

**CONTRIBUTION AGREEMENT DOCUMENT BETWEEN THE OFFICE OF
THE UN HIGH COMMISSIONER FOR HUMAN RIGHTS (OHCHR) AND
UNITED NATIONS OFFICE OF THE RESIDENT COORDINATOR (UN RC
OFFICE) UNDP-COUNTRY OFFICE (UNDP)**

A. PROJECT SUMMARY

Project title:	Human Rights Support in Tajikistan REC/09/HC/01-B411 Linked to UNDP Project Atlas No.00070269
Location:	Tajikistan
Period:	12 months (1 May 2009-30 April 2010)
Contribution Amount:	US\$ 293,697
Donor:	OHCHR
Recipient/Executing Agency:	Office of the Resident Coordinator in Dushanbe and UNDP Tajikistan

B. PROJECT DESCRIPTION AND IMPLEMENTATION

The Office of the United Nations High Commissioner for Human Rights (hereinafter "OHCHR") hereby establishes an Agreement with the Office of the UN Resident Coordinator (hereinafter "RC Office") and with UNDP-Tajikistan Office (hereinafter "UNDP") regarding the project known to OHCHR as REC/09/HC/01-B411 and to UNDP as project Atlas No.00070269 (hereinafter "the Project").

This Agreement will be implemented under the overall guidance of the UN Resident Coordinator in Tajikistan with administrative support from UNDP, substantive support of a Human Rights Advisor (L-4) and Administrative Assistant (GS-4), and with additional substantive human rights support from OHCHR Regional Office in Central Asia and HQ in Geneva as requested and required. Activities indicated in the attached Job Description (Annex 2) will be implemented with a view to support the Office of the Resident Coordinator and UN Country Team in Tajikistan to monitor the human rights situation and assist the Government of Tajikistan to develop the capacity to promote and protects human rights in Tajikistan.

The Human Rights Advisor will also focus on (1) follow, analyze and reporting to the Resident Coordinator and OHCHR on the overall human rights situation in Tajikistan; (2) supporting UN human rights treaty body and special procedures mechanisms in Tajikistan; (3) supporting establishment of the NHRI; (4) support activities for human rights promotion and education; (5) cooperating with regional HR mechanisms and NGOs and (6) providing human rights advice and support to UNRC and UNCT in integrating the HRBA to their programming.

Human Rights Advisor and Administrative Assistant are staff members of the Office of the UN Resident Coordinator, administered by UNDP. The Human Rights Advisor has a first reporting line to the Resident Coordinator and a second reporting line to OHCHR (Regional representative for Central Asia, Director of Field Operations and Technical Cooperation Division and ENACA Unit Coordinator, as designated representative) for guidance, substantive support and performance evaluation purposes.



The Administrative Assistant reports to the Human Rights Advisor (First Reporting Officer) and the Resident Coordinator (Second Reporting Officer).

This financial contribution will be administered in accordance with the regulations and rules applicable to UNDP.

Attached to this agreement are:

- A budget providing the cost breakdown of the activities for the contribution (Annex 1)
- Job description for Human Rights Advisor and Administrative Assistant (Annex 2)

C. REPORTING

Human Rights Advisor/RC Office and UNDP will submit a mid term substantive report and annual substantive and financial reports to OHCHR on the implementation of the project activities. A comprehensive final narrative report and a certified financial statement will be provided to OHCHR at project completion.

UNDP will ensure that the other reporting requirements will be met as prescribed within the Program of Work.

The report to OHCHR will be written in English and will be submitted to OHCHR, at the following address: Office of the United Nations High Commissioner for Human Rights, Palais des Nations, 1211 Geneva 10, Switzerland.

RC Office/UNDP will also co-operate with OHCHR in the project monitoring and evaluation activities to be carried out by OHCHR within the Project, and shall respond promptly and in good faith to all requests for documentation and information related to the project.

D. PAYMENT INSTRUCTIONS

On the basis of the present Agreement, OHCHR will transfer to RC Office/UNDP-Tajikistan Country Office an amount of US\$ 293,697 (US dollars), inclusive of UNDP 5% GMS and 1% ISS that will be charged in accordance with the UNDP Cost Recovery policy, representing the OHCHR share towards the project and related budget (Annex1). The allocation of the funds described above shall not be modified except with OHCHR's express and written agreement in advance.

