Terms of Reference

Consulting Firm to conduct Human Rights Training for Representatives of

NGOs, CBOs and Religious Organizations

Background:

In commemoration of the 66th celebration of the Universal Declaration on Human Rights, UNDP and the Ministry of Justice and Police have agreed to host a training session on Human Rights treaties and Declarations for representatives of NGOs, CBOs and Religious Organizations. Suriname has signed and acceded to most of the important international and regional human rights treaties and declarations, and is actively developing interpretations of the fundamental human rights, which are included in the constitution and will be more specified in other legislation, including access to medical care, development of a national gender policy and action plan, development of youth policies, and periodic reports to and follow up on the recommendations of Treaty Bodies. Most of the above actions are in process or nearing completion. Although Civil Rights such as freedom of speech and assembly are respected, other rights for example, social and cultural rights are not very well known and purposefully observed. There are some weaknesses in monitoring and reporting on adherence to the international conventions, reporting of alleged incidents of denial and/or violation, sanctions for violations, and human rights education.

In June 2009 the Ministry of Justice and Police (Juspol), the Ministry of Planning and Development and the United Nations and Development Program (UNDP) signed the project titled: “Support for Implementing the Policy Plan for Protection of Legal Rights and Safety-Legal Protection and Human Rights, and Anti-Corruption”. Within this project it is foreseen to provide training and awareness to various target groups on the application of international human rights principles and standards. Civil Society groups will be offered training so as to increase understanding of their roles and responsibilities in advocating for the use of international human rights principles and standards for the benefit of their clients, communities and members.

For this training the target group is: representatives of Non Governmental Organizations (NGOs), Community Based Organizations (CBOs) and Religious Organizations. This group has received a beginners training under the project in 2010 and this training sessions should
therefore be seen as a refresher course. The number of participants will be between 20 and 30 persons.

**Objective:**

To create awareness, understanding and develop expertise through focused training programmes on selected International Human Rights treaties and conventions (as listed in module 1) and their applications in Suriname’s domestic legislation, with a focus on protections, obligations of duty bearers and rights holders, and recourse procedures; and roles and responsibilities of public officials, advocacy groups, NGOs and other human rights practitioners in the promotion and protection of the human rights in Suriname.

**Desired content of the training:**
**The training should be delivered in three (3) modules:**

**At the end of Module 1, participants:**

Should have a good understanding of the following International and Regional Human Rights instruments:

a. The Universal Declaration on Human Rights  
b. The Convention on the Elimination of all forms of Racial Discrimination  
c. The International Covenant on Civil and Political Rights (and protocols)  
d. The International Covenant on Economic, Social and Cultural Rights  
e. The UN Declaration on the Rights of Indigenous Peoples  
f. The Convention to Eliminate All Forms of Discrimination Against Women (CEDAW)

**At the end of Module 2, participants:**

- Should be able to identify Human Rights infringements  
- Should have a good understanding of the various Human Rights Treaty Bodies, their rounds of “country evaluation” and reporting regimes and Civil Society’s role in the country evaluation/reporting process  
- Should have a good understanding of the specific roles and responsibilities Civil Society organizations have in advocating for the use of international human rights principles and should have a good understanding of the redress mechanisms.

**At the end of Module 3, participants:**

- Should be able to prepare and deliver a (individual or in groups) presentation based on one or more of the abovementioned treaties, showing their advocacy role in specific cases on behalf of their clients, community or membership.
Specific tasks

The Consulting Firm will undertake the following specific tasks:

1. Meet with representatives of the Ministry of Justice and Police (MoJ) and UNDP for an initial briefing on the objectives, scope, working arrangements, time lines and deliverables under these Terms of Reference (TOR);
2. Develop the concept of the training and the teaching aids (including agenda, information packages on the treaties and conventions, working methods and procedures, evaluation form) and discuss these with MoJ and UNDP;
3. Advise representatives of MoJ and UNDP on background materials to be distributed;
4. Draft the final training programme (including the list of equipment and materials necessary for conducting training sessions). While based on the UN Human Rights instruments, the trainers should familiarize participants with the specific situation in Suriname;
5. Deliver three training sessions, each of four (4) days, spread over a period of two months;
6. Submit a report after delivery of each training session; and a final report upon delivery of the entire training programme

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<tr>
<th>Tasks</th>
<th>Timeframe</th>
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<tbody>
<tr>
<td>Meet with MoJ and UNDP</td>
<td>1 day</td>
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<tr>
<td>Develop a general training program for the group and prepare case studies and teaching aids, including an information package on each treaty and convention and on local legislation</td>
<td>14 days</td>
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<td>Prepare other background materials to be distributed in the training sessions</td>
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<tr>
<td>Comments from MoJ and UNDP</td>
<td>3 days</td>
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<tr>
<td>Draft final training programme (including list of equipment and materials necessary for conducting training sessions)</td>
<td>Submit 2 days after receiving comments</td>
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<tr>
<td>Deliver the training programme for the group, using the case studies, teaching aids and other background materials</td>
<td>3 modules each lasting four (4) days over a period of two (2) months</td>
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<tr>
<td>Report on the training (hard copy and electronic)</td>
<td>1 week after delivery of each training session</td>
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Deliverables¹:

The Consulting Firm will be required to present:

1. Training programme and background materials
2. Reports at the conclusion of each training session (3)
   - Concise presentation of the content of each training session
   - Findings and recommendations based on observations and feedback from participants
   - Training programme evaluation forms filled out by the participants
   - Other relevant materials
3. Final Report on the training

Work Arrangements:

The Consulting Firm will report to the Human Rights Bureau and the UNDP Programme Officer for Governance on progress and challenges in producing the deliverables under the consultancy.

Duration:

The Consulting Firm will be required to prepare training and background materials, deliver three sessions, four days each, over a period of two months starting in April 2015.

Qualifications and Experience:

The Consulting Firm will be responsible for the delivery of the programme. This includes strong direction, academic oversight, and coordination of course content, trainers and presenters, and course facilitation. The consultants will be responsible for ensuring the course content is relevant, threads and links are made between sessions, presenters are comprehensively briefed and well prepared, and where appropriate introduced to other presenters to ensure the sessions build on one another.

The team conducting the course should be composed of at least two persons. The team as a whole is required to have:
- At least five (5) years’ experience in training or teaching

¹ The deliverables should all be submitted in English
At least one of the team members is required to have:
- At least 5 years training or teaching experience with a specific focus on Human Rights education
- Demonstrated knowledge of the various Human Rights treaties and conventions, and recent developments and trends

Submissions for this Request for Quotations:
Should include: (1) company profile (2) detailed CV(s) of the person(s) who will be conducting the course (3) a suggested work plan detailing the tasks to be performed and a corresponding timeline and (4) a budget detailing all fees and expenses

The quote should be sent per email to the UNDP Suriname office before the deadline of Thursday 9 April 2015, 16:00 pm Suriname time. Please submit the quote to registry.sr@undp.org

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2 Please note: Expenses related to the rental of venue, refreshments, and material needed for the course should not be included in the quote. These will be borne by the project