



TERMS OF REFERENCE

Job Title:	National Human Rights Consultant
Hiring Unit	UN Human Rights Office (OHCHR) via UNDP Moldova
Contract type:	Individual Contract
Duration of assignment:	20 January - 30 April 2016 (up to 45 working days)
Deadline for applications:	20 January 2016

Background

The Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights.

Since July 2008 OHCHR has deployed a Human Rights Adviser to support the work of the Office of the United Nations Resident Coordinator (UN RC) in the Republic of Moldova, in September 2015 replaced by a National Human Rights Coordinator. OHCHR in Moldova led by the National Human Rights Coordinator supports and advises the UN RC Office, United Nations Country Team (UNCT) in Moldova, Government, National Human Rights Institutions (NHRIs), civil society and community groups in strengthening human rights and human rights based approach to development.

According to the Country Note for the Republic of Moldova 2014-2017, the thematic priorities for interventions include: (1) countering discrimination, in particular racial discrimination, discrimination on the grounds of disability, religion, sexual orientation and other criteria; (2) combating impunity and strengthening accountability and the rule of law; (3) strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

Scope of Work, Duties and Responsibilities

The national consultant under these Terms of Reference works under the guidance and supervision of the National Human Rights Coordinator. The national consultant works in close collaboration with project partners, beneficiaries and stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and information delivery.

Under the present Terms of Reference the national consultant will:

Task 1: Assist the Office in supporting the Moldovan civil society and vulnerable groups in preparing and submitting alternative report(s) towards Universal Periodic Review (UPR) of Moldova in 2016, through:

- a) Communications with civil society and vulnerable groups, as well as other UPR actors;
- b) Organizing and facilitating the meetings towards preparing and submitting alternative UPR report(s) on Moldova;
- c) Advising the civil society and vulnerable groups on the prepared alternative report(s).

Task 2: Assist the Office in supporting the development of the framework for the next Moldovan integrated National Human Rights Action Plan, through:

- a) Communications with all relevant partners and stakeholders;
- b) Substantively contributing to the development of the framework for the next Moldovan NHRAP;
- c) Organizing and facilitating the meetings related to the development of the framework for the next Moldovan NHRAP.

Task 3: Assist the Office in coordinating and implementing its work on capacity building for Moldova's legal professionals (judges, prosecutors, lawyers, police, law students), through:

- a) Communications with Office's partners and beneficiaries in the field;
- b) Supporting Office's internal and external coordination of the work in the field;
- c) Pro-actively advising on Office's approaches to work with the Moldova's legal professionals.

Task 4: Assist the Office in following-up on 2011-2012 findings and recommendations for Moldova provided by the UN Special Rapporteur on freedom of religion or belief, through:

- a) Monitoring the current situation and developments with regard to freedom of religion or belief in Moldova, and preparing an update on the status;
- b) Communications with organizations and groups concerned, as well as competent public authorities and other stakeholders;
- c) Supporting the (potential) victims of discrimination on belief grounds / violations of the relevant freedom in their action to restore and remedy such violations.

Task 5: Assist the Office in follow-up on human rights violation / discrimination cases (to be) submitted to the UN treaty bodies under individual complaints mechanisms, through:

- a) Following-up with the relevant lawyers (leading the relevant cases) in preparations for submission and on the status and progress, including by providing a substantive legal advice;
- b) Pre-screening the individual human rights complaints addressed to OHCHR/UN in Moldova, and referencing the complainants to the relevant national bodies;
- c) Identifying strategic cases recommended for advancement to the relevant UN treaty bodies.

Specific deliverables, expected workload and indicative timeframe for the above tasks are presented below:

Tasks	Key Deliverables	Expected Workload	Indicative Timeframe
Task 1	1) Alternative reports prepared by the supported CSO and groups submitted on time for UPR on Moldova in 2016	10 days	January – March 2016
Task 2	2) Developed NHRAP framework document with the consultant's contributions	10 days	January – April 2016
Task 3	3.1) Developed OHCHR Moldova's framework document on capacity development work with legal professionals in 2016-2017	5 days	January – February 2016
	3.2) Updated coordination matrix on capacity development of Moldova's legal professionals		
Task 4	4.1) Prepared update on Special Rapporteur's findings and recommendations	10 days	January – April 2016
	4.2) At least 3 rights restoration / remedy actions supported		
Task 5	5.1) Updated follow-up table on all pending cases	10 days	January – April 2016
	5.2) At least 15 complaints pre-screened		
	5.3) At least 3 new strategic cases identified		

A final report on implementation of the above listed tasks shall be submitted by the last day of the current assignment.

The payments under these Terms of Reference will be made monthly based on the submitted time-sheet with brief description of the work performed.

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, sexual orientation, or other status;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions.

Job Knowledge/ In-depth knowledge of the Subject-matter

- Detailed knowledge of the international law of the ban on discrimination;
- Strong knowledge of and exposure to a range of human rights issues;

- Understanding of requirements of National Human Rights Institutions, in particular as set out under the Paris Principles;
- Awareness of OHCHR institutional mandate, in the broader setting of the United Nations;
- Good analytical and research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the human rights issues;
- Strong drafting ability, in particular of legal documents;
- Understanding of human rights and discrimination documentation methodologies;
- Knowledge of alternative learning and training skills.

Development and Operational Effectiveness

- Excellent communications and teamwork skills;
- Strong organizational skills;
- Strong drafting abilities;
- Ability and willingness to deploy to the field, sometimes on short notice, for various types of missions;
- Ability to engage with various partners and stakeholders at different levels;
- Proven performance in organizing and coordinating major initiatives, events or challenging inter-organizational activities;
- Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from setbacks;
- Continues to seek new and improved methods and systems for accomplishing the work of the unit;

Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop himself/herself professionally.

Required Skills and Experience

Education:

- University degree in law, human rights or other relevant discipline (Master's degree – a strong advantage);

Experience:

- At least three years of professional experience at the national and/or international level in human rights;
- Experience of work on UPR, NHRAP, UN treaty bodies, freedom of religion and belief, with above-listed legal professionals (professional experience as a legal professional from the list – an advantage);

- At least three years of professional experience in human rights monitoring and investigation, promoting equality and non-discrimination. Experience in capacity building trainings for civil society, working with religious communities;
- Experience in working with beneficiaries, civil society and public sector is a strong asset;
- Experience of working with minorities, marginalized or stigmatized groups is a strong asset.

Language Requirements:

- Fluency in oral and written Romanian, Russian, and English.
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Documents to be included in the proposal

Interested persons should submit the following documents:

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work;

2. Financial proposal (fee per day and lump sum);

3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.