

TERMS of REFERENCE

Job Title:	Consultant to Support the Ombudsperson’s Office on Human Rights Data (UN Human Rights Office – OHCHR Moldova)
Contract type:	Individual Contract
Duration of assignment:	November- December 2017 (1 month), with estimated workload of up to 15 days, with possibility of extension for the following year(s)
Starting date:	27 November 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 strengthening and supporting the Ombudsperson’s Office in Moldova.

Scope of work

Under the guidance of the National Human Rights Coordinator the **overall objective** of the Consultant under these terms of reference is to support the institutional development of the Ombudsperson’s Office in Moldova.

Key Tasks:

Support the Ombudsperson’s Office in advocacy activities towards improved generation and use of disaggregated human rights data, as recommended by the UN human rights bodies and mechanisms, including through:

- a) Developing a list of all relevant recommendations by the UN bodies;

- b) Analyzing the current situation with availability of the relevant data;
- c) Developing technical proposals for changes in the state system of generating and using the disaggregated data in line with the UN recommendations.

Deliverables

Deliverables	Estimated workload	Tentative timeframe
Report with the list (a), analysis (b) and proposals (c)	15 days	31 December 2017

Payments to the Consultant will be made in one single installment 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 Consultant(s) shall work under the guidance and supervision of the National Human Rights Coordinator, in close collaboration with the entire OHCHR team and staff of the Ombudsperson’s Office. The Consultant is expected to attend 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)

Education:

- University degree in human rights, law, equality or other relevant studies (an advanced degree – master’s or doctoral – an advantage);

Experience:

- At least five (5) years of practical experience of professional work in the human rights and/or non-discrimination field(s);
- At least three (3) years of practical experience of professional work with disaggregated data in human rights and/or non-discrimination field(s);
- Previous professional experience of close collaboration with the Moldovan Ombudsperson’s Office – a great advantage;
- Experience of work with UN and/or other development partners is an advantage;

Competencies:

- Effective communication skills, ability to think creatively to develop and implement innovative solutions in a challenging environment;
- Proven ability to manage diverse and complex tasks. Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high-quality standard throughout;
- Excellent organizational, inter-personal skills.
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

Language requirements:

- Fluency in both oral and written Romanian, as well as good knowledge of English and Russian is a must. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, 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 (fee per day and total amount);
 3. Personal CV including past experience in similar projects and at least 2 references;
 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.