Payments will be made according to the following schedule:
(subject to OHCHR availability of funds)

- At the signature of the present Agreement:	US\$ 192,000
- After OHCHR's receipt and acceptance of the midterm report and of a statement of expenses	US\$ 101,697
Total _____	US\$ 293,697

All funds that UNDP does not use in the implementation of activities as described above shall be returned to OHCHR.

Payments shall be made by bank transfers to:

Bank name: Bank of America, 1401 Elm St., Dallas TX 75202 -2958

Account number: UNDP Representative in Tajikistan USD Account No. **3752218312**
ACH Routing Number: 111000012 [to be used only by US-based banks
using ACH payment type]
Wire Routing Number: ABA# 0260 - 0959 - 3
SWIFT Address: BOFAUS3N

Currency: US dollars (USD)

Reference: Project Atlas No. 00070269 – UNDP Tajikistan

E. DISPUTE SETTLEMENT CLAUSES

OHCHR and UNDP shall use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereto. Any such dispute, controversy or claim which is not settled within (30) thirty days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, shall be: (i) referred to the High Commissioner and the (Executive Director) of UNDP for resolution; and, if no resolution is reached, (ii) referred to the Secretary-General of the United Nations for decision.

F. FINAL PROVISIONS

- F.1. OHCHR and RC Office/UNDP may enter into this Agreement by authorizing their representative in the country to sign below on their behalf.
- F.2. The Agreement shall enter in force upon signature by the two Parties.
- F.3. RC Office/UNDP will provide its services starting from the date of the signature of the present Agreement and will complete them 12 months after the date of the receipt of the first payment, conditional on the timely disbursement of the funds based on the reporting requirements for each disbursement described above.
- F.4. The Agreement maybe amended upon consent of both Parties by formal modifications in writing of the Contribution Agreement document. The amendments shall enter into force under conditions set out in paragraph F.2.above.

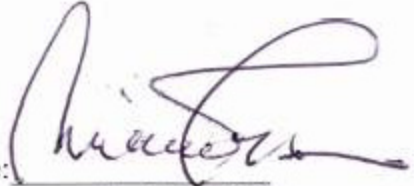


G. CERTIFICATION AND AGREEMENT BY UNDP

RC Office/UNDP certifies that the activities described herein are accurate and agrees to provide the financial reports as described in Section C.

On behalf of the Office of the Resident Coordinator / UNDP:

Name: Mr. Michael Jones

Signature: 

Title: UN Resident Coordinator/UNDP Resident Representative in Tajikistan


Place and date:

H. CERTIFICATION BY UN-OHCHR

It is hereby certified that the activities in this document are consistent with OHCHR's Strategic Management Plan.

On behalf OHCHR:

Name: Mr. Kyle Ward

Signature: 

Title: Chief,

Programme Support and Management Services

Place and date: Geneva, 17/03/09

OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR HUMAN RIGHTS

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Reference Number: VA /Tajikistan

Deadline for Application:

Post Title and Level: Human Rights Adviser, L-4

Duty Station: Dushanbe, Republic of Tajikistan

Duration: 12 months (initially, subject to availability of funds)

Background:

Human Rights Advisers to United Nations country teams are deployed to strengthen their capacity to support the efforts of Member States, at their request, in strengthening their national human rights promotion and protection systems. The Human Rights Adviser ensures that the United Nations country team will be ready to respond to these challenges with practical tools, training, advice and knowledge sharing. The Human Rights Adviser encourages closer interactions between UN country teams and UN human rights mechanisms such as treaty monitoring bodies and fact-finding missions of special rapporteurs and independent experts of the Human Rights Council. The ultimate aim of deploying a Human Rights Adviser is to ensure that the rights of individuals are respected and protected, through strengthened national human rights protection systems.

The Human Rights Adviser, attached to the Resident Coordinator's Office, will work under the overall guidance of and support from OHCHR, in particular the Regional Representative for Central Asia. The Human Rights Adviser will serve as a resource to the Resident Coordinator and the whole UN Country Team in developing their capacity and strategies to support the strengthening of national human rights protection systems.

The Human Rights Adviser will report to both:

- The Office of the High Commissioner for Human Rights in respect of overall policies, priorities and procedures with regard to the human rights situation in Tajikistan.
- The Resident Coordinator (RC) in terms of day-to-day work and priorities, as well as relations with government, civil society and UN system partners.

