

## VACANCY ANNOUNCEMENT

July 2017

### TERMS OF REFERENCE

#### ***Events Coordinator for Organizing a Judicial Dialogue***

#### **"Promote human rights and end discrimination on the basis of sexual orientation and gender identity in India"**

**Type of contract:** Consultancy  
**Location:** India  
**Duration of contract:** 3 months  
**Start Date:** October 1 2017  
**End Date:** December 31 2017.

The International Commission of Jurists (ICJ) is seeking qualified applicants to fulfil the role of *Events Coordinator* in organizing a Judicial Dialogue under its **"Promote human rights and end discrimination on the basis of sexual orientation and gender identity in India" Project** during November 2017.

#### **Overview of the ICJ**

Composed of 60 eminent judges and lawyers from all regions of the world, the International Commission of Jurists (ICJ) promotes and protects human rights through the rule of law, by using its unique legal expertise to develop and strengthen national and international justice systems. Established in 1952 and active on the five continents, the ICJ aims to ensure the progressive development and effective implementation of international human rights and international humanitarian law; secure the realization of civil, cultural, economic, political and social rights; safeguard the separation of powers; and guarantee the independence of the judiciary and legal profession.

#### **Project Background**

For the last three decades, the Supreme Court of India has been at the forefront in the advancement of the rights of minorities, women and other marginalized groups, expanding the boundaries of fundamental and constitutional rights and serving as a catalyst for social change and law reform. Indian jurisprudence has had an impact on human rights not only in India but also in the region and beyond. This is particularly true with respect to the right to equality and non-discrimination on the basis of sexual orientation and gender identity (SOGI).

The overall objective of this project is to address and reduce discriminatory treatment and homophobic attitudes toward LGBT communities by challenging discriminatory laws and practices, raising awareness of SOGI-based violence, and engaging with the judiciary. Project activities include documenting evidence of violence and discrimination against individuals on the basis of their SOGI; critically analyzing the existing legal framework; publishing a report containing research findings; supporting strategic litigation; and conducting a range of awareness-raising and advocacy activities, including by liaising with the judiciary, key officials and authorities.

#### **Overview**

The overall objective of the consultancy is to assist in organizing a 3-day Judicial Dialogue in Delhi in November 2017. The role of the Events Coordinator will entail:

- Coordinating Venue bookings, catering and accommodation for guests,
- Coordinating Transport for guests from different cities as well as coordinating reimbursement of transfers from the airport,
- Assisting with transcription and preparation of final conference report,
- Printing and arranging conference handouts and procuring folders and stationery,

- Printing and arranging conference banners and display boards,
- Coordinating with and assisting the ICJ-South Asia office in Kathmandu in ensuring that all the financial and procedural protocols are followed in organizing the event.
- Serving as the focal person to organized all logistical arrangements in organizing the event.

The **final deliverables** for this consultancy service will include:

- Produce a *work plan and a plan of action* detailing the timeline as well as all the required actions to be performed in organizing the Judicial Dialogue.
- Organize one *Judicial Dialogue* in Delhi in November 2017;
- Produce a *detailed transcript* of the conference.
- A *draft final conference report* is prepared on the basis of the transcript of the conference.

### **Application Guidelines**

Interested applicants must provide all materials outlined below to the ICJ Programme Manager with the contact information provided at the end of this document by **September 15 2017 at 5:00 pm Nepal time**. The final decision should be made by the end of September 2017.

The selected consultant should have demonstrated experience in organizing residential conferences in India. Previous work experience with SOGI issues and in India or other South Asian contexts is preferred. Preference will be given to consultants with knowledge of queer issues and experience of collaboration with one or more of large governmental donors. Additional information about necessary and desired qualifications is listed below:

- Bachelor's degree in social sciences, political sciences, international law, international relations, human rights, or related field;
- Familiarity with human rights, rule of law and/or SOGI programming;
- Experience in organizing events and coordinating logistics for a large-scale conference in India;
- Excellent inter-cultural communication skills/cultural sensitivity and the ability to forge strong cross-cultural relationships and build trust demonstrated through previous intercultural experience;
- Strong facilitation and communication skills;
- Strong ability to communicate effectively in English, both verbally and in writing;
- Team player with the ability to closely collaborate with the ICJ staff, local partners, and stakeholders based in India and overseas.

Interested applicants should provide a **current CV** and a **1-page cover letter**. These materials should clearly outline the candidate's *key skills and experience* that are relevant to this consultancy.

### **Remuneration**

The overall consultancy fee for this consultancy contract is **USD 915 (USD 305/month over 3 months)**. This amount is inclusive of all relevant taxes.

### **Contact Information**

Please refer any questions and submit all application materials to the ICJ Programme Manager listed below before **September 15 2017 at 5:00 pm Nepal time**. Only candidates selected for further consideration will be contacted.

*Focal point:*

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