

TERMS of REFERENCE

Job Title:	Consultant on Human Rights Empowerment, Mobilization and Monitoring
Hiring Unit	UN Human Rights Office (Office of the UN High Commissioner for Human Rights)
Contract type:	Individual Contract (IC)
Duration of assignment:	September – December 2018, with estimated workload of up to 30 working days
Starting date:	03 September 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.

The Office's directions of activities for 2018-2019 are oriented towards: a) strengthening the rule of law and accountability for human rights violations; b) enhancing and protecting civic space and people's participation; c) increasing the engagement of victims of human rights violations with national and international human rights protections systems; d) enhancing equality and countering discrimination; e) integrating human rights into the sustainable development work done in Moldova; f) increasing implementation of the international human rights mechanisms' outcomes.

As part of the activities oriented towards enhancing and protecting civic space and people's participation, the OHCHR presence in Moldova is planning to: a) capacitate the representatives of civil society and persons coming from groups vulnerable to human rights violations to monitor and report on the respect and fulfillment of human rights; b) build capacities of groups vulnerable to human rights violations to engage in participation in decision making and policy making process; c) support the establishment of human rights monitoring groups and platforms with the view of engaging effectively into policy and law making process related to human rights with a special emphasis on equality and non-discrimination.

SCOPE OF WORK, DUTIES AND RESPONSIBILITIES

Under these Terms of References the Consultant on Human Rights Empowerment, Mobilization and Monitoring will work in close collaboration with the National Human Rights Officer (Human rights Programs Director) and under the supervision of the National Human Rights Coordinator.

The incumbent will work 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 Consultant will:

Task 1. – Facilitation of the establishment of human rights monitoring/reporting groups and platforms and supporting the human rights monitoring and reporting activities

Deliverables under Task 1:

1.1. A monitoring and reporting group of CSO and CBOs for each thematic priority from the National Human Rights Action Plan created;

1.2. At least 10 info sessions on human rights - based approach in policy making, human rights monitoring, and reporting organized and cofacilitated;

1.3. Insure the participation of CSOs and representatives of groups vulnerable to human rights violations to the events organized by OHCHR within the thematic priorities of the National Human Rights Action Plan.

Task 2. Monitor and report on human rights situation in Republic of Moldova

Deliverable under Task 2:

2.1. Weekly reports on development in human rights situation in Republic of Moldova;

2.1. At least 10 draft alternative reports towards Moldova's review by CEDAW from groups vulnerable to human rights violations developed with his/her support.

2.2. Draft reports towards the mid-term review within the Universal Periodic Review from the thematic monitoring platforms developed.

The expected deliverables, workload and indicative timeframe:

	DELIVERABLES	DUE DATE	WORKLOAD & INSTALLMENT
1.	A monitoring and reporting group of CSO and CBOs for each thematic priority from the National Human Rights Action Plan created	October 2018	3 days
2.	At least 10 info sessions on human rights - based approach in policy making, human rights monitoring, and reporting organized and cofacilitated	December 2018	15 days
3.	Insure the participation of CSOs and representatives of groups vulnerable to human rights violations to 4 events organized by OHCHR within the thematic priorities of the National Human Rights Action Plan	December 2018	2 days
4.	Weekly reports on development in human rights situation in Republic of Moldova	December 2018	4 days

5.	At least 10 draft alternative reports towards Moldova's review by CEDAW from groups vulnerable to human rights violations developed with his/her support	December 2018	3 days
6.	Draft reports towards the mid-term review within the Universal Periodic Review from the thematic monitoring platforms developed	December 2018	3 days

The payments will be done in 2 instalments upon the accomplishment of at least 50 % of the deliverables. Two progress reports and time sheets on implementation of the above listed tasks from each consultant shall be submitted by 25 December 2018.

INSTITUTIONAL ARRANGEMENTS

The contractor will work in close cooperation with and will be directly supervised and evaluated by National Human Rights Officer.

FINANCIAL ARRANGEMENTS

The consultant will prepare a report indicating the tasks performed and shall be paid based on the number of deliverables actually accomplished.

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 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 setbacks;
- 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.

QUALIFICATIONS CRITERIA (SKILLS AND EXPERIENCE REQUIRED)

Academic Qualifications:

Education:

- University degree in law, human rights or other relevant discipline (Master's degree – an advantage);

Experience and skills:

- At least three years of professional experience at the national and/or international level in human rights work;
- At least 2 years of progressive professional experience in human rights, law or other related fields;
- Experience in drafting the alternative reports for the UN treaty bodies;
- At least 2 years' experience in providing human rights trainings;
- At least one year of experience in civic mobilization and empowerment.

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;
- (ii) Provide a brief methodology on how they will approach and conduct the work.

2. Individual or joint financial proposal (fee per day and total amount);



3. Individual 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 under-represented groups are particularly encouraged to apply.