



CALL FOR EXPRESSIONS OF INTEREST

Moderator (Consultant) for Victims Workshop

Reference number:	EOI/CMS/2021/07
Office:	Office of Administration
Date issued:	02 December 2021
Deadline for expressions of interest:	31 January 2022
Duty Station	Phnom Penh
Assignment duration	60 days (commencing March 2022)
Assignment classification:	This assignment requires extensive relevant experience and the highest level of expertise
Consultancy fee:	Commensurate with experience and in accordance with applicable UN rates

General Background

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC), which is a domestic judicial institution established in accordance with Cambodian law. The ECCC has jurisdiction to bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom that were committed during the period from 17 April 1975 to 6 January 1979.

The Office of Administration plans to facilitate an inclusive workshop to discuss the findings and recommendations of the Co-Rapporteurs on Residual Functions related to Victims. The purpose of the event – which will bring together victims and their representatives, possible implementing partners, a range of civil society members and interested stakeholders – is to gather priorities, consider options and chart a way forward for initiatives within the mandate of the ECCC which will be meaningful to victims of the Khmer Rouge regime and the general public.

In this regard, the Office of Administration seeks the expertise of one (1) **Moderator** on a consultancy basis to oversee and moderate the workshop event, which is envisaged to take place in May 2022. The Moderator is expected to prepare and present a final report to the Office of Administration within one month of the workshop, detailing a summary and conclusions of discussions at the event, and actionable recommendations arising therefrom. The report must include comprehensive terms of reference for victim-related initiatives considered appropriate for the ECCC to implement, including identifying possible implementing partners, funding sources, cost and delivery schedules.

Duties and responsibilities



Under the overall supervision of the Programme Management Officer, Office of Administration, the Moderator will be responsible for the following duties:

- Oversee the development of the programme and choreography of the workshop, including identifying participants, keynote speakers, sub-events and logistics;
- Moderate the workshop event in person and actively facilitate its overall conduct;
- Establish and maintain contact with external stakeholders, including media, government and non-government representatives;
- Assist to secure financial contributions for the workshop and other victim initiatives;
- Finalize, with the support of the Event Coordinator, Event Facilitator and secretariat (which will be provided), a report to the ECCC Office of Administration containing comprehensive terms of reference for the implementation of appropriate victim-related initiatives; and
- Perform other duties as required.

Assignment outputs

The Moderator is expected to deliver the following outputs:

Output	Deadline	Instalment
Final event programme (in collaboration with Event Coordinator and Event Facilitator)	15 April 2022	20%
In-person moderation and facilitation of workshop event	Mid-May 2022	35%
Final report to ECCC containing comprehensive terms of reference for victim-related initiatives, including possible implementation partners, funding sources, cost and a delivery schedule	Mid-June 2022 (within one month of event)	45%

Competencies

Professionalism: Shows pride in work and in achievements, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; takes responsibility for own work.



Qualifications

Education: University degree or equivalent in Event Management, Business Administration, Public Administration, Law, Political Science, Public Relations, International Relations or related field.

Experience: A minimum of ten (10) years of experience at the national and international level including experience in organizing events. Previous experience in organizing or moderating international projects/conferences and coordinating numerous stakeholder groups is desirable. Experience with, or in-depth knowledge of the ECCC is an asset.

Language: The official working languages of the ECCC are Khmer, English and French. For this consultancy, fluency in English is required. Knowledge of Khmer is an asset.

Computer skills: Good knowledge of relevant computer applications, e.g. Microsoft Word.

Special Notice

For this assignment UNAKRT is only accepting applications from candidates not currently serving at, or contracted by, the ECCC or UNAKRT.

The consultancy fee is all-inclusive. Please note that no allowance, including DSA, other than the consultancy fee is available. In-person presence in Phnom Penh is required at the event. If the consultant needs to travel to Phnom Penh to perform his or her assignment, UNAKRT will provide a ticket (economy class) from his or her place of residence at the commencement of the assignment, and from Phnom Penh to the place residence upon completion of the event.

