



TERMS OF REFERENCE

Job Title: National Minority Rights Consultant

Hiring Unit UN Human Rights Office (OHCHR) via UNDP Moldova

Contract type: Individual Contract

Duration of assignment: 16 May - 31 July 2016 (up to 35 working days)

Deadline for applications: 03 May 2016

Background

The UN Human Rights Office (OHCHR – Office of the United Nations High Commissioner for Human Rights) 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 for everyone and everywhere.

The UN Human Rights Office 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 2014-2017 OHCHR Country Note on Moldova and 2013-2017 UN-RM Partnership Framework, the Office's 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 OHCHR/UN staff and consultants, 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 mission into Moldova of the UN Special Rapporteur on Minority Issues (tentative dates of the mission – 20-29 June 2016), through:

- a) Ensuring communications and liaising with Special Rapporteur's scheduled interlocutors, including public authorities at central, regional and local levels, civil society organizations and minority groups, development partners, as well as other relevant actors;
- b) Organizing and facilitating the meetings of the Special Rapporteur and her team, as well as coordinating administrative and logistical arrangements of the mission;
- c) Advising on the minority issues and situation in the Republic of Moldova.

Task 2: Assist the Office in including Moldovan regions and communities predominantly populated by ethnic minorities – the relevant regional and local authorities, as well as the regional and local civil society and community groups – into national human rights mechanisms and processes, most notably (but not limited to) into preparation of the National Universal Periodic Review Report, preparatory works for the new national human rights action plan, activities of the Equality Council, through:

- a) Ensuring communications with and outreach to all the relevant actors and stakeholders;
- b) Substantively contributing to the inclusion of minority dimension into the relevant frameworks and mechanisms;
- c) Organizing and facilitating the meetings related to this task, including through coordinating the related administrative and logistical arrangements.

Task 3: Assist the Office in its engagement with the Interethnic Relations Bureau, Ministry of Education, other relevant public authorities and institutions, minority groups and associations towards the advancement of minority rights and elimination of discrimination on ethnic and/or linguistic grounds, through:

- a) Communications with the mentioned Office's counterparts 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 in the relevant field;
- d) Monitoring the current situation and developments with regard to minority rights, and preparing updates on the status;
- e) Contributing to Office's substantive inputs to the produced documents in the relevant field.

This assignment does not envisage work on or in the Transnistrian region of Moldova.

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

Tasks	Key Deliverables [evidence-based]	Expected Workload	Indicative Timeframe
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Task 1	1) Mission prepared and carried out in an orderly, timely, well-organized and effective manner [mission report]	up to 15 days	May – June 2016
Task 2	2) Engagement of the regions into the relevant national human rights mechanisms and processes effectively facilitated [lists of participants and minutes of the relevant meetings, written contributions submitted by minority regions]	up to 10 days	May – July 2016
Task 3	3.1) Effective engagement and collaboration with the mentioned counterparts ensured [lists of participants and minutes of the relevant meetings, written Office's contributions]	up to 10 days	May – July 2016
	3.2) Final Assignment Report submitted		

*** IMPORTANT: It is expected that the workload during the months of May and June will be higher (circa 4 days / per week), while the workload during the month of July will be lower (circa 1,5 days / per week).**

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

- Adheres 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.

Required Skills and Experience

Education:

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

Experience:

- At least three years of professional experience at the national and/or international level in human rights;
- At least two years of professional experience of work with minorities, marginalized or disempowered groups; experience in capacity building for civil society and/or disempowered groups is an advantage;
- Experience of work on UPR, NHRAP, UN treaty bodies, minority rights and issues;

- Experience in human rights and discrimination monitoring and documentation;
- Experience in working with state authorities at central, regional and local levels is a strong advantage.

Language Requirements:

- Fluency in oral and written Russian, and English; knowledge of Romanian is a strong advantage;
- Knowledge of one or more minority languages relevant for Moldova, including Bulgarian, Gagauz, Ukrainian or Romani is a strong advantage.

Documents to be included in the proposal

Interested persons should submit the following documents:

1. Motivation Letter, explaining why they are the most suitable candidate for the work;
2. Financial proposal (fee per day);
3. Personal CV including past experience in similar assignments and the contact details of at least 3 reference persons.

The United Nations in 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.