



TERMS OF REFERENCE

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| Job Title: | National Human Rights Consultant |
| Hiring Unit | UN Human Rights Office (OHCHR) via UNDP Moldova |
| Contract type: | Individual Contract |
| Duration of assignment: | September - December 2016 (up to 45 working days) |
| Deadline for applications: | 12 September 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.

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. The National Human Rights Coordinator is assisted in the accomplishment of his mandate by a National Human Rights Officer.

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 Officer and 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 National Human Rights Officer and National Human Rights Coordinator in the implementation of the activities related to the process of putting in place of the new National Human Rights Strategy (NHRS) and the National Human Rights Action Plan (NHRAP), through:

- a) Contributing to the development and implementation of the concept of the OHCHR over the next NHRS and NHRAP;
- b) Contribute to the study on the administrative, organizational and economic feasibility of the entities ensuring the secretariat of the sectorial human rights consultative bodies in charge with the implementation and monitoring of human rights related policies;
- c) Organizing and facilitating the meetings related to the development of the framework for the next Moldovan NHRAP.

Task 2: 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 3: Assist the Office in following-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.

Task 4: Undertake research on the legal framework and practice of the National Human Rights Institutions.

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

| Tasks | Key Deliverables | Expected Workload | Indicative Timeframe |
|--------------|---|--------------------------|-----------------------------|
| Task 1 | The concept of the National Human Rights Strategy and the National Human Rights Plan developed and implemented. | 2 days | September – December 2016 |
| Task 2 | The contribution to the study on the feasibility of the structures insuring the secretariat of the consultative bodies working on human rights related issues delivered | 4 days | September –October 2016 |
| Task 3 | The meetings related to development of the NHRAP and other related events coordinated and organized | 4 days | September – December 2016 |
| Task 4 | 2.1) Coordination matrix on capacity development of Moldova's legal professionals updated | 10 days | September - October 2016 |
| | 2.2) Trainings and info sessions for legal professionals scheduled and coordinated | | |

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| Task 5 | 3.1) At least 2 rights restoration/remedy actions supported | 5 days | September - December 2016 |
| | 3.2) Updated follow-up table on all strategic litigation pending cases | 10 days | October -December 2016 |
| | 3.3) At least 13 complaints pre-screened | | |
| | 3.4) At least 3 new strategic cases identified | | |
| Task 6 | Research paper on the NHRI's developed | 10 days | October – December 2016 |

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, 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; and experience in capacity building trainings for civil society and/or legal community;
- 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.