Responsibilities:

Under the direct operational supervision of the Resident Coordinator, and under the overall guidance and supervision of the OHCHR Regional Representative for Central Asia and the overall supervision of the Director of the Field Operations and Technical Cooperation Division, the Human Rights Adviser (HRA) will:

- (i) Advise the Resident Coordinator and the UN Country Team on strategies to build and strengthen national capacities and institutions for the promotion and protection of human rights, including through UN development cooperation programmes. To this end the HRA will represent OHCHR in the internal processes of the UN System and be an *ex-officio* member of the UN Country Team. The HRA will also support

the RC and UNCT's participation in the larger national consultative processes, such as national poverty reduction strategies, with the aim of supporting the integration of human rights into national policies.

- (ii) Advise human rights state actors (duty bearers) – including the Government, representative bodies and national human rights institutions – on how best to promote UN normative values; enhance legal frameworks and judicial capacity; and develop the national capacity of protection machinery, including its ability to meet international reporting obligations.
- (iii) Liaise with, and provide support (moral and practical, e.g. training, organization of meetings, etc.) to civil society organizations engaged in the promotion and implementation of UN normative values in human rights. This could include encouraging dialogue between state actors and civil society.
- (iv) Follow and analyse the human rights situation in Tajikistan, providing issue-based or situational assessments to OHCHR and the RC as appropriate. The HRA will not be expected to engage at the level of individual cases.
- (v) Provide operational support to human rights training and/or national capacity building activities. In this respect, as a resource to the UNCT, the HRA may be called upon to facilitate or implement selected activities, provided this enhances and does not compromise his/her ability to carry out the other activities identified above.

Competencies:

Professionalism – comprehensive knowledge of and exposure to a range of human rights issues, to include approaches and techniques to address sensitive and complex problems; very good knowledge of institutional mandates, policies and guidelines related to human rights; good knowledge of Tajikistan and Central Asia, including the political environment and legal statutes as they pertain to human rights; experience from providing capacity building to national human rights institutions; demonstrated ability to complete in-debt studies and reach conclusions on possible causes and solutions to human rights problems in specific societies and systems; excellent communication skills, including the ability to convey complex concepts and recommendations at senior levels, in a clear concise style; he/she must possess proven ability in exercising discretion and sound judgment in dealing with complex and/or sensitive issues and proposing solutions; technological awareness, good computer skills, including proficiency in word processing, and other relevant software packages; teamwork, ability to interact and to establish and maintain effective working relationships both as a team member and team leader, with people from different national and cultural backgrounds.


Qualifications and Experience

- Masters' degree in human rights, public or international law, political science, international relation or a related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the Masters' degree;
- Specialist knowledge and working experience with regard to the international human rights machinery and treaties;
- A minimum of 7 years of applied professional experience at national and/or international level in the field of human rights, development and/or humanitarian experience;
- Familiarity with the UN system, as well as regional human rights mechanisms and their development cooperation work; prior work in the region is an asset;

- Demonstrated advocacy, communications and networking skills with regard to sensitive issues;
- Fluency in oral and written English; working knowledge of Russian; knowledge of Tajik or Farsi is an asset;
- Cultural and gender sensitivity.

How to apply:

All applicants are strongly encouraged to submit their applications **by email**, mentioning the vacancy announcement number /Tajikistan in the heading of the email, to the following address: _____@undp.org

- 1) a **completed United Nations Personal History form (PHP) or P-11**, in PDF or  Word (Please note that applications without P11 or PHP cannot be considered);
- 2) a covering letter as attached document;
- 3) UN staff members must submit scanned copies of their latest Performance Appraisal System (PAS).

Important :

- Please note that you need to mention the reference number of the vacancy announcement in the subject header of your email: VA /Tajikistan

- Name any attached documents as follows: LAST NAME First name – Type of document.doc

example: SMITH Jacqueline – PHP.pdf
or: SMITH Jacqueline – PAS.doc
or: SMITH Jacqueline - Cover letter.doc etc.

Note: applications received after the deadline or without P11 or PHP will not be accepted.

Interested UN staff at the level of the post or one level below should apply by forwarding an updated UN PHP form and a copy of most recent performance appraisal.

Due to the volume of applications only candidates under serious consideration will be acknowledged within two months from the deadline for applications.

If applicants cannot submit an application by email, they may send it to the address or fax number indicated below:

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

The Secretary-General reserves the right to appoint a candidate at one level below the advertised level of the post.

"Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures".

OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR HUMAN RIGHTS

Reference Number: VA /Tajikistan

Deadline for Application:

Post Title and Level: Administrative Assistant / GS-4

Duty Station: Dushanbe, Republic of Tajikistan

Duration: 12 months (initially, subject to availability of funds)

Duties and Responsibilities

Under the overall supervision of the OHCHR Regional Representative for Central Asia and the direct supervision of the OHCHR Human Rights Adviser to the United Nations Country Team in Tajikistan, as well as in coordination with the National Programme Officer of OHCHR in Tajikistan and the OHCHR Desk Officer responsible for Central Asia in Geneva, the incumbent will perform all administrative and secretarial activities necessary for the support of the Human Rights Adviser's work and the implementation of the OHCHR Regional Office Project for Central Asia, including the following:

- Organize and coordinate administrative arrangements for meetings, seminars, conferences, workshops, round tables and forums of exchanges, including interpretation, some involving high-ranking officials;
- Assist in the preparation of documentation including translation;
- Organize missions of the Human Rights Adviser and Regional Representative within the country and the region, to OHCHR headquarters and other official travel as required;
- Prepare travel arrangements, and liaise logistically with the Administrative Assistant(s) and the National Programme Officer(s) in the other countries participating to the OHCHR Regional Project, the OHCHR Desk Officers in Geneva, partners involved in the project, and others, as necessary;
- Assist in the fulfilment of budget and financial issues, such as financial tables and reports, on a day-to-day basis;
- Perform routine general administrative functions, including faxing and copying;
- Assist with telephone and written communications, including the drafting of routine correspondence, related to the activities of the Regional Representative;
- Maintain up-to-date files and archives (both paper and electronically);
- Perform other related duties and office matters as required.

QUALIFICATIONS:

Education and experience: University degree in Public Administration, Business Administration, Law or relevant field. At least three years of practical work experience in international organizations (preferably within the UN).

Knowledge and skills: Good communications and drafting skills. Ability to operate computer and office equipment. Good knowledge of MS Word, Excel or equivalent software. Ability to work independently as well as in a team. Excellent organizational skills.

Language: Fluency in written and oral English and Russian. Knowledge of written and oral Tajik would be an asset.

Contact information: Interested candidates are required to submit English version of their P11 form, a cover letter referring to the requirements of the position, and 2 recommendation letters **not later than 2009** to the UN House (39 Aini Street, Dushanbe, 734024) or to _____@undp.org.

Applications without P.11 form will not be considered.

Only appropriate candidates will be invited for the written test and interview.

ANNEX 2
HR SUPPORT IN TAJIKISTAN - SUMMARY BUDGET 2009

UNDP Tajikistan/OHCHR					
REC/09/HC/01 - B411 (Central Asia) (Atlas Project No. 00070269)					
Location:		<u>Doushanbe, Tajikistan</u>			
Period covered:		<u>1 May 2009 - 30 April 2010</u>			
Budget total:		<u>US\$ 293'697.00</u>			
Category of Expenses by Activities	Unit	Duration	Number of Unit	Rate/Unit (USD \$)	Total costs (USD \$)
Requirements:					
Human resources					
Human Rights Adviser (L-4)	Staff	12 months	1	17'853.00	214'236.00
Administrative Assistant (GS4)	Staff	12 months	1	953.00	11'436.00
Travel					
Regional and local travel (airfare, DSA and terminal expenses)					10'000.00
Staff training					
Fees and travel					
Sub-contracts					
External printing, interpretation/translation, advertising and promotion					
Training and seminars activities					
Training activities, organization of seminar/workshop, airfare/accomodation/subsistence for participants, local transportation, rental of conference space and equipment					10'000.00
Operating expenses/Supplies & Materials					
Office equipment and furniture, computers, operational equipment, stationery and expendable supplies, books					15'000.00
Cost sharing for UN house common services (includes reparation and maintenace of premises, communications, supplies, miscellaneous services, etc.)					15'000.00
Other operating costs					
Miscellaneous services					1'400.00
Sub-total					277'072.00
UNDP Support Cost (5%)					13'854.00
UNDP Mandatory Cost Recovery					
Implementation Support Cost as per Universal Price List on transaction basis not exceeding 1%					2'770.72
Total Estimated Budget by Activities					293'697.00