



PUBLIC HEARING

Consultant Terms of Reference

BACKGROUND

Ombudsperson's Office for Transitional Justice (OTJ) aims to conduct a series of public hearings by giving victims a chance to share their stories or experiences before a public audience, particularly where the hearings are aired on the television or the radio, allowing victims the chance to be heard. OTJ believes that these public hearings would help to engage the public as an audience, encouraging press coverage of the issues over a longer period and stimulating a national discussion about the past. These public hearings will focus on listening to the victims as well as provide a sense of relief in general. Information gathered through these hearings

CONTACT

PHONE:
+960 3039901

WEBSITE:
www.otj.gov.mv

EMAIL:
admin@otj.gov.mv

POSITION: PUBLIC HEARING CONSULTANT

EXPECTED PERIOD OF COMMITMENT: 2 MONTHS

APPLICATION DEADLINE: 20.12.2021

REMUNERATION: MVR 35,000 PER MONTH

SCOPE

The consultant has to work closely with the team at OTJ to meet the formulated plan of OTJ in conducting a Public Hearing. Including but not limited to the cases involved, working among the parties involved to execute the event.

KEY RESPONSIBILITIES

- A start up workshop to orient the team
 - o Goal orientation
 - o Introduction to PH process
 - o Flow of PH process in relation to OTJ PH event
 - o Establishing ground work
 - o Due process of Pre- PH, during the PH and post PH
 - o Report writing and compiling
 - o Provide guidance and a format for public hearing's research report
 - o Provide guidance to conduct PH including, research methodology, data collection, data analysis and final report writing, mediation and victim support
 - o Assist in developing an advocacy and communication strategy
 - o Work with the team to develop a plan and execute the plan
- Execution plan
 - o Team formation
 - o Task allocation
 - o Working group assignment
 - o Role assigning of Technical department/research and awareness/ public relations and secretariat and logistics
 - o Traveling to the site if and when required
- Deliverables
 - o Prepare a final report of the consultancy
- Reporting
 - o The consultant will work closely with a report to Director of Technical Department on a weekly basis throughout the project

EXPERTISE

- Academic background in Human Rights, related other discipline
- Experience in field of reform and transitional justice
- planning and conducting public hearing or national inquiry

SKILLS

- A good team leader
- Team player to involve and direct the team to the goal
- Good communication skill to keep team intact
- Experience in training teams

SELECTION CRITERIA

- Academic qualification 30%
- Related experience 20%
- Experience of planning conducting public hearing 20%
- Interview & Presentation 30%