

## **TERMS of REFERENCE**

<b>Job Title:</b>	National Consultant for Diversity and Inclusion
<b>Contract type:</b>	Individual Contract (IC)
<b>Hiring Unit</b>	UN Human Rights Office (Office of the UN High Commissioner for Human Rights) via UNDP Moldova
<b>Duration of assignment:</b>	August 2018 – December 2019, with estimated workload of up to 250 working days – with possibility of extension for the following year(s)
<b>Starting date:</b>	1 August 2018

## **BACKGROUND**

The UN Human Rights Office (Office of the UN High Commissioner for Human Rights – OHCHR) is a United Nations structure with a unique mandate from the international community to promote and protect human rights universally towards full implementation of the 1948 Universal Declaration of Human Rights and all other international human rights standards.

UN Human Rights Office in Moldova assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights-based approach, 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.

One of the Office's strategic priorities for 2018-2021 is to promote widely non-discrimination, diversity and inclusion as shared societal values. One of the approaches towards achieving this objective is promotion of non-discrimination, diversity and inclusion through targeted programs, including programs aiming at internal institutional and organizational non-discrimination, diversity and inclusion.

Under these Terms of Reference OHCHR Moldova seeks a national consultant to support the achievement of the above objectives.

## **SCOPE OF WORK, DUTIES AND RESPONSIBILITIES**

The Diversity and Inclusion Consultant, under these Terms of Reference works under the guidance and supervision of the head of OHCHR Moldova and Human Rights Programs Director (National Human Rights Officer).

Under the present Terms of References, the Consultant will have the following main tasks:

- 1) Lead Diversity and Inclusion initiatives and activities within UN Moldova, including preparations and roll-out of the new UN Moldova Diversity Survey, development and implementation of UN Moldova Diversity and Inclusion Strategy (and ensuing action plans),

lead the UN Moldova Diversity Task Force, mainstream diversity and inclusion into UN Moldova Operations and Communications, as well as perform other relevant actions;

2) Lead UN Moldova Diversity Internship Program, develop and implement improvements to this Program, develop and implement Junior Consultancies program within OHCHR Moldova / UN Moldova, coordinate Diversity Interns within OHCHR Moldova;

3) Lead Equality Audit within OHCHR Moldova, propose follow-up actions, and promote the developed Equality Audit methodology among UN agencies present in Moldova;

4) Lead promotion of Diversity and Inclusion initiatives piloted and practices within OHCHR Moldova and UN Moldova (including Diversity Surveys and Equality Audit, Diversity Internships and Junior Consultancies, etc.) to external institutions and organizations, most notably public institutions, mass media institutions and civil society organizations; coordinate Diversity and Inclusion programmatic activities (informational, educational, media or artistic) with external partners;

5) Lead the preparatory and follow-up work with women and men (at least 40% of each) from under-represented groups and organizations to engage them into the above Diversity and Inclusion programs, and continuously follow-up with the beneficiaries of these programs.

The expected deliverables, workload and indicative timeframe:

	<b>DELIVERABLES</b>	<b>DUE DATE</b>	<b>WORKLOAD &amp; INSTALLMENT</b>
1.	OHCHR Moldova Junior Consultancies Program developed and launched	August 2018	15 days (I)
2.	2018 OHCHR Moldova Equality Audit performed	August 2018	10 days (I)
3.	UN Moldova Diversity and Inclusion Strategy developed and approved	October 2018	20 days (II)
4.	2018 UN Moldova Diversity Internships Program delivered	December 2018	15 days (III)
5.	2 quarterly meetings of the UN Moldova Diversity Task Force prepared and carried out	December 2018	5 days (III)
6.	At least 15 women and men from under-represented groups prepared and enjoyed the OHCHR / UN Moldova Diversity and Inclusion programs in 2018	December 2018	8 days (III)
7.	Action Plan for mainstreaming diversity and inclusion into OHCHR / UN Moldova Operations developed	February 2019	15 days (IV)
8.	Action Plan for mainstreaming diversity and inclusion into OHCHR / UN Moldova Communications developed	February 2019	12 days (IV)
9.	New UN Moldova Diversity Survey developed, carried out and presented	March 2019	15 days (V)
10.	2019 UN Moldova Diversity Internships Program designed, prepared and launched	March 2019	10 days (V)

11.	UN Moldova Junior Consultancies Program developed and launched	April 2019	12 days (V)
12.	At least 7 diversity and inclusion trainings delivered for beneficiaries from the left bank of Nistru-river	May 2019	14 days (VI)
13.	Equality Audit performed in one UN agency	June 2019	12 days (VI)
14.	Diversity and Inclusion programs implemented in at least 7 public and mass media institutions, CSOs	June 2019	20 days (VI)
15.	2 quarterly meetings of the UN Moldova Diversity Task Force prepared and carried out	July 2019	5 days (VII)
16.	Equality Audit performed in one more UN agency	August 2019	12 days (VII)
17.	Diversity and Inclusion programs implemented in other 8 public and mass media institutions, CSOs	September 2019	20 days (VII)
18.	2019 UN Moldova Diversity Internships Program delivered	November 2019	10 days (VIII)
19.	2 quarterly meetings of the UN Moldova Diversity Task Force prepared and carried out	December 2019	5 days (VIII)
20.	At least 30 women and men from under-represented groups prepared and enjoyed the OHCHR / UN Moldova Diversity and Inclusion programs in 2019	December 2019	15 days (VIII)
<u>Installments:</u>			
I (2018) – 10% of contract amount		V (2019) – 14,8% of contract amount	
II (2018) – 8% of contract amount		VI (2019) – 18,4% of contract amount	
III (2018) – 11,2% of contract amount		VII (2019) – 14,8% of contract amount	
IV (2019) – 10,8% of contract amount		VIII (2019) – 12% of contract amount	

Payments to the Consultant will be made in instalments upon the accomplishment of the deliverables. 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 contractor will work in close cooperation with and will be directly supervised and evaluated by OHCHR Moldova Head and/or Human Rights Programs Director (National Human Rights Officer).

### **FINANCIAL ARRANGEMENTS**

The consultant will write reports indicating the tasks performed and shall be paid based on the number of deliverables actually worked. The reports will be certified by OHCHR and will attest that the services relate to the Deliverables, as described in the Terms of Reference.

### **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**

- Knowledge of the international human rights law in particular on the ban on discrimination;
- Knowledge of and exposure to a range of human rights issues;
- Fair analytical and research skills;
- Strong drafting ability, in particular of legal documents;

#### **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.

#### **QUALIFICATIONS CRITERIA (SKILLS AND EXPERIENCE REQUIRED)**

##### **Academic Qualifications:**

- University degree in human rights, law, public administration, political science, sociology, or other relevant discipline (Master's degree – a strong advantage);

##### **Experience and skills:**

- At least three years of professional experience at the national and/or international level in human rights, law, sociology, political sciences;
- At least two years of professional work on mainstreaming non-discrimination, diversity and inclusion into institutional/organizational setup and operations of public and/or mass media institutions, civil society organizations;
- Proven experience of work with international organizations is a strong asset;
- Proven experience of work with minorities, marginalized or vulnerable groups is a strong asset.

##### **Language requirements:**

- Good command of 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 – particularly women – 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 diverse 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 including relevant past experience;
- (ii) Provide a brief methodology on how they will approach and conduct the work.

2. Financial proposal (fee per day and total amount);

3. Personal CV including past experience in similar assignments and the contact details of at least 3 reference persons;

4. Offeror's Letter confirming Interest and Availability.

*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.*