



TERMS OF REFERENCE

Job Title:	Consultant to develop an e-learning training curricula and modules on human rights for the staff of residential institutions and other specialists in social field
Hiring Unit	UN Human Rights Office (OHCHR)
Contract type:	Individual Contract
Duration of assignment:	25 August 2020 – 31 January 2021 (up to 35 working days)
Deadline for applications:	18 August 2020

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 Human Rights Adviser, 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. Thematic priorities for the work of the Office are: (i) Strengthening rule of law and accountability for human rights violations; (ii) Enhancing equality and countering discrimination; (iii) Integrating human rights in sustainable development; (iv) Enhancing civic space and people's participation.

In 2020 one of the activities of the Office is to mainstream human rights in the in-service training program of the staff of residential institutions (Temporary Placement Centers for Persons with Disabilities (adults)) and other employees of the institutions under the authority of the National Agency for Social Assistance (NASA).

An analysis of the training needs of the staff of four Temporary Placement Center for Persons with Disabilities (adults)¹ was conducted by the Office. Trainings on most stringent human

¹ TPCPD from Balti; Cocieri village, Dubasari district; Badiceni village, Soroca district and Branzeni village, Edinet district.

rights matters for the staff of the Temporary Placement Centers for Persons with Disabilities (TPCPD) were initiated in 2019.

In order to ensure the sustainability of the intervention, a human rights educational training program for professionals already working in or about to start work in the social field, in the area of support for persons with disabilities, has to be developed (initial and in-service training). Currently, the NASA is in the process of development of an e-learning platform that will include training modules for the staff in the field of social assistance and will be accessible for all the professionals in the field of social assistance, including the staff of TPCPD.

Under the direct supervision of the Human Rights Adviser, in close collaboration with the Human Rights Officers, the consultant will further develop the existing analysis of the needs of human rights education for the staff working in the structures under the NASA. The consultant will also contribute to the development of the educational curricula and the materials for the e-learning training module on human rights for the staff of residential institutions and other specialists in the field of social assistance.

The process of elaborating the training curricula and materials will be based on the Regulation on the organization and functioning of the system of initial and continuous training of personnel in the field of social assistance².

Scope of Work, Duties and Responsibilities

The Consultant works under the direct supervision of the Human Rights Adviser, in close collaboration with the Human Rights Officers. He/she will also work closely with staff of the National Agency for Social Assistance for the effective achievement of expected results.

Under the present Terms of Reference, the Consultant will:

- Develop the report on the human rights education needs of the staff of National Agency for Social Assistance and its subordinated structures, which will among others include the analysis of the skills needed by the staff based on their ToRs;
- Based on the assessment, develop a comprehensive e-learning training curriculum on human rights in close cooperation with the NASA, staff of the TPCPD and representative of the working group created in this regard.
- Provide support to NASA in the process of creating the working group for consultation and approval of the e-learning training curricula on human rights for the staff of residential institutions and other specialists in social field.
- Conduct individual and group consultation of the e-learning curricula with the members of the working group, including with the representatives of the TPCPD.
- Incorporate suggestions received through consultations in the e-learning training curricula.
- Facilitate the meeting of the working group for the final presentation and approval of the e-learning training curricula.
- Develop the full content and materials of the e-learning module on human rights for the personnel of the Placement Centers for Persons with Disabilities. The content will also include interactive exercises and lesson self-checks.

² Available at: https://gov.md/sites/default/files/document/attachments/intr_09-1.pdf?fbclid=IwAR2m9bwaxPLhKcctS91kXKFPe9SGV0erhtwAa-8feu4yM3CelqDFluucPE8

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

Nr.	Deliverables expected	Expected Workload (workdays)	Indicative Timeframe
1.	Report on the human rights training needs of the staff of the Temporary Placement Centers for Persons with Disabilities (adults) and of the National Agency for Social Assistance	4	September 2020
2.	E-learning curricula for the staff of the TPCPD developed and approved	3	October 2020
3.	Individual sessions with the members of the working group for consulting the e-learning curricula and one meeting of the working group for final approval of the curricula organized	8	October 2020
4.	The full content of the e-learning training module/s for the staff of the TPCPD, including the accompanying exercises and self-checks, developed, consulted and finalized	20	January 2020

The payments under these Terms of Reference will be made in two instalments, based on the submitted time-sheet and activity report.

Competencies

- Proven 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;
- Displayed cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Accepted responsibility and accountability for the quality of the outcome of her/his decisions.

Job Knowledge/ In-depth knowledge of the subject-matter

- Excellent knowledge of international human rights standards;
- Sound knowledge of the social assistance work in the Republic of Moldova in the area of persons with disabilities;
- Advanced knowledge of the national legal framework.

Development and Operational Effectiveness

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

- Ability and willingness to deploy to the field for missions
- Ability to engage with various partners and stakeholders at different levels;
- Proven performance in organizing and coordinating events or challenging inter-organizational activities;
- Ability to adapt flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs;
- Proactive in seeking new and improved methods and systems for accomplishing the work of the unit;
- Ability to keep abreast of new developments in area of professional discipline and job knowledge and seeking to develop himself/herself professionally.

Required Skills and Experience

Education:

- University degree in social science, law, human rights or other relevant discipline;
- Master's degree/courses in human rights would be considered an advantage.

Experience:

- At least 3 years of professional experience at the national level in human rights work, social assistance work, sociology, as well as experience in promoting human rights issues within the state authorities;
- At least 3 years of experience working in the area of social assistance with persons with disabilities;
- Experience in developing e-learning training programmes is an asset.

Language Requirements:

- Fluency in Romanian language; Fluency in Russian would be an asset;
- Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage.

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 be given priority in case of equal qualification. OHCHR is committed to reasonably accommodate the working environment for the persons with disabilities.

Documents to be included in the proposal

Interested persons should submit the following documents:

1. Personal CV, including experience in similar assignments and contact details of at least 3 reference persons;
2. A methodological note explaining the approach to the tasks to be accomplished;
3. Financial proposal (lump sum and fee per day in USD, including local transportation, communication and other relevant costs).

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.