



United Nations
Educational, Scientific and
Cultural Organization
联合国教育、
科学及文化组织

UNESCO Beijing Office

Cluster Office to the Democratic People's Republic of Korea, Japan, Mongolia,
People's Republic of China and Republic of Korea

联合国教科文组织驻华代表处

驻朝鲜民主主义人民共和国、日本国、蒙古国、中华人民共和国、大韩民国代表处

Consultant for Social and Human Sciences Sector

Terms of Reference

Individual Specialist
UNESCO Beijing Cluster Office
February 2017

A. POSITION INFORMATION

Location:	Beijing
Type of contract:	Consultant
Languages:	English required; Mandarin and French - assets
Duration:	1 March – 31 May 2017 (possibility of extension)

B. BACKGROUND AND RATIONALE

The Social and Human Sciences Sector (SHS) is one of the five sectors of UNESCO. Its programmes are rooted in UNESCO's Constitution, which requires the Organization to promote peace and security by promoting collaboration through the sciences in order to further universal respect for justice, the rule of law, human rights and fundamental freedoms without distinction of race, sex, language or religion.

SHS works to enhance understanding of contemporary challenges and help the international community to respond to them more effectively by delivering on the goals set by the 2030 Agenda for Sustainable Development. The work of the Sector supports inclusive and sustainable development, fosters intercultural dialogue and helps Member States to embed human rights, values and ethics in the social, scientific and technological developments that are transforming today's increasingly complex and diverse societies, where the population is younger.

The strategic objectives of the Sector's programmes are:

- Supporting inclusive social development,
- fostering intercultural dialogue for the rapprochement of cultures and
- promoting ethical principles

Within the Beijing Cluster, SHS is currently focussed on mobilizing knowledge and embedding rights and ethics to foster inclusive and equitable societies through strengthening the research-policy/ decision-making nexus, enhancing capacities for Bioethics teaching, and advocating for rights-based inclusion of vulnerable population groups. A significant proportion of this work targets youth, supporting the elaboration and or implementation of youth policies with their participation and supporting youth-led actions.

C. DUTIES AND RESPONSIBILITIES

Under the overall authority of the Director of the UNESCO Beijing Cluster Office, the direct supervision of the Programme Specialist for Social and Human Sciences, and in collaboration with other Sectors in UNESCO Beijing, the Consultant shall:

1. Liaise with relevant partners including the Kiang Wu Nursing College of Macao and UNESCO Bioethics Teacher Trainers to organize a UNESCO Ethics Education Teachers Training Course in Macao, 5-8 September 2017, including advertising the program, selecting participants, and drafting the Agenda.
2. Collaborate with Chinese Bioethics experts and relevant UNESCO Headquarters colleagues to finalize for online publication the Mandarin version of the COMEST Report on the Ethical Principles for Climate Change and translation into Mandarin of the UNESCO Bioethics Casebook 2 on Benefit and Harm.
3. Assist in the organization and immediate follow-up in the Beijing Cluster Countries of the following events including preparation of draft reports, press and social media releases, ensuring an intersectorial approach through consultations with relevant UNESCO Beijing colleagues:
 - a. International Women's Day (IWD), 8 March
 - b. First MOST Meeting of Ministers of Social Development of Asia and the Pacific, 22-23 March
 - c. International Youth Forum: Creativity and Heritage along the Silk Road, 17-22 April 2017
4. Collaborate with Chinese partners and UNESCO Beijing colleagues to contribute to the elaboration of a research program for the China UNESCO Studies Center
5. Undertake relevant research and make substantive contributions to UNESCO Beijing's work on youth, gender equality, persons with disabilities, ageing, social innovation, the management of social transformation, and sports including through written briefs, literature reviews, and participation in relevant meetings organized in/by UNESCO, sister Agencies of the UN System in China, and partners.
6. Maintain appropriate records, prepare budgets and project documents, and draft speeches and articles with respect to implementation of the Social and Human Sciences program.

D. KEY DELIVERABLES AND TIMELINE

- i. 3 Progress reports, due by 31 March, 28 April, and 31 May respectively, on implementation of the activities mentioned above – Macao ETTC, Bioethics publications in Mandarin, IWD, Ministerial Meeting, and Youth Forum.
- ii. Advertisement of the Macao ETTC, participants list, draft training Agenda by 31 May

- iii. List of participants selected to attend the International Youth Forum: Creativity and Heritage along the Silk Road by 24 March 2017
- iv. Press and social media posts on the IWD event by 10 March, the MOST Ministerial Forum by 23 March, and the Youth Forum by 17 April.

E. REQUIRED SKILLS AND EXPERIENCE

- Advanced university degree in social sciences, sociology, international development, law, international relations, or related field;
- A combination of relevant professional qualifications/ certification and experience (minimum 5 years) working on social development issues, such as promoting human rights, gender equality and/or youth development, including organizing events, and writing reports and press briefs
- Excellent written and fluent oral English is required; a working knowledge of Mandarin or French would be an asset;
- Familiarity with the work and general functioning of international organizations in the UN System, and/or experience in international work environments
- Ability to undertake multiple, simultaneous assignments and to meet tight deadlines

F. OTHER

The Consultant is expected to work full-time, between 1 March and 31 May 2017 (excluding weekends and UN holidays in China).

Work under this Consultancy will be on-site at the UNESCO Beijing Cluster Office. No travel outside of Beijing City limits is foreseen.

Total value of the Consultancy is 12,000 USD payable in 3 instalments of 4000 USD upon submission and approval of the 3 Progress Reports (D.i above), which should include the other deliverables as Annexes (D.ii – D.iv above).