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Resilient nations.*

## TERMS OF REFERENCE

<b>A. Job Title:</b>	National Consultant to provide strategic advisory support to the National Institute of Justice of Moldova
<b>B. Duty Station:</b>	Chisinau, Republic of Moldova
<b>C. Project reference:</b>	Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion
<b>D. Contract type:</b>	Individual Contract (IC)
<b>E. Duration of assignment:</b>	May 2016 – November 2017 (up to 110 days in total)

### **F. Background:**

Promotion and protection of human rights and equality, strengthening justice and development of democratic governance is at the core of the UN work in Moldova. In these areas, the UN is aiming to ensure that difficult and complex reforms aiming to strengthen government institutions and the justice sector remain on track, and that support is provided to move from policy and legislative formulation to practical implementation.

Therefore, the **Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion Project** is seeking to support the implementation of the relevant human rights reforms, plans and commitments, in order to ensure that the capacities of the national human rights institutions are strengthened, so that they are able to perform their key functions on the human rights monitoring, reporting, promotion and protection.

The overall objective of the project is to improve human rights protection and rule of law, including effective national implementation of European and international instruments in the Republic of Moldova, and in-line with the national priorities, strategies and plans. The project seeks to strengthen the capacities of public institutions, which have a mandate in areas relating to human rights, criminal justice, governance and anti-corruption, in performing their key functions, and mainstreaming human rights based approach, equality, gender issues and inclusion in their work.

For these purposes the Project also seeks to develop the capacities of the National Institute of Justice (NIJ) in the provision of the up to date training services for future and actual judges and prosecutors and other actors of the justice sector, to ensure curricular correspondence with the substantive and procedural international and national human rights law; to mainstream the international and regional human rights instruments and standards, including on gender equality,

equality and non-discrimination, racism, intolerance and hate speech, anticorruption and professional ethics, into the curricula.

In the end of 2016 the existing strategy of the National Institute of justice expires. Currently the NIJ is working on developing its new strategy for the next 3-4 years period. The Project seeks to ensure consecutiveness, consistency, strategic approach and human rights based approaches in the course of drafting and implementing the new strategy and assist the NIJ in strategic capacity and institutional development.

#### **G. Objective:**

The main objective of this consultancy is to provide substantive expert support to the National Institute of Justice in developing a new strategy for the next 3-4 years period and the related implementation plan, provide advice and consultancy on strategic institutional and capacity development.

#### **H. Scope of work and expected outputs:**

In order to achieve the aforementioned objectives the National Consultant shall perform the following tasks:

##### **1. Development of the new Strategy of the National Institute of Justice:**

- Prepare a detailed plan of the prospective activities within the assignment;
- Conduct a preliminary baseline research that would include:
  - o an assessment of the progress in the implementation of the existing strategy of the National Institute of Justice;
  - o a desk review of the existing policy documents referring to the activity of the NIJ to establish the correlation between the existing NIJ's strategy and other policy documents (e.g., the Strategy for Justice Sector Reform);
  - o a review of the available studies and reports on the activity of the NIJ;
  - o identification of the key areas, issues, and indicators that should be included and developed in the new NIJ's strategy;
  - o description of approaches that will be used in preparing the new strategy;
  - o analysis of the factors that may create obstacles for or contribute to the successful implementation of the strategy;
  - o other relevant issues;
- Organize and facilitate discussions with all relevant persons and stakeholders (NIJ's administration, staff members, trainers, trainees, members of the Council, development partners, etc.) to collect necessary information, views, formulate the ideas and suggestions that should be included in the new strategy and the subsequent implementation plan, to discuss the suggestions made, identify potential problems and obstacles, formulate solutions to overcome them;
- Provide expert support and advice and assist the NIJ in designing a new strategy for the next 3-4 years period. The Consultant shall ensure that human rights based approach and recommendations made within the report on human rights mainstreaming in NIJ are incorporated into the new NIJ's strategy;

