

## **TERMS OF REFERENCE**

**For Review agreement of the  
UNESCO Category 2 Centre, International Centre for the  
Promotion of Human Rights**

## **1. Background**

UNESCO delivers on its mandate through a broad variety of activities, including those implemented through Category 1 and Category 2 institutes/centres. While Category 1 centres are legally part of UNESCO, Category 2 centres operate under the auspices of the Organization. The latter serve in their fields of specialization as international or regional poles of expertise to provide services and technical assistance to Member States, partners and to UNESCO field offices.

In order to enhance the operations and effectiveness of UNESCO category 2 institutes/centres, as well as the effectiveness of their network, the General Conference at its 37<sup>th</sup> session amended the Integrated Comprehensive Strategy for Category 2 Institutes and Centres under the auspices of UNESCO (37 C/Resolution 93, contained in document 37 C/18 Part I). This Integrated Comprehensive Strategy supersedes all relevant prior resolutions by the General Conference on the subject.

The International Centre for the Promotion of Human Rights (Centro Internacional para la promoción de los Derechos Humanos) (CIPDH) is a UNESCO Category 2 Centre created in 2013 based in Buenos Aires. It is the result of an Agreement between UNESCO and the Republic of Argentina and it is the first UNESCO Category 2 Center dedicated to human rights internationally. The main objective of the Center is to promote the deepening of the democratic system, the consolidation of human rights and the prevalence of the values of life, freedom and human dignity for all.

## **2. Purpose of the Review**

The Agreement between UNESCO and the Republic of Argentina concerning CIPDH is expiring in January 2019. The General Conference has mandated that each existing agreement with category 2 institutes or centre must be reviewed in consultation with the Member State(s) with a view to bringing it into conformity with the new strategy for category 2 entities and respective sectoral strategies.

According to the Integrated Comprehensive Strategy for Category 2 Institutes/Centres (37 C/18 Part I), the Director General of UNESCO will carry out a review of the activities of the Centre and their contribution to the strategic programme objectives of the Organization.

The findings of the review will serve as the basis for the Director-General's recommendation to the Executive Board as to whether the Agreement should be renewed or not.

In this regard, the main objectives of present review and evaluation are:

- to assess the extent to which the agreement concerning the CIPDH is in conformity with the Integrated Comprehensive Strategy for Category 2 Institutes and Centres under the auspices of UNESCO (37 C/Resolution 93 and document 37 C/18 Part I and its annex), and if needed provide guidance on how this can be achieved; and,

- to assess the Centre's performance with respect to its objectives and functions, as specified in the Agreement between UNESCO and the host Government, and its contribution to UNESCO's strategic programme objectives and respective sectoral and UNESCO-Human Rights strategies, priorities, and themes.

### 3. Scope

The review will adopt both a retrospective and forward-looking perspective with action-oriented recommendations. In order to meet the objectives of the review described above, the following parameters shall be considered by the expert(s) in conducting the review. These parameters and associated evaluation questions may be refined during the inception phase in consultation with the UNESCO Montevideo Office.

- Whether the activities effectively pursued by the CIPDH are in conformity with those set out in the Agreement signed with UNESCO;
- The relevance of the CIPDH programmes and activities to achieving UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes, as defined in the Agreement;
- The effectiveness of the CIPDH programmes and activities to achieving its stated objectives;
- The quality of coordination and interaction with UNESCO, particularly UNESCO Montevideo, and other thematically-related category 2 institutes/centres, chairs, and networks with regard to planning and implementation of programmes;
- The quality of partnerships with government agencies, public/private partners and donors;
- The nature and quality of organizational arrangements, including management, governance and accountability mechanisms;
- The human and financial resource base and the quality of mechanisms and capacities, as well as context-specific opportunities and risks for ensuring sustainable institutional capacity and viability;
- The process of mobilizing extrabudgetary resources and to what extent such extrabudgetary funding is aligned to the strategic programme objectives of UNESCO.

### 4. Methodology

In close coordination with the UNESCO Regional Office in Montevideo and in consultation with CIPDH authorities, as well as pertinent stakeholders, the expert shall contribute to the external review of CIPDH (for the period 2013- April 2018) by applying the following methods:

- A **desk study** of relevant documents, provided by the Centre and UNESCO Montevideo as well as additional documentation collected by the external expert(s);

- **Interviews** (face to face, phone and/or via e-mail) with Centre's stakeholders, collaborators, and beneficiaries;
- Conducting an **evaluation mission** to the Centre facilities in Buenos Aires, Argentina from 16<sup>th</sup> – 18<sup>th</sup> May 2018 accompanied by UNESCO, with the purpose of meeting pertinent stakeholders, including the government that proposed the designation of the Centre and the staff Centre itself, as well as to review the centre capacities and outputs.

