

TERMS OF REFERENCE

- A. Job Title:** National Consultant to Draft the Communication Strategy for the Constitutional Court of Moldova
- B. Duty Station:** Chisinau, Republic of Moldova
- C. Project reference:** Strengthening Rule of Law and Human Rights Protection in Moldova
- D. Contract type:** Individual Contract (IC)
- E. Duration of assignment:** November 2014 – June 2015 (up to 50 working days)

F. Background:

The Constitutional Court of the Republic of Moldova (CCM) is the sole constitutional jurisdiction authority of the country. CCM guarantees the supremacy of the Constitution, ensures the check and balance principle in the State and safeguards the accountability of the State before the citizens. As the highest tribunal ensuring the supremacy of law and protection of human rights and fundamental freedoms, Constitutional Court is undergoing constant processes of modernization, seeking to improve its activity and strengthening its role in the society.

The Justice Sector Reform Strategy 2011-2016¹ and its Action Plan foresees large-scale reforms to address many legal, economic and social bottlenecks to the development of Republic of Moldova (RM) in order to ensure that the justice system is independent, efficient, incorrupt and accessible to all.

The National Human Rights Action Plan 2011-2014,² revised in December 2012, was elaborated and adopted by the Parliament to ensure strengthening human rights promotion and protection in the country, including the gradual progress in joining international human rights protection treaties and mechanisms, strengthening national legal framework and mechanisms and implementation of UPR recommendations for Moldova.

The government of the Republic of Moldova needs to be supported in the implementation of reforms using and applying best international practices and experiences. Strengthening the democratic governance in the Republic of Moldova is a priority for both the Austrian Development Agency enshrined in its Country Strategy 2011-2015³ and for the UNDP Moldova enshrined in the United Nations Partnership Framework 2012-2017.⁴

The project “Strengthening Rule of Law and Human Rights Protection in Moldova” aims to strengthen rule of law and human rights protection in the Republic of Moldova in-line with international human rights standards, Justice Sector Reform Strategy (2011 – 2016) and its Action Plan, and National Human Rights Action Plan (2011-2014) and mainstreaming human rights based approach, equality, gender issues and inclusion. One of the activities of the project is capacity building of the CCM, specifically enhancing transparency, communication and visibility of the Court, to strengthen its role in the democratic society, manifest openness and support for the entire national legal community, raise the

¹ http://justice.gov.md/public/files/file/reforma_sectorul_justitiei/srsj_pa_srsj/SRSJen.pdf

² <http://lex.justice.md/viewdoc.php?action=view&view=doc&id=339395&lang=1>

³ See Area 2.1.3: http://www.entwicklung.at/uploads/media/CS_Moldova_2011-2015_01.pdf

⁴ See Pillar 1: Democratic Governance, Justice, Equality and Human Rights: <http://www.un.md/publicdocget/42>

public interest towards its activity, enhance cooperation with similar institutions from abroad and with the local and international mass-media.

The development and successful implementation of the Communication Strategy of the CCM (hereinafter Strategy) and Communication Action Plan form part of the efforts to ensure that the justice system of the Republic of Moldova is independent, efficient, incorrupt and accessible to all. The elaboration of the effective Strategy and its implementation will contribute to the timely access to information by professionals, members of the public, civil society and relevant national and international stakeholders to the decisions and other information of the Constitutional Court, will increase the transparency, accountability and visibility of the CCM.

G. Objective:

The main objective is to enhance the institutional capacities of the Constitutional Court of the Republic of Moldova and increasing its transparency, accountability and visibility by developing, launching and implementing a Communication Strategy.

H. Scope of work and expected outputs:

In order to achieve the objective it is foreseen that the Consultant will carry out the work in three stages: 1) Assessment; 2) Development of the Strategy and Action Plan, and 3) Public launch of Strategy and Action Plan and building capacities of the CCM in their implementation.

During the assessment phase the National Consultant is expected to:

- Conduct an assessment of the Court's current outreach activities, tools and capacities;
- Hold consultations with the CCM and other relevant stakeholders;
- Carry out a review of news articles and press clippings, media environment on the CCM and public opinion of the Courts' outreach activities;
- Ensure assessment of any other relevant issues in order to present an objective, thorough, realistic assessment of the Court's current outreach activities and capacities;
- Present the assessment to the CCM and UNDP and incorporate feedback into the assessment report.

