



TERMS of REFERENCE

Job Title:	Human Rights Empowerment, Mobilization and Local Development Consultant
Hiring Unit	UN Human Rights Office (Office of the UN High Commissioner for Human Rights) via UNDP Moldova
Contract type:	Individual Contract
Duration of assignment:	April – November 2017 (up to 100 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 Empowerment, Mobilization and Local Development Consultant under these Terms of Reference works under the guidance and supervision of the National Human Rights Coordinator, and in closest collaboration with other

members of OHCHR team. 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 in empowering and mobilizing for human rights action the following groups (indicative):

- Ethno-linguistic (including Roma) and religious minorities;
- University professors and school teachers;
- Local public authorities.

Human rights actions include a) independent monitoring over and reporting on human rights situation in Moldova, including to UN human rights treaty bodies and special procedures; b) meaningful and effective participation in development and advancement of national human rights policies and legislation; c) individual complaints and strategic litigation on cases of discrimination and other human rights violations to the relevant domestic and international bodies.

Task 2: Facilitate OHCHR's interaction with the Moldovan civil society and community-based organizations (CBOs), including through structured and strategic activities and actions, such as quarterly coordination and consultation meetings with the human rights civil society, and human rights mainstreaming workshops for the non-human-rights civil society and CBOs.

Task 3: Pro-actively prompt and facilitate engagement of Moldovan Local Public Authorities (LPAs) with the Moldova's international and national human rights commitments, including through identifying and promoting local best practices and champions, consolidating the engaged LPAs within a platform, assisting the engaged LPAs in their interaction with the national and international human rights mechanisms (future national human rights secretariat, specialized Parliamentary commission(s), Ombudsperson's Office and Equality Council, UN human rights treaty bodies and special procedures, etc).

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

	DELIVERABLES	DUE DATE	WORKLOAD	INSTALLMENT
1.	Developed program of empowering and mobilizing the relevant groups for human rights action, as per <u>Task 1</u>		5 days	I

2.	At least 10 one-day-long human rights trainings and workshops organized under <u>Task 1</u>		40 days	
	2.1) First round of trainings (2 trainings)	May 2017	8 days	I
	2.2) Second round of trainings (3 trainings)	July 2017	12 days	II
	2.3) Third round of trainings (3 trainings)	September 2017	12 days	III
	2.4) Fourth round of trainings (2 trainings)	November 2017	8 days	IV
3.	Quarterly coordination and consultation meetings with human rights civil society as per <u>Task 2</u>		9 days	
	3.1) 2 nd quarter meeting	May 2017	3 days	I
	3.2) 3 rd quarter meeting	September 2017	3 days	III
	3.3.) 4 th quarter meeting	November 2017	3 days	IV
4.	At least 2 human rights mainstreaming workshops for non-human-rights CSOs and/or CBOs organized, as per <u>Task 2</u>		6 days	
	4.1) 1 st workshop	July 2017	3 days	II
	4.2) 2 nd workshop	September 2017	3 days	III
5.	At least 3 human rights workshops for LPAs organized, as per <u>Task 3</u>		9 days	
	5.1) 1 st workshop	July 2017	3 days	II
	5.2) 2 nd and 3 rd workshops	August 2017	6 days	III
6.	At least 2 meetings of the LPAs' platform for human rights and equality organized, as per <u>Task 3</u>		6 days	
	6.1) 1 st meeting	July 2017	3 days	II
	6.2) 2 nd meeting	October 2017	3 days	IV
7.	A small Study and Guide on Human Rights and LPAs in Moldova developed		20 days	
	7.1) The Study	July 2017	10 days	II
	7.2) The Guide	September 2017	10 days	III

8.	Participation in 8 half-day internal OHCHR coordination meetings and submission of the final assignment report	November 2017	5 days	IV
	TOTAL		100 days	
<i>I-st installment: 16 days – 16% of the entire contract amount</i> <i>II-nd installment: 31 days – 31% of the entire contract amount</i> <i>III-rd installment: 34 days – 34% of the entire contract amount</i> <i>IV-th installment: 19 days – 19% of the entire contract amount</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.

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

- Knowledge of key international human rights standards;
- 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;
- Good drafting ability, in particular of policy and/or legal documents;
- Understanding of approaches in work with vulnerable groups, civil society, community-based organizations and local public authorities;
- Knowledge of alternative learning and training skills.

Development and Operational Effectiveness

- Excellent communications and teamwork skills;
- Strong organizational skills;

- Good 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, including ability to interact and communicate with grass-roots on subject matter;
- 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 work;
- At least three years of professional experience in work with vulnerable groups, civil society organizations and/or community-based organizations (experience of coalition-building in this field is a great advantage);
- At least two years of professional experience in work with local public authorities (experience of human rights work with this group – is a great advantage);
- Professional experience in work with University professors or school teachers and/or experience in designing and delivering trainings and workshops similar to the ones requested under these ToR is a strong asset;
- Experience in developing studies and/or guides similar to the ones requested under these ToR, is a strong asset.

Language Skills:

- Fluency in oral and written Romanian, Russian, and English.
- Knowledge of one or more languages relevant for Moldova, including Bulgarian, Gagauz, 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 have an advantage during the selection process. OHCHR is committed to reasonably accommodate the working environment for the persons with special needs.

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 main deliverables as stated above;

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

3. Personal CV including past experience in similar assignments 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.