

Notice of TENDER



European
Network
Against
Racism
Ireland

The European Network Against Racism (ENAR) Ireland – ENAR Ireland.

Consultancy for Coordinating Civil Society around Ireland's Review Under the Convention on the Elimination of Racial Discrimination

Contract Description

[ENAR Ireland](#) (European Network Against Racism Ireland) is a national network of anti-racism civil society organisations which aims to work collectively to highlight and address the issue of racism in Ireland through the promotion and monitoring of EU and global anti-racist initiatives. ENAR Ireland is a member of the [European Network Against Racism](#) (ENAR) based in Brussels.

The Committee on the Elimination of Racial Discrimination (CERD) is the body of [independent experts](#) that monitors implementation of the United Nations [Convention on the Elimination of All Forms of Racial Discrimination](#) by its State parties. Ireland will be examined under CERD in the last quarter of 2019.

ENAR Ireland has secured funding to lead the [civil society shadow reporting process](#), in preparation for the civil society delegation that will attend the hearing in Geneva. ENAR Ireland is recruiting a consultant to facilitate a series of consultations with community groups, and to synthesise a Stakeholder report from submissions and inputs.

The consultant will report to the Network Coordinator and a Steering Group, which includes representatives from a broad range of community representatives, civil society organisations and groups, who will provide additional guidance and support.

The specific duties of the CERD project consultant are as follows:

- **Development** of Project management plan – in consultation with the Network Coordinator and the Steering Group which will be composed of community representatives and stakeholders;
- **Workshop Development and Facilitation.** Lead on the organisation and facilitation of a series of events with key affected communities to brief stakeholders on the reporting process and gather inputs for the shadow report. This includes the development of resources for supporting organisations and individuals to report.
- **Reporting.** Using workshop inputs and received submissions, synthesise and draft Ireland's civil society shadow report to the Committee on the Elimination of Racial Discrimination.
- **Advocacy.** Organise lobbying and advocacy activities with members of the CERD Committee and the wider diplomatic corps to promote the recommendations of the Irish Civil Society CERD Stakeholder Report;

ENAR Ireland is a national network almost 90 organisations working collectively to highlight and combat racism and the National Coordination for the European Network Against Racism.

ENAR Ireland, 28 North Great George's St, Dublin, D01HY46. info@enarireland.org 01 8897110 www.enarireland.org

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- **Outreach.** Assist the Network Coordinator to maintain effective and positive working relationships with representatives of Government Departments including the Department of Foreign Affairs (Human Rights Unit) and the Department of Justice and Equality as well as officials in the Irish Human Rights Commission and the Equality Commission. Assist in developing strategies and platforms to communicate the recommendations of the Irish Civil Society Stakeholder Report to a broad public audience and raise awareness of international human rights monitoring.
- **Working with Civil Society Groups.** Build effective working relationships with colleagues working in other civil society organisations to assist them to contribute, in an effective manner, to the CERD review process;
- **Administration.** Provide administrative and logistical support to the Network Coordinator, the CERD team, and the Steering Committee with respect to the Project.

Please note:

This is a fixed-term contract for the length of the Project (of up to seven months) and the contractor selected will be entirely responsible for payment of any taxes or other charges arising in connection with the professional fee paid. A fixed professional fee of € 5,000, inclusive of VAT and all costs, will be paid to the contractor. Payments will be made by bank transfer on the submission of invoices, and subject to satisfactory performance.

Tenders and CVs should be submitted to shane@enarireland.org accompanied by a letter explaining why the candidate is interested in and suitable for the position, the Tender should include evidence of experience in report writing in a relevant area. Tenders should demonstrate an understanding of the challenges facing minorities in Ireland, the CERD or equivalent UN reporting processes and a breakdown of processes. Tenders will be judged on previous expertise and reports written by candidates, and if necessary by interview. We especially encourage applicants from affected communities to apply.

Applications by e-mail are encouraged; postal applications should arrive in ENAR's offices no later than the closing date for applications.

The closing date for applications is COB Wed 5 June 2019.

Appointment will be made in the week beginning Monday 10th June.

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Person Specification

Reporting to the Network Coordinator, this is a fixed-term position for up to seven months (June – December 2019), which will suit an ambitious and energetic person who can demonstrate the ability to support the advancement of international human rights standards. ENAR Ireland offers a dynamic and flexible working environment and the chance to use your skills and knowledge to make a genuine difference.

Applicants will be assessed against the following essential / desirable requirements and are encouraged to use their applications to provide examples of the manner in which they meet these criteria.

Essential requirements:

- capacity to integrate effectively into a small high-performance staff team;
- demonstrable experience of event management;
- excellent organisational and administrative skills;
- first-rate drafting abilities and the proven capacity to produce high-quality written work to tight deadlines;
- strong communication skills;
- computer literacy, including some familiarity with new media technologies.
- a developed knowledge and awareness of the various issues and factors facing communities affected by racism

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Desirable requirements:

- Qualification and relevant experience in human rights, international relations or a related discipline;
- direct professional experience of engagement with international human rights mechanisms;
- experience of lobbying and advocacy work at a national or international level;
- experience of community work.

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