During the phase of Strategy and Action Plan development the National Consultant is expected to develop the Strategy, which should include but not be limited to:

- *The Vision for Communication.* This part of the document will outline definitions, the methodological approach for each stakeholder and will define the main blocks of the proposed internal and external communication systems and tools to be used by the CCM;
- *Assessment of the Court's current outreach activities and capacities.* This part of the document will present a report on the assessment of the current communication approaches and tools of the CCM. This part can be presented as part of the document or in the annex;
- *Action Plan.* Based on the proposed framework and the assessment, the Action Plan will propose specific activities to address the issues and capacity gaps. Examples of proposed activities, include: training on communication for relevant stakeholders (CCM, civil society, media, etc.); further consultancy to improve the organizations settings in the CCM for better communication, etc. The Implementation part will be structured as a table, by thematic area and proposing the timeframe, budget, responsible parties, etc. for proposed activities. The

Implementation Part will be detailed for the first year and will include indications for the medium term (second and third year);

- *Monitoring and Evaluation (M&E)*. This part of the Action Plan will have clear proposals for continuous monitoring and final evaluation of the communication activities to be implemented under the Action Plan. In order to measure progress and results of suggested activities a set of indicators should be developed, with targets. A baseline survey could be considered.

During the launch of Strategy and Action Plan, the National Consultant will:

- Collaborate with CCM and UNDP in order to ensure successful preparation of the launch event;
- Take part in the launch of the Strategy and Action Plan;
- Take part in other tasks related to the public launch of the Strategy and Action Plan and building capacities of the relevant CCM staff in the implementation of these documents.

In addition, the National Consultant will:

- Ensure human rights based approach application, gender and minorities mainstreaming throughout the process of the Strategy and Action Plan development;
- Ensure gender and minorities mainstreaming are visible throughout the Strategy and Action Plan documents;
- Engage the relevant CMM staff persons and work closely with them throughout the assignment for the purposes of their capacity building;
- Collaborate with all relevant stakeholders throughout the whole period of the assignment;
- Ensure the Strategy and Action Plan are in line with other national and international strategic and legal commitments.

I. Deliverables:

#	Deliverable	Deadline
1.	Assessment report including the assessment and description of the ongoing and upcoming communication activities/projects of the CCM (maximum 5 pages)	15 November 2014 (about 10 working days)
2.	Draft Strategy and Action Plan elaborated and presented to the CCM and UNDP	05 December 2014 (about 10 working days)
3.	Final Strategy and Action Plan elaborated and presented to the CCM and UNDP	20 January 2015 (about 5 working days)
4.	Public Launch of the Strategy and Action Plan completed, capacity building of the CCM staff in implementation of the Strategy and Action Plan completed	30 June 2015 (about 25 working days)

Deliverables can be amended or specified for the purpose of the assignment.

Payment will be made with a single instalment upon the successful completion of the tasks assigned and public presentation of the Strategy and Action Plan.

J. Organizational Setting:

This is a part-time consultancy. The National Consultant will be based in the office of the CCM and will work closely with the management and staff persons of the CCM. The National Consultant will work

under direct supervision of the UNDP Moldova Justice and Human Rights Programme Analyst, as well as in close consultation with the OHCHR Human Rights Adviser to the UN Resident Coordinator in Moldova.

K. Inputs:

The CCM and the UNDP Moldova Justice and Human Rights Programme Analyst will provide the National Consultant with the necessary information and materials for the fulfilment of tasks, with the consultations on the human rights based approach application, and will provide support in facilitation of the meetings where necessary.

L. Qualifications and skills required:

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in communication, journalism, social sciences, public affairs, political science, and international relations or any other relevant field;

II. Years and sphere of experience:

- At least 5 years of experience in the elaboration of communication strategies, action plans and their implementation or in the elaboration and implementation of other documents related to public relations;

III. Competencies:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Proven experience in designing and implementation of public communication strategies, action plans or other documents;
- Solid understanding of and ability to apply communications tools and techniques, including the ability to analyse and use research data;
- Strong management skills in the planning and financial management of communication work and a proven record of achieving results;
- Proven experience in drafting studies and reports;
- Extensive knowledge and experience in the political, social, and cultural issues in Moldova;
- Knowledge of the activity of the Constitutional Court of the Republic of Moldova would be an asset;
- Experience in good governance, human rights, transparency, accountability or similar work would be an advantage;
- Knowledge of Romanian and Russian languages;
- Knowledge of English would be a strong advantage;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;

IV. Personal qualities: responsibility, creativity, flexibility and punctuality.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.