

TERMS OF REFERENCE

A group of Technical Consultants to review nominations and to provide recommendations for the 2017 UN Human Rights Awards

Job Title:	A group of 3-5 technical consultants
Duty Station:	Chisinau, Moldova
Contract type:	Individual Contract
Duration of assignment:	October-December 2017 (up to 7 working days for each consultant)
Deadline for applications:	20 September 2017

A. BACKGROUND

Promotion of human rights is one of the major priorities of the United Nations Country Team in Moldova. Organized since 2004, the UN Human Rights Awards competition aims to highlight and award creative, innovative, effective, timely and engaged human rights initiatives and actions. The Awards are presented during the Human Rights Gala of Awards ceremony, which is organized annually on or around 10 December - international Human Rights Day.

The competition is based on nominations with the public being encouraged to nominate civil society organizations and individuals, journalists, media organizations, public authorities, etc., who have made an outstanding and genuine contribution to the human rights promotion and protection in Moldova during September 2016 - August 2017.

Materials derived from this public consultation process, as well as other available materials, including through obtained through an additional independent research, are to be reviewed by the technical consultants and by an Independent Awards Board, as per the UN Human Rights Awards Regulation (attached to these Terms of Reference).

B. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK:

To review materials received through the public consultation process, as well as to conduct independent research, as needed. Provide a detailed recommendation as to Awards, and submit these recommendations to the Independent Awards Board for final decision on the winners, based on human rights reasons and the criteria set out in the Awards Regulation.

C. TASKS AND RESPONSIBILITIES:

In order to achieve the objectives, the consultants will:

- Familiarize themselves with the UN Human Rights Awards Regulation;

- Participate in all working meetings of the team of consultants, including those organized by the UN office;
- Review the nominations and pre-evaluate the nominees;
- Conduct research for potential nominations among NGOs, media or public authorities and individuals, whose initiatives and activities deserve an award;
- Together with other members of the technical team, and with the guidance of UN Resident Coordinator's Office (UN RCO) and Office of the UN High Commissioner for Human Rights (OHCHR), as well as of other relevant parties, develop in writing comprehensive recommendations for the awards nominations to be presented to the Independent Awards Board;
- Participate, together with members of the Independent Awards Board, at final evaluation meeting(s);
- Work with the Independent Awards Board, in case needed, to clarify questions and/or requests for further information as to nominees for the Awards;
- Support the invitation of awardees and guests to the UN Human Rights Awards Gala.

Consultants will be subject to rules concerning conflict of interests.

D. DELIVERABLES:

- The first draft of the nominations review and recommendations-for-winners report, based primarily on the submitted public nominations and complemented by the technical consultants – to be prepared and submitted to the Independent Awards Board within two weeks after expiration of the deadline for public nominations;
- The final draft of the nominations review and recommendations-for-winners report, including detailed justification on recommended awardees, notes on dissenting opinions, notes on potential conflicts of interest and any other relevant documentation pertaining to persons or entities recommended for Awards;
- Any other materials requested by UN RCO, OHCHR or the Independent Awards Board.

E. ORGANIZATIONAL SETTING:

The consultants will work outside the UN office and will participate in all working meetings organized by the UN. The consultants will work under the supervision of the OHCHR National Coordinator.

F. INPUTS:

The UN Communications Unit, UN RCO and OHCHR will provide the consultants with the necessary information and materials for the fulfilment of tasks and will facilitate the necessary meetings.

G. QUALIFICATIONS:

Education:

- University degree in law, human rights, journalism or another relevant field.

Experience:

- At least 5 years of professional and/or consistent experience in the field of human rights and/or media work;
- Experience of work or collaboration with human rights NGOs and media institutions, as well as with individual activists and journalists in the Republic of Moldova, as well as with other relevant actors at the national, regional and local level;
- Previous experience of research work in the area of human rights and/or media;
- Successful experience of work with the UN system organizations or other international organizations will be an advantage.

Language Requirements:

- Excellent knowledge of Romanian and/or Russian. Knowledge of English is an advantage.
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Personal qualities: full and genuine commitment to all human rights to all people, professional integrity, responsibility, creativity, punctuality, flexibility, demonstrated commitment to UN values and principles, including the indivisibility, universality, inalienability, individuality, interdependence and interrelation of all human rights.

Special consideration will be given to ensure gender balance and representation of Moldova's key regions and social groups, particularly most excluded, among the selected consultants.

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 2 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 under-represented groups are particularly encouraged to apply.