

## TERMS of REFERENCE

<b>Job Title:</b>	Business and Human Rights Consultant (UN Human Rights Office – OHCHR Moldova)
<b>Contract type:</b>	Individual Contract
<b>Duration of assignment:</b>	4 months, with estimated workload of up to 60 working days – with possibility of extension for the following year(s)
<b>Starting date:</b>	1 September 2017

### Background

The UN Human Rights Office (Office of the UN 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.

The OHCHR field presence in Moldova, led by the National Human Rights Coordinator, assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights based approaches, working closely with the UN Country Team on capacity building and mainstreaming human rights in their work, as well as providing support in engagement with national actors on human rights, including advising national authorities upon request. Thematic priorities for work are: Countering discrimination, in particular racial discrimination, discrimination on the grounds of sex and gender, religion, disability and against others who are marginalized; Combating impunity and strengthening accountability and the rule of law; Strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards. In particular, the Office's Work Plan for 2017 includes programmatic activities aiming at advancement of human rights and non-discrimination in business.

### Scope of work

Under the guidance of the National Human Rights Coordinator the **overall objective** of the Business and Human Rights Consultant is to perform research and develop practical instruments for advancement of human rights in business.

### Key Tasks:

- 1) Coordinate compilation of the List of Entities and Individuals found in violation of non-discrimination and human rights standards by the official national and international institutions;

- 2) Perform a brief national and international research on key parameters of human rights compliant and non-discriminatory modalities of organization and operation of business entities;
- 3) Perform a summary research on the understanding and practical operationalization of human rights and non-discrimination among Moldovan businesses (in a selected segment);
- 4) Develop a Guide on Doing Business in a Human Rights Compliant and Non-Discriminatory Way;
- 5) Develop a methodology and toolkit for Human Rights and Equality Audit in (Business) Organizations and Institutions;
- 6) Identify a list of Moldovan (business) organizations and institutions open for piloting of the Human Rights and Equality Audit;
- 7) Substantially contribute to piloting of the Human Rights and Equality Audit in 1-2 volunteering organizations;
- 8) Substantially contribute to development of a Guide for extended human rights and equality due diligence check of applying entities and individuals under procurement and recruitment procedures;
- 9) Substantially contribute to development and running of a campaign on raising awareness about and checking business entities on their compliance with 5% quota for employment of persons with disabilities (as per the Law on Social Inclusion of Persons with Disabilities);
- 10) Perform a Study on Best Practices and Foundations of Social Entrepreneurship in Moldova.

### Deliverables

Deliverables	Estimated workload	Tentative timeframe	Installments
1. List of Entities and Individuals found in violation of non-discrimination and human rights standards by the official national and international institutions (Task 1)	4	September 2017	1 <sup>st</sup> – 60%
2. Research report on key parameters of human rights compliant and non-discriminatory modalities of organization and operation of business entities (Task 2)	7	September 2017	
3. Research report on the understanding and practical operationalization of human rights and non-discrimination among Moldovan businesses (in a selected segment – Task 3)	8	October 2017	
4. Methodology and toolkit for Human Rights and Equality Audit in (Business) Organizations and Institutions (Task 5)	5	September 2017	
5. List of Moldovan (business) organizations and institutions open for piloting of the Human Rights and Equality Audit (Task 6)	3	October 2017	
6. Guide for extended human rights and equality due diligence check of applying entities and individuals under procurement and recruitment procedures (Task 8)	4	October 2017	

7. Study on Best Practices and Foundations of Social Entrepreneurship in Moldova (Task 10)	5	October 2017	
8. Piloting reports on the Human Rights and Equality Audit in 1-2 organizations (Task 7)	8	November 2017	2 <sup>nd</sup> – 40%
9. Guide on Doing Business in a Human Rights Compliant and Non-Discriminatory Way (Task 4)	8	November 2017	
10. Campaign report on raising awareness about and checking business entities on their compliance with 5% quota for employment of persons with disabilities (Task 9)	8	December 2017	
<b>TOTAL:</b>			

Payments to the Consultant will be made upon satisfactory certification of the supervising officer(s), based on the submitted time-sheets and associated brief explanatory reports, for the number of working days effectively worked under the assignment. All payments are subject to approval of the above key deliverables.

Organizational settings: The Business & Human Rights Consultant works under the guidance and supervision of the National Human Rights Coordinator, in close collaboration with the entire OHCHR team. The Consultant is expected to work most of its time at the OHCHR office, where s/he will be provided a work place and equipment, and fully engaging into the internal OHCHR coordination meetings.

Performance evaluation: Consultant's performance will be evaluated following such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

### **Qualifications Criteria (Skills and Experience Required)**

#### **Education:**

- Degree in economic studies, business administration, management or in human rights, law, gender equality (a combination of both types – a great advantage);

#### **Experience:**

- At least three (3) years of progressively responsible experience in business administration and management;
- At least two (2) years of practical experience of professional work in the human rights and/or non-discrimination field;
- Experience of conducting research in the business and/or human rights field;
- Experience of work with UN and/or other development partners is an advantage.

Language requirements:

- Fluency in both oral and written Romanian and Russian, as well as good knowledge of English is a must. Working 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 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**

1. Proposal:

Interested persons should submit the following documents:

- (i) Explaining why they are the most suitable for the work including relevant past experience;
  - (ii) Provide a brief methodology on how they will approach and conduct the work.
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.

*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 under-represented groups are particularly encouraged to apply.*