**TERMS OF REFERENCE**

**Job Title:** Justice and Human Rights Intern

**Duty Station:** Chisinau, Republic of Moldova

**Section/Unit:** Justice and Human Rights Programme, United Nations Development Programme in Moldova (UNDP Moldova)

**Reports to:** The intern will work under the supervision of and will report to Alexandru Cocirta, Justice and Human Rights Programme Analyst, UNDP Moldova.

**Duration of the internship:** 1 July – 31 October 2019 (part time), with possibility of extension till 31 December 2019

**Weekly workload:** up to 15 hours a week with flexible arrangements

**Background**

Despite important steps towards improving the respect and protection of human rights and access to justice, one of the key issues is the lack of progress and coherence in the implementation of rule of law, justice security and human rights (ROLJSHR) related reforms. The slow progress in justice sector reform is also reflected in the low levels of people’s trust in justice institutions and resulted in discontinuation of the budgetary support in the justice sector by the European Union (Phase 2 – 28 Million Euro).

Despite the ongoing reforms, little progress is felt at the local level by citizens, and the coherent coordination mechanisms among law enforcement, security and justice institutions for effective administration of justice seem to be lacking at both national and local levels. Men and women, particularly from marginalized or minority groups, are not able to claim their rights and access justice effectively.

Furthermore, the negotiations on settlement of the conflict between the two banks of the Dniester river has registered limited progress despite confidence-building measures supported by international partners. The perceived inefficiency of governance, lack of effective and fair justice service delivery, coupled with the low trust in governmental institutions reinforces a culture of civic passivity while the resulting low levels of social cohesion are feeding deep societal divides and inequities along ethnic and linguistic lines. Efforts towards the implementation of the Sustainable Development Goal (SDG) 16 towards a peaceful, just and inclusive society are therefore crucial in the Moldovan context.

Forensic institutions are indispensable part of the justice system, as they provide expert opinion on the evidences within the criminal and civil cases. UNDP has a productive experience of working with the three national forensic institutions since 2011, reaching positive and sustainable development results, which demonstrates UNDP’s comparative advantage in further advancement of the reform in this area. Within the UNDP’s development assistance provided for the three forensic institutions, all of them demonstrated their commitment to change and a strong ownership over the results achieved. They have identified the needs for further reforms, and are ready to implement them, but need external support. UNDP had received numerous requests of assistance from these institutions. This assistance is in line with UNDP’s objectives, as expressed in UNDAF and UNDP’s Country Programme Document 2018-2022 focusing on the advancement on the Global Agenda 2030 that aims at “leaving no one behind”. The institutions have a critical role in ensuring fair trial, including in cases of violent crimes for those belonging to vulnerable and/or marginalized groups, and they need assistance to address the systemic level challenges.

The past experience and the current interaction with all three forensic institutions demonstrate that there is a real will on behalf of the management of the institutions and a genuine interest on behalf of the staff to further develop the institutional instruments and tools, as well as knowledge and capacities to comply with the norms and standards applied in peer institutions from the EU States.

Another challenge is related to the absence of the modern electronic case management system. A number of justice sector institutions, such as judiciary, prosecution service and the legal aid system, have already introduced e-systems in their operations, some with the support of UNDP. The elaboration of the Forensic Case Management System (FCMS) for the three forensic institutions will bridge a critical gap and will allow to integrate isolated and not coordinated forensic investigations into the consistent coordinated processes, bringing uniformity in all forensic investigations performed by various institutions, will allow sharing the forensic reports with other relevant justice sector actors electronically and will ensure interoperability with other e-systems strengthening the integrity and speeding up the justice delivery in both criminal and civil cases.

**Key duties and responsibilities:**

1. To support the activities of the Justice and Human Rights Programme team in the effective and efficient implementation of the UNDP Moldova work on integration of innovations to improve the access to justice in Moldova;
2. To contribute to the drafting of the key documents in area of the access to justice;
3. To assist the launch of Access to Justice UNDP project in terms of organization of relevant events, research and data analysis;
4. To make translation and/or editing of texts in Romanian/Russian and English;
5. To perform other tasks for the purposes of the improving access to justice project activities.

**Development priorities for the Intern:**

* To successfully pass the internship by efficiently cooperating with the supervisor, networking, building personal professional reputation and obtaining work-related experience helpful for further employment;
* To learn about the UN in Moldova, organizational values, principles, priorities, including Sustainable Development Goals and National Development Strategy “Moldova 2030”. Specific focus: Goal 16: Promote just, peaceful and inclusive societies vs. nationalized targets to achieve this goal in Moldova;
* To learn about the work culture, spheres and methods of work of an intergovernmental organization on the example of UNDP Moldova;
* To learn about UN human rights protection mechanisms, specifically in relation to key vulnerable groups and their applicability in Moldova, the value of diversity in the society;
* To strengthen skills in research, analysis, elaboration of documents;
* To strengthen linguistic skills in English, Romanian and Russian languages.

**Eligibility requirements**

• At least secondary education (completed University degree, especially in the field of law, foreign languages, international relations, public administration, or other related fields, is an advantage, but IS NOT a mandatory requirement).

**Minimum qualifications / skills and competencies:**

1. Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, sexual orientation, or other status
2. Ability to translate complex legal texts from Romanian into Russian/English and vice versa;
3. General understanding of the Moldovan legal and court system is an advantage;
4. Volunteer and/or work experience in NGOs is an advantage but is NOT a mandatory requirement;
5. Good oral and written communication skills;
6. Comfortable in talking and interacting with others;
7. Other competences: communication skills, strong analytical skills, enthusiasm, drive for results, ability to work on computer using Word, internet browsers and e-mail;
8. **Personal Qualities:** responsibility, creativity, flexibility, punctuality;
9. **Languages:** Fluency in Romanian and Russian, both oral and written. Understanding of English represents an advantage. Knowledge of one or more other languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language, is an advantage.

**Who can apply for the internship?**

This internship position comes as a temporary special measure and seeks to fill in under-representation in UNDP Moldova primarily of persons belonging to the following groups: persons with disabilities, ethnic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, LGBTQI.

**Internship package and working conditions**

The interested candidates shall submit the following package of documents:

1. CV;
2. Letter of motivation;
3. 1-2 recommendation letters (from NGO representative, supervisor, teacher, colleagues or any other person who can describe your competencies);
4. Information on the special needs the person might have such as reasonable accommodation at the workplace or any other specific needs.

***Note****: The intern will be provided with a fully equipped workplace.*