total
- 4) Demonstrated experience working with producing or editing academic publications and policy briefs, including preferably in the area of human rights: 18 points in total
- 5) Experience of working in different cultural settings and in a development cooperation context: 18 points in total
- 6) Experience of using online teaching means, tools and methods: 18 points in total
- 7) Excellent analytical skills: 12 points in total
- 8) Strong communication, facilitation and interpersonal skills: 12 points in total

On this basis, a maximum of 120 points can be awarded.

In addition, a maximum of 30 points can be awarded on the basis of the track record presented by applicants.

The technical evaluation will include a desk review, and may also include interviews and technical tests if necessary.

Applicants that obtain the highest score will be considered for inclusion in the roster. RWI reserves the right to identify the exact number of the consultants to be included in the roster following the evaluation of applications.

## **7. Contracting Arrangements**

Several successful individuals will be selected and placed on the RWI Expert Roster for a period of up to three years. It is to be noted that inclusion in the roster does not guarantee a contract during the period of three years.

RWI reserves the rights to conduct a secondary competition/interview among the roster of experts to ensure that an individual's qualification fits for a specific assignment, including availability on duration/time required. In such case, terms of reference for the assignment will be sent out to the experts on the roster and based on the responses to the terms of reference an expert will be chosen (on the basis of criteria communicated in this connection) for the specific assignment.

However, for more urgent assignments of contract values below SEK 100,000, RWI may directly contract a qualified candidate from the roster.

The respective RWI office/unit contracting an expert from the roster will ensure review of performance upon completion of each assignment by the rostered expert. Retention/continuation of experts on the roster would be underpinned on performance.

An expert will be removed from the roster in following situations:

- If the individual informs RWI of her/his wish to be excluded from the roster
- If RWI has obtained, and then confirmed, negative performance feedback relating to assignments carried out by an expert
- If an expert declines more than three (3) assignments in one year