The expert will elaborate a review report (max. 15 pages excluding annexes) based on the documents received, interviews, findings of the mission, and proposing recommendations.

## **5. Roles and Responsibilities**

The selected expert(s) shall be responsible for conducting the review and preparing the final report based on these TOR. The expert will contribute specific subject matter expertise and knowledge.

UNESCO Montevideo is responsible for managing and coordinating the review process, including drafting the review TOR, selecting an independent expert(s) who will conduct the review and prepare the report, and comment on the draft report. UNESCO's Internal Oversight Service will provide the UNESCO Montevideo Office technical backstopping and support, as needed.

The results of the review will be considered by a sector Review Committee who will recommend to the Director-General whether the existing agreement should be renewed or denounced. The Director-General will then provide the results of the review, including the endorsement or rejection to renew a specific agreement, in her report to the Executive Board on the execution of the programme.

The approval of the Executive Board will be required before the Director-General can proceed with the renewal of an agreement. Should the Executive Board decide the termination or non-renewal of the agreement, the host Member State(s) shall then be duly informed of such decision.

## **6. Qualifications Required**

The independent expert will possess the following qualifications:

- Professional experience in research and/or capacity-building in the field of Human Rights
- Academic degree in the above-mentioned field
- Professional experience in policy and programme evaluation in the context of international development
- Fluency in English and Spanish (written and spoken)
- Preferable knowledge of the role and mandate of UNESCO and its programmes
- No involvement in the past activities of the center under the Center's present agreement.

## **7. Background documents**

The Centre will make the following documents available to the independent expert:

- A copy of the existing agreement between the Member State and UNESCO establishing the institute/centre;
- Annual progress reports and biennial self-assessment reports on the contribution to UNESCO's programme objectives;
- Periodic financial reports;
- List of staff;
- List of key publications;
- List of donors and project partners;
- Minutes of the meetings of the Advisory Council of the Centre;
- Support provided to Member States;
- Available audit and evaluation reports

## **8. Deliverables and Schedule**

The review shall be carried out no later than June 2018, bearing in mind the need for sufficient time for the preparation of the report review and relevant documents for consideration by the Executive Board session in the fall of 2018.

*Draft review report:* The process for preparing the draft review report shall allow adequate time for a discussion of the findings and the recommendations proposed.

*Final review report:* The final report (max. 15 pages excluding annexes) should be structured as follows:

- Executive summary (maximum four pages);
- Purpose of the review;
- Scope of the review;
- Methodology;
- Findings;
- Recommendation;
- Annexes (including interview list, data collection instruments, key documents consulted, Terms of Reference).

Language of the reports: English and Spanish

## Tentative Schedule for the Review

<b>Phase</b>	<b>Date</b>
Inception Phase & Desk Study Review	1 <sup>st</sup> – 10 <sup>th</sup> May 2018
Data Collection 1: Interviews	7 <sup>th</sup> – 11 <sup>th</sup> May 2018
Data Collection 2: Field Visit to CIPDH	16 <sup>th</sup> - 18 <sup>th</sup> May 2018
Draft Report in English ( <b>deliverable 1</b> )	30 <sup>th</sup> May 2018
Final Report in English ( <b>deliverable 2</b> )	15 <sup>th</sup> June 2018
Final Report translated in Spanish ( <b>deliverable 3</b> )	15 <sup>th</sup> July 2018

Besides the presentation of the results of the review to UNESCO, the expert will present the findings in Spanish to the Administrative Board of the CIPDH during the meeting of the second semester 2018.

### **9. Logistics**

Travels to Argentina, as well as board and lodging costs, materials, secretarial support, and office space, will be provided directly by the CIPDH. The expert will be responsible for the telecommunications and printing of documentation.

### **Submission of proposals**

Experts interested in performing the review should send a CV and cover letter to [a.morales@unesco.org](mailto:a.morales@unesco.org) by 23:59 (Montevideo time) on 23<sup>rd</sup> April 2018.

### **Payment:**

- Total amount - USD\$ 6.000