

____ Signature _____ Date

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	Programme Consultant
Duty Station :	Bishkek, Kyrgyz Republic
Type of Contract :	Individual contract
Duration of Contract :	180 effective persons days (1 April - 25 December 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 governments, national human rights institutions, civil society and the international community in the region to promote and protect human rights.

In early 2018, ROCA Kyrgyzstan launched the Judicial and Social Equality Programme (JSEP), working towards promoting equality and combatting discrimination on all internationally protected grounds in Kyrgyzstan. The planned work includes a broad array of activities with civil society, justice and security sector institutions, national and local authorities. The project also seeks to reduce the risks of human rights violations in the context of state efforts to counter and prevent violent extremism by way of reducing discriminatory practices.

The programme is funded by the European Union's Instrument for Stability and Peace, and the United Nations Peacebuilding Fund.

In order to ensure successful and coherent implementation of the Office's Programme, ROCA requires the assistance of Programme Consultant.

Under the overall supervision of the OHCHR Human Rights Officer and under the direct supervision and guidance of the OHCHR Programme Coordinator, the Programme Consultant will be responsible for ensuring high-quality coordination of programme implementation of the JSEP. This includes timely and efficient planning, implementation, monitoring and evaluation of JSEP activities. The Programme Consultant is guided by and promotes a client, quality and results-oriented approach.

OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are to:

- Ensure successful and coherent implementation *Judicial and Social Equality Programme*

SCOPE OF WORK

The Programme Consultant is assigned to:

1. Provide support in organization of JSEP meetings, seminars, conferences, workshops and forums of exchanges held in March – December 2020 and participation in these events, as required. Assist with programme logistics for consultants, JSEP staff members, missions, civil society.
2. Provide visibility support to JSEP events.
3. Assisting the office in handling complaints and petitions, drafting responses and subsequent communication with complainants..

FINAL DELIVERABLES

Deliverables	Deadline	Payment structure
<p>Conducted 8 workshops/seminars/meetings and communication to human rights lawyers, defenders and youth for the development of litigation strategies aimed at eliminating discrimination and ensuring human rights in the context of countering and prevention of violent extremism.</p> <p>Prepared 8 reports on JSEP events.</p> <p>Provide 20 communications with applicants</p> <p>Progress report outlining the work conducted.</p>	<p>30 April 2020</p> <p>20 effective working days</p>	11%
<p>Conducted 8 workshops/seminars/meetings and communication to human rights lawyers, defenders and youth for the development of litigation strategies aimed at eliminating discrimination and ensuring human rights in the context of countering and prevention of violent extremism.</p> <p>Prepared 8 reports on JSEP events.</p> <p>Provide 20 communications with applicants</p> <p>Progress report outlining the work conducted.</p>	<p>30 June 2020</p> <p>40 effective working days</p>	22%
<p>Conducted 8 workshops/seminars/meetings and communication to human rights lawyers, defenders and youth for the development of litigation strategies aimed at eliminating discrimination and ensuring human rights in the context of countering and prevention of violent extremism.</p> <p>Prepared 8 reports on JSEP events.</p>	<p>30 August 2020</p> <p>40 effective working days</p>	22%

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REPORTING REQUIREMENTS

The Programme Consultant will be required to obtain approval for all produced deliverables by the responsible OHCHR Human Rights Officer. Furthermore, the Programme Consultant 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 3 years of experience in organization of seminars, meetings and workshops; experience in reviewing complaints and providing legal advice; experience in the sphere of public information required;
- 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.