

TERMS OF REFERENCE

- A. Job Title:** National Consultant on strengthening the organizational management of the Equality Council
- B. Duty Station:** Chisinau, Republic of Moldova
- C. Project reference:** Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations
- D. Contract type:** Individual Contract (IC)
- E. Duration of assignment:** 20 February 2015 – 10 December 2016 (up to 180 working days with possibility of extension)

F. Background:

The Republic of Moldova is a State-Party to the majority UN and CoE human rights treaties. The *National Human Rights Action Plan for 2011-2014*¹ contains commitments to protect and advance specific human rights taking into account the recommendations of the UN treaty bodies and a number of UPR recommendations. Related priorities and commitments are established under the *UN-Moldova Partnership Framework (UNPF) 2013-2017*.² Reform of the National Human Rights Institutions is prioritized at the highest level of government. The Equality Council is one of the two major national human rights institutions in the Republic of Moldova working specifically on the issues of equality and non-discrimination.

In May 2012 the Moldovan parliament passed the Law on Ensuring Equality,³ which is intended to cover all grounds for discrimination in line with the international commitments of the Republic of Moldova. The law provides for the establishment of the Council on the Prevention and Elimination of Discrimination and Ensuring Equality (Equality Council),⁴ which is a collegial body established to ensure protection against discrimination and ensure equality of all persons who consider themselves to be victims of discrimination.

A needs assessment of the institution, conducted with the support of Office of the High Commissioner for Human Rights (OHCHR) identified an urgent need to strengthen the Council's managerial capacities, including general managerial functions, planning, organization, coordination, control and decision-making. In August 2013 the Council approved the Strategic Plan of the Institution for 2014-2016. One of the Strategic Plan's Strategic Objectives (No. 5) provides that the Council should continuously improve its capacity to better respond to the needs of the beneficiaries. The implementation of this strategic objective includes but is not limited to the following activities:

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

² http://www.un.md/news_room/pr/2012/undaf/United_Nations_Republic_of_Moldova_Partnership_Framework.pdf

³ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=346943>

⁴ <http://egalitate.md/index.php?l=en>

improvement of the human resources management, development of the managerial documents of the Council, continuous improvement of the managerial capacity of the heads of the subdivisions of the Administrative Apparatus, strengthening the overall managerial performance of the institution.

The overall objective of the project *“Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations”* is to contribute to the effective protection and promotion of human rights, equality and non-discrimination in the Republic of Moldova with particular attention to women, minorities, marginalised and vulnerable groups. The project is funded by the Norwegian Ministry of Foreign Affairs, co-funded and implemented by the UNDP Moldova and the Office of the UN High Commissioner for Human Rights (OHCHR), in cooperation with the Ombudsperson Office and Equality Council.

G. Objective:

The main objective is to support the strengthening of the organizational capacities and sustainability of the Equality Council.

H. Scope of work and expected outputs:

The **scope of work** of the National Consultant will consist in the provision of expertise, advice, substantive support and coordination aimed at strengthening the institutional management and administration, monitoring, planning, delivery and reporting processes of the Equality Council.

In order to achieve the objectives National Consultant shall:

- Thoroughly analyse and update the available needs assessment reports with regard to the Council;
- Facilitate the development of reports related to the achievement of Strategic Objective No.5 of the Council, including provision of inputs for the annual reports of the Council for 2014, 2015 and 2016;
- Facilitate the development of annual reports of the Council for 2014, 2015 and 2016;
- Conduct a detailed analysis of the provisions of the relevant objective of the Strategic Plan of the Council and facilitate the development of annual work plans for the implementation of the Strategic Objective No.5;
- Contribute to development and updates of internal management documents in compliance with the normative framework and best practices in the field, in consultation with Council administration;
- Develop and carry out annual opinion polls of Council staff on management within the Council and carry out their follow up analysis;
- Work closely with the administration of the Council to improve its human resources management, revision of employment rules and procedures to improve staff gender equality and diversity, and to improve information and premises accessibility for linguistic minorities and persons with disabilities;
- Assess the professional development and training needs of the administration and management of the Council and present recommendations on their improvement, and where applicable suggest, carry out and organize training activities in line with identified needs;
- Facilitate the implementation of the activities aimed at the achievement of Objective 5 of the Strategic Plan of the Council;

- Work with the administration of the Council to ensure and support the strengthening of the managerial and organization capacities of the Council through regular training, coaching and consultancy;
- Perform any other tasks relevant to the strengthening of the organizational capacities and ensuring sustainability of the Council, as identified throughout the consultancy;
- Develop and provide monthly activity reports and other narrative progress reports as specified in the deliverables for the assignment.

I. Deliverables:

	Deliverable	Deadline
1.	Annual reports of the Equality Council for 2014, 2015 and 2016 produced	1 March 2015, 1 February 2016, 10 December 2016
2.	Work plans for the implementation of the Strategic Objective 5 of the Strategic Plan of the Equality Council produced	20 March 2015, 10 December 2015
3.	Assessments of the professional development and training needs of the administration and development plans for management of the Council developed/updated	15 March 2015, 28 February 2016
4.	Training activities on the managerial development of the administration and management organized	10 December 2016
5.	All internal managerial documents of the Council developed and updated in compliance with the normative framework, annual work plans and best practices in the field	10 December 2015, 1 September 2016
6.	Reports on the assessment of the staff perception regarding the internal management applied by the institution, including recommendations for further improvements presented	15 November 2015, 15 November 2016
7.	Periodical reports on consultancy undertaken submitted	1 July 2015, 10 December 2015, 1 July 2016
8.	Final report	10 December 2016

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

J. Organizational Setting:

This is a part-time consultancy. The National Consultant will be based in the office of the Equality Council and will work closely with the management and staff persons of the Council. The National Consultant will work under the direct supervision of the UNDP Moldova Justice and Human Rights Programme Analyst, as well as in consultation with the OHCHR Human Rights Adviser to the UN Resident Coordinator in Moldova.

K. Inputs:

The Equality Council 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:

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Management, Public Administration, Human Resources, Human Rights, Social Sciences, or other relevant field;

II. Years and sphere of experience:

- At least 5 years of experience in carrying out needs analysis, policy/strategy development in/for the public administration;

III. Competencies:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Demonstrable strong management skills in planning, monitoring and reporting, as well as human resources management, and a proven record of achieving results;
- Proven experience working in good governance, human rights, transparency, accountability or similar work would be an advantage;
- Proven knowledge of State institutions in the Republic of Moldova, their work modalities and reporting requirements;
- Strong leadership abilities and excellent (diplomatic) communication presentation skills, ability to facilitate discussions;
- Proven experience in drafting studies and reports and strong abilities in designing questionnaires, development of methodology for training needs assessment;
- Experience in mainstreaming minority issues and rights of persons with disabilities would be a strong asset;
- Proven experience in working with the international organizations (successful experience in working with UN agencies) is an asset;
- Knowledge of Romanian and Russian languages is a requirement;
- Knowledge of English language would be an asset;
- 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.