

TERMS OF REFERENCE

- A. Job Title:** National Consultant on Coaching the Press-officer 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:** October 2015 – September 2016 (up to 100 working days)

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.

The Equality Council is a newly established institution operating in the widespread environment of discriminatory views and is in need of capacity building in the pro-active approach on the exercise of their functions in human rights and equality spheres, including in monitoring, documentation, reporting, education, litigation, campaigning, etc.

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

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>

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 the Equality Council.

G. Objective:

The main objective is to increase transparency, accountability and visibility of the Equality Council by providing training and coaching to the Equality Council Press Officer.

H. Scope of work and expected outputs:

The scope of work of the National Consultant is training and coaching of the Equality Council Press Officer.

In order to achieve the objective the National Consultant will:

- Conduct an assessment of the current activities, capacities and tools used by the Press Officer towards achieving results in his/her duties and responsibilities;
- Develop the guidance for holding press-conferences and press-briefings, news to be published on the Equality Council's web-site, and templates for press-releases, news to be published on the web-site and responses to the inquiries the Equality Council receives from the mass-media, civil society and other stakeholders;
- Prepare a training plan, based on the assessment for 2015-2016, aimed at capacity building of the Press Officer;
- Implement the training plan by training and coaching of the Press Officer on topics related to internal and external communication, mass-media mobilization, strategy implementation, drafting of press-releases, work with web-site and social networks, etc.;
- Identify external (in Moldova and outside) training opportunities for the Press Officer;
- Submit periodic narrative and activity reports;
- Undertake any other related tasks requested on an *ad hoc* basis.

I. Deliverables:

	Deliverable	Deadline
1.	Assessment report on the Press Officer's current activities, capacities and tools used by the Press Officer towards reaching results in his/her duties and responsibilities (maximum 5 pages) submitted to the Equality Council and UNDP	15 October 2015 (up to 5 days)
2.	Training plan for Press Officer on topics related to internal and external communication, mass-media mobilization, strategy implementation, drafting of press-releases, how to work with website and social networks submitted to Equality Council and UNDP	1 November 2015 (up to 5 days)
3.	Guidance for holding press-conferences and press-briefings, news to be published on the Equality Council's web-site, and templates for press-releases, news to be published on the web-site and responses to the inquiries the Equality Council receives	31 January 2015 (up to 5 days)

	from mass-media, civil society and other stakeholders submitted to Equality Council and UNDP	
4.	Training plan implemented through coaching of the Press Officer	15 September 2016 (up to 80 days)
5.	Periodic narrative and activity reports submitted to the UNDP	5 November 2015 30 April 2016 15 September 2016 (up to 5 days)

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, in particular the Equality Council Press Officer. The National Consultant will work under the direct supervision of the UNDP Moldova Project Manager.

K. Inputs:

The Equality Council and the UNDP Moldova Project Manager 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 communication, journalism, social sciences, public affairs, media studies or any other relevant field;

II. Years and sphere of experience:

- At least 3 years of experience in provision of communication services, working with media, developing and/or implementing communications action plans, elaboration and implementation of other documents related to public relations;

III. Competencies:

- Proven experience in design and implementation of capacity building activities, coaching and trainings;
- Demonstrable experience in applying communications tools and techniques, including analysis of data;
- Extensive experience in drafting communication and awareness raising materials, other communication-related materials and reports;
- Knowledge of the activity of the Equality Council and challenges it faces in its work and understanding of the political, social, and cultural issues in Moldova would be a strong 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.

- 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;
- Responsibility;
- Flexibility;
- Creativity.

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.