



TERMS OF REFERENCE

Job Title:	Anti-Discrimination Advocacy and Strengthening NHRIs Consultant
Hiring Unit	UN Human Rights Office (OHCHR) via UNDP Moldova
Contract type:	Individual contract
Duration of assignment:	March 2017 - November 2017 (up to 125 working days)

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 this mandate by a team of staff and consultants.

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 Anti-Discrimination and NHRIs consultant under these Terms of Reference works under the guidance and supervision of the National Human Rights Coordinator, and in closest collaboration with the National Human

Rights Officer and other members of OHCHR team in Moldova. 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 ensuring information delivery.

Under the present Terms of References, the national consultant will:

Task 1: Assist the office in advancing legislative amendments aiming at strengthening the national anti-discrimination standards and policies (including, but not limited to the Law on ensuring Equality and hate crime legislation), as well as at institutional strengthening of the two NHRIs – Ombudsperson’s Office and Equality Council;

Task 2: Assist the office in supporting strategic planning and capacity building of two NHRIs – Ombudsperson’s Office and Equality Council – including through:

2.1) Facilitating development/amendment of the Ombudsperson’s Office institutional Strategic Development Plan;

2.2) Facilitating alternative submissions by NHRIs towards UN treaty bodies;

2.3) Facilitating delivery of specialized trainings (at least three) and development of thematic guides for NHRIs (at least two);

2.4) Supporting development of NHRIs’ Annual Reports, inclusive of solid country situation analysis and developed in closest consultation with CSOs and vulnerable groups, and then widely presented across the entire country;

2.5) Supporting preparation and submission of application towards A-status (as per Paris Principles) for the Ombudsperson’s Office.

Task 3: Assist the office in development and delivery of training modules/sessions in collaboration with the National Institute of Justice, particularly on discrimination and equality;

Task 4: Assist the office in promoting the gathering of disaggregated official data and statistics by criteria protected by the anti-discrimination standards, mainly through advocacy meetings and methodological guidance to the National Bureau of Statistics, Ministry of Labor, Social Protection and Family, State Chancellery, civil society organizations and other relevant actors;

Task 5: Assist in development of the new comprehensive program on anti-discrimination and NHRIs and in securing its funding, including a component on the new Equality & Discrimination / Human Rights Perceptions Study(ies).

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

	DELIVERABLE	DUE DATE	WORKLOAD	INSTALLMENT
1.	Legislative amendments submitted to and voted in the Parliament		20 days	
	<i>Hate crime amendments</i>	<i>July 2017</i>	<i>5 days</i>	<i>III</i>
	<i>Other relevant amendments</i>	<i>November 2017</i>	<i>15 days</i>	<i>V</i>
2.	Capacities of the NHRIs strengthened		59 days	
	<i>2.1) First draft of the Ombudsperson's Office institutional Strategic Development Plan</i>	<i>March 2017</i>	<i>10 days</i>	<i>I</i>
	<i>2.2) Final draft of the Ombudsperson's Office institutional Strategic Development Plan</i>	<i>May 2017</i>	<i>10 days</i>	<i>II</i>
	<i>2.3) Alternative submission(s) towards CERD</i>	<i>March 2017</i>	<i>3 days</i>	<i>I</i>
	<i>2.4) Alternative submission(s) towards ICESCR</i>	<i>August 2017</i>	<i>3 days</i>	<i>IV</i>
	<i>2.5) Alternative submission(s) towards CAT</i>	<i>October 2017</i>	<i>3 days</i>	<i>V</i>
	<i>2.6) First specialized training and first thematic guide for NHRIs</i>	<i>April 2017</i>	<i>5 days</i>	<i>II</i>
	<i>2.7) Second and third specialized trainings / second thematic guide for NHRIs</i>	<i>July 2017</i>	<i>7 days</i>	<i>III</i>
	<i>2.8) Released Annual Reports of the NHRIs</i>	<i>March 2017</i>	<i>4 days</i>	<i>I</i>
	<i>2.9) Presentations and public discussions of the Annual Report(s)</i>	<i>May 2017</i>	<i>4 days</i>	<i>II</i>
	<i>2.10) Submitted A-status application</i>	<i>November 2017</i>	<i>10 days</i>	<i>V</i>
3.	Modules/sessions on anti-discrimination for NIJ delivered		6 day	
	<i>First round</i>	<i>May 2017</i>	<i>3 days</i>	<i>II</i>
	<i>Second round</i>	<i>November 2017</i>	<i>3 days</i>	<i>V</i>
4.	Report on the current and proposed best practices of disaggregation of official data collection and statistics submitted	November 2017	5 days	V
5.	New comprehensive program on anti-discrimination and NHRIs developed	July 2017	15 days	III
6.	At least two funds-raising applications for a new program submitted	September 2017	15 days	IV

7.	Final assignment report submitted	November 2017	5 days	V
	TOTAL		125 days	
<i>I-st installment: 17 days – 13,6%</i> <i>II-nd installment: 22 days – 17,6%</i> <i>III-rd installment: 27 days – 21,6%</i> <i>IV-th installment: 18 days – 14,4%</i> <i>V-th installment: 41 days – 32,8%</i>				

A final report on implementation of the above listed tasks shall be submitted by the last day of the current assignment based on the submitted progress reports and a time-sheet.

Institutional Arrangements

The national consultant will work under the direct supervision of and report to the OHCHR Moldova National Coordinator for substantive and administrative aspects of the assignment. OHCHR Moldova will provide consultant with working space, access to Internet, a printer and a telephone line.

Timeframe

The timeframe for this assignment is planned tentatively through March-November 2017. The Consultancy should involve about 125 days of work. This is a part-time assignment and the consultant will report monthly to OHCHR Moldova on the tasks carried out during the reported period. The exact schedule of trainings envisaged in the context of the assignment shall be coordinated in advance.

Language

All communications and documentation related to the assignment will be done in Romanian and/or English. Before submission of the deliverables, the consultant will discuss the draft documents with the parties involved (i.e. OHCHR Moldova, NHRIs, etc) so that the final products reflect their comments.

Competencies

- Proves commitment to the core values of the United Nations in particular, respect for 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 her/his decisions.

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

- Detailed knowledge of the international law ban on discrimination;
- Strong knowledge of and exposure to a range of human rights issues;
- 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 set-backs;
- 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 five years of professional experience at the national and/or international level in human rights, especially on anti-discrimination work;
- At least three years of professional experience in law and policy advocacy;
- At least two year of professional experience in institutional capacity development work;
- 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.

Diversity Clause: Applicants from under-represented groups (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens) will receive additional points under the technical scoring during the selection process.

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 structured by each deliverable as stated above;

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.

The United Nations Organization is committed to diversity and inclusion. Women, persons from vulnerable groups, such as persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens legally entitled to work in the Republic of Moldova, as well as persons from other underrepresented groups are particularly encouraged to apply.