TERMS OF REFERENCE

**Project:** Training video series on submitting individual complaints to UN human rights bodies

| **Type of contract:** Consultancy |
| **Location:** Home-based |
| **Duration of contract:** 11 April 2022 – 30 June 2022 |

**Overview**

The ICJ seeks an Arabic speaking legal expert to develop content for a series of short training videos on the process of drafting and submitting individual complaints to UN human rights treaty bodies. The overall objective is to provide lawyers and human rights defenders with an easy-to-use reference tool for drafting submissions. The target audience for the training is lawyers and human rights defenders, who have some limited familiarity with the UN human rights treaty body system but have likely not made individual complaints to such bodies.

The training is intended to be in the format of a series of short videos (5-10 minutes long) in Arabic with an expert speaking directly to the camera, accompanied by some text and graphics on screen if necessary. The legal expert is required to develop the content for the videos and appear in the videos. The ICJ will facilitate the involvement of a videographer to record the videos themselves.

The videos will cover all the phases of a submission, from design to follow up, including – but not limited to: overview of the UN human rights treaty bodies system; introduction to strategic litigation before UN human rights treaty bodies; jurisdictional requirements; procedural requirements (e.g. exhaustion of domestic remedies); interim and protection measures; how to structure a claim; facts and evidence; consent and safety/protection of the complainant; remedies and reparations; follow-up after a complaint is submitted, and after a case is decided.

The videos will be uploaded on a freely accessible online platform for viewing and/or downloading by the target audience.

**Responsibilities**

- Prepare an outline on the basis of discussions with ICJ staff, and implement any relevant revisions following feedback from ICJ staff;
- Produce a transcript in English of the content of the videos;
- Record the videos in Arabic (with the support of external IT/videographer services);
- Compile a reading list to accompany the videos.

**Qualifications and skills**

- University degree in law with further academic studies in international human rights law.
- Experience with designing strategic litigation before UN human rights treaty bodies;
- Experience with drafting and submitting complaints to UN human rights treaty bodies;
- Fluency in Arabic and English.

**Contracting period**

11 April – 30 June 2022
Applications
Please apply by 24 March 2022 by submitting a CV (max two pages), cover letter (max one page) and short workplan and applicable fee to recruitment@icj.org.

Budget
The estimated budget for this assignment should not exceed 7'394.00 CHF. This figure includes all costs relevant to the consultancy, including the consultant’s daily rate, taxes and any extra costs.