- Assist the NIJ in elaborating a detailed implementation plan that shall represent a complex system of planned activities to ensure the effective implementation of the Strategy;
- Participate in follow-up discussions regarding the draft strategy (including its presentation to the Council of the NIJ), help finalize the strategy and the related implementation plan to ensure they are approved by the Council;
- Provide advisory support to the administration of the NIJ that is necessary for the effective implementation of the new strategy on issues of capacity building, institutional development, management of public institutions, policy design and other related issues;
- Identify the needs in trainings and other capacity development activities for the NIJ staff to ensure effective implementation of the strategy and conduct the respective trainings and activities;

## **2. Additional capacity development activities:**

In addition to the activities specified in sec. 1 above, the Consultant will have to conduct a number of additional capacity building activities, as follows:

- Developing and implementing a clear system of performance indicators for the staff and the institution as a whole, monitoring and evaluation of the Institute's activity;
- Elaborating a mechanism and implementing necessary measures to strengthen the fundraising capacity of the NIJ;
- Introducing the system of evaluation for participants of continuous training programmes and monitoring of the implementation of the knowledge gained;

## **3. Reporting:**

- Regularly report (once per month) to UNDP on the activities performed and progress achieved;
- Submit the final the report upon completion of the assignment.

## **I. Tentative deliverables:**

	<b>Deliverables</b>	<b>Deadlines</b>
1.	Detailed plan of the assigned activities	by 20 May 2016
2.	Preliminary baseline research report submitted	by 10 June 2016
3.	Discussions and consultations held regarding the new strategy of the National Institute of Justice	by 30 June 2016
4.	Preliminary draft strategy and implementation plan are submitted	by 01 October 2016
5.	The final version of the new strategy for the National Institute of Justice and the related implementation plan are presented and approved	by 01 November 2016
6.	The needs assessment on trainings and other capacity building activities for the staff of the NIJ is presented and the respective agenda is approved	by 10 December 2016
7.	A new system of performance indicators at the NIJ is designed and implemented	by 01 May 2017
8.	A new mechanism of fundraising is elaborated and put in practice by the NIJ	by 01 June 2017
9.	Introducing the system of evaluation for participants of continuous training programmes and monitoring of the implementation of the knowledge gained	by 31 July 2017

10.	All identified trainings and other capacity development activities for the administration and the staff of the NIJ are delivered;	by 31 October 2017
11.	Regular advisory meetings with the administration of the NIJ are held on issues of strategic institutional development and capacity building	by 31 October 2017
12.	Monthly progress reports submitted on the activities performed	by the first day of each month
13.	Final report submitted	by 30 November 2017

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 work under the direct supervision of and in cooperation with the UNDP Project Manager. The Consultant will work outside the project premises and will participate in all assignment related working meetings organized by the Project.

#### **K. Inputs:**

UNDP Moldova will provide the Consultant with the information and materials available for the fulfilment of tasks, facilitate meetings and provide other reasonable logistic support where necessary.

#### **L. Confidentiality:**

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

#### **M. Qualifications:**

##### **I. Academic Qualifications:**

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

##### **II. Working experience:**

- At least 5 years of proven previous experience in institutional development and capacity building for public institutions;
- Previous experience in working with international development partners and stakeholders in public sector development programs, especially in the area of capacity building, is an asset;
- Previous working experience associated with the National Institute of Justice is a strong asset;

##### **III. Competencies:**

- Good knowledge of policy elaboration, strategic development and planning issues and functioning mechanisms at Moldovan public institutions;

- Good knowledge of human rights based approach application in developing and implementing strategies, policies and capacity building by public institutions;
- Skills in organizing workshops and training programmes, providing consultancy and advisory opinions to Moldovan public institutions;
- Excellent written and oral communication and presentation skills, ability to facilitate discussions, analytical skills;
- Fluency in Romanian, knowledge of English is a strong asset;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset.

IV. Personal qualities:

- 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;
- 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.