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TERMS OF REFERENCE
FOR THE POSITION OF A NATIONAL EXPERT/TRAINER

Programme title	Office of the High Commissioner for Human Rights (OHCHR) for Central Asia in Bishkek (ROCA)
Short title of Assignment	National Expert on Human Rights and Non-Discrimination
Duty Station :	Bishkek, Kyrgyz Republic
Type of Contract :	Individual contract
Duration of Contract :	80 effective persons days (1 April - 25 July 2020)

BACKGROUND:

The Office of the High Commissioner for Human Rights (OHCHR) established its Regional Office for Central Asia (ROCA) in Bishkek in 2008. ROCA works to assist authorities, national human rights institutions, civil society and the international community to respect, promote and protect human rights.

In August 2018, ROCA in Kyrgyzstan launched the *Judicial and Social Equality Program* (JSEP). The programme is designed to comprehensively address inequality and discrimination issues in Kyrgyzstan, with a specific focus on establishing an environment conducive to human rights-compliance in which non-state and state actors are empowered to safeguard stability in a pluralist and inclusive society for marginalized groups.

The project envisages implementation of the State Capacity and Awareness Raising components aimed at increasing understanding of equality and non-discrimination among state bodies. For the implementation of action within these components OHCHR ROCA requires the assistance of a national expert who would introduce non-discriminatory expertise and will contribute to the development of educational materials and guidance for the state bodies, under the overall supervision of OHCHR's Deputy ROCA and direct supervision and guidance of an OHCHR Human Rights Officer.

OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are to:

- Ensure the quality of educational materials delivered under the EU-funded project *Judicial and Social Action for Enduring Stability and Peace*

SCOPE OF WORK

The National Expert on Human Rights and Non-Discrimination is assigned to:

1. Review, and provide feedback on an e-learning course on equality and non-discrimination to a contracted IT company tasked with introducing amendments in a multimedia format which is accessible and appropriate for employees of state and municipal bodies.
2. Develop a complete sets of test questions for the e-learning course for civil servants on equality and non-discrimination.

3. Review, edit and amend from the point of view of international human rights standards the lecture materials of the fifth chapter of the training manual for five training centers of state bodies and the training center for lawyers;
4. Review and amend teaching methodology and relevant presentations and case-studies for all chapters of the training manual for five training centers of state bodies and the training center for lawyers.

FINAL DELIVERABLES

Deliverables	Deadline	Payment structure
<p>1) Progress report submitted and approved by Human Rights Officer, including the following information:</p> <ul style="list-style-type: none"> the E-Learning course developed for the civil servants and comments and suggestions for the IT company to improve the quality of the course materials provided. Introduction and teaching methodology of the first “Human rights concept” and second “Equality and non-discrimination” chapters of the training manual for six training centers reviewed and amended. 9 presentations and 12 case studies for the first and second chapters reviewed and amended. 	<p>25 April 2020</p> <p>25 effective working days</p>	30%
<p>2) Progress report submitted and approved by Human Rights Officer, including the following information:</p> <ul style="list-style-type: none"> Second revision of the e-learning course after amendments made by the IT company provided. 3 Variants of test questions for the e-learning course developed Third “Civic and Political Rights: freedom of speech and freedom of assembly” and fourth “Civic and political rights: freedom of association and freedom of religion” chapters teaching methodology parts, 5 presentations and 10 case-studies amended and edited. 	<p>06 June 2020</p> <p>25 effective working days</p>	60%
<p>3) Progress report submitted and approved by Human Rights Officer, including the following information:</p> <ul style="list-style-type: none"> 57 pages of the lecture material of the fifth chapter “International Fair Trial Standards, Freedom from Torture and Prevention of Violent Extremism and Terrorism” is reviewed, amended and rewritten. The teaching methodology for the fifth chapter 	<p>25 July 2020</p> <p>30 effective working days</p>	100%

reviewed and amended, 5 presentations and 9 case-studies reviewed and amended.		
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REPORTING REQUIREMENTS

The National Expert on Human Rights and Non-Discrimination will be required to obtain approval for all produced deliverables by the responsible OHCHR Human Rights Officer. Furthermore, the National Expert on Non-Discrimination will be required to submit a final report stating all works conducted during the assignment to be approved by the OHCHR Human Rights Officer, which will serve as a justification for the payments.

QUALIFICATION REQUIREMENTS

- Advanced degree in the area of social sciences, human rights, education, political science, development study, humanities or any other relevant discipline.
- At least 7 years of experience in supporting state stakeholders in development and introduction of methodologies, standards, and policy documents in the area of non-discrimination combined with human rights, human rights education.
- Experience in working with OHCHR or any other UN organization in a similar area will be considered as an asset.
- Fluency in Russian and English.

SCOPE OF PRICE PROPOSAL

Financial Proposal preferred currency: US Dollars (US\$)

Financial Proposal should define the total amount of lump sum and terms of payment, while taking into account the exact and measurable (quality and quantity) work outcomes (e.g. whether payments will be made in several transfers or the total amount is paid upon the end of the contract). Payments will be made on the basis of the presented reports, e.g. after the services, outlined in the Terms of Reference, are provided. In order to help OHCHR in comparing financial proposals, a financial proposal shall contain the breakdown of this amount (the amount of remuneration, traveling expenses, per diem, and the number of the expected working days).

In case of local consultants in Kyrgyzstan, UNDP makes payments in Kyrgyz soms on the basis of the effective operational UN exchange rate in the month of the payment. Operational exchange rate of the United Nations is publicly accessible on: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

SECURITY CLEARANCE

The Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling (only if travel is required). These requirements apply for all Consultants, attracted individually or through the Employer.

TRAVEL REQUIREMENTS

All travel costs must be included in the financial proposal, except the ones covered by the OHCHR ROCA. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and Daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

OHCHR INPUT

The UN Human Rights Office in Central Asia will be responsible for producing all necessary substantive content that will be required for the national consultant to design the requested visibility items and research reports.