ANNEX 1

Job Description for Individual Contractor

1. Project/ABOD:No.:**2016/42022/PR/9042022/213AC/614025/5XXMB/1900**

   Title: **Individual Contractor for the Quality of Asylum Program**

2. Project Title: **Strenghtening Harmonization of Asylum Standards in the Americas**

3. Indicate Bureau/Department/Division/Service responsible for the funds: **UNHCR Regional Legal Unit, San José, Costa Rica**

4. Total amount approved for this contract:

5. Duration of this assignment and dates:

   From: **01 November 2016** To: **31 Decemebr 2016**

   Fee Proposed: **Equivalent to G7 Sneior RSD Associate**

6. Total amount of days/weeks/months: **02 months**

7. Duty Station: **San Jose, Costa Rica**

8. Reporting Officer (Name and title): **Marco Formisano, Senior Regional RSD Officer**

9. **General Background of Project or Assignment:**

   The Brazil Declaration and Plan of Action (BPA) adopted in Brasilia in 2014 govern state actions towards the betterment of international protection standards and the quest for durable solutions for asylum seekers, refugees, internally displaced and stateless persons in Latina America and the Caribbean. Within this framework, states highlighted the importance to further developing exisitng legal and institutional frameworks in order to consolidate highquality international protection systems in the course of the next decade. They have also stressed that current priorities in the Caribbean, which are the establishment or strengthening of refugee status determination procedures (RAD), the enactment of legislation and the adoption of specific policies in this area.

   In the framework of this renewed regional cooperation and coordination, and in order to progressively achieve harmonized asylum systems at regional level, states committed to establish a "Quality of Asylum" programme, facilitated by UNHCR, which aims to improve the quality of status determination procedures, strengthen the capacity and knowledge of asylum authorities and introduce efficient management concepts and procedures. Among the various areas of intervention, the establishment of a permanent internal mechanism to audit the functioning of the asylum system and improving in quality, to detect gaps in the legal framework and in RSD, from the filing of an asylum claim to its final resolution was carried out by a number of countries in the region under the Qaulity Assurance Initiative (QAI). To date, Argentina, Bolivia, Brazil, Chile, Costa Rica, Mexico, Panama and Peru are participating in the QAI Program. Other countries, such as Colombia, Ecuador and Trinidad and Tobago have manifest interest in joining the program.

   All Latin American and some Caribbean countries have incorporated international protection standards in their legislation and have established RSD bodies and procedures as part of the legal framework relating to refugees. Nonetheless, challenges persist at different levels and on different thems across systems and countries in the region have agreed that further consolidation of legal and institutional frameworks is required, most notably through the QAI.

   UNHCR's Americas Regional Legal Unit (RLU) works closey with UNHCR operations in the region to promote highner stamndards of refugee protection, access to procedures, prevention of refoulement and overall betterment of fairness and efficiencies of asylum adjudication systems. In

this endeavour, the RLU will need to produce dedicated deliverables that would help harmonizing action to raise the quality of asylum in the Americas.

10. **Purpose and Scope of Assignment** (concise and detailed description of activities, including measurable outputs and delivery dates, impact indicators (what qualitative and quantitative results would be achieved upon completion of the assignment), performance indicators (timelines, value of the service rendered in relation to the cost, timeliness) and work plan):

Under the overall supervision of the Senior Regional Protectio Officer, the overall purpose of the assignment is to support regional coordiantion in the field of RSD, namely through the QAI and other decidated projects. This includes, but is not limited to the production of: A QAI Toolkit to help states setting up a permanet review system for their national RSD procedures and practices; a compilation of statistical reports on asylum claims to help understanding trends and take more informed decision on refugee policy; devise a new QAI Regional Startegy for the period 2017-2020 to guide UNHCR action in the medium term; support the organization of a Regional Strategic Litigation Workshop to help enhancing international standards in national and regional courts..

The assignment includes assisting in the recompilation and drafting of the QAI Toolkit in order to publish it online in English and Spanish; supporting the country operations in the recompilation of statistics on asylum claims for the Americas; assisitng in the organization of a Regional Strategic Litigation Workshop in San Jose Costa Rica.

11. **Monitoring and Progress Controls** (reports requirements, periodicity, format, deadlines):

- Weekly reports of activities
- Provision of draft deliveralbles for review

12. **Definition of the Final Product** (i.e., survey completed, data collected, workshop conducted, research documents produced, etc.):

- QAI Toolkit finalized in English and Spanish and published online
- Regional recompilation of statistics on refugee claims
- Update of legal instruments realting to RSD
- Support for the Regional Strategic Litigation Workshop

13. Qualification and Experience of the Individual Contractor (degree required, years of experience, field of expertise, language required):

- Education: University degree in Law, International Law, Political Sciences with good knowledge of International refugee, Human Rights and Humanitarian Law.
- Job experience: minimum 2 to 3 years relevant professional experience
- Excellent knowledge of English and Spanish and possibly working knowledge of another UN language.

14. Name, title and signature of Hiring Manager:

Name: Marfo Formisano
Title: Senior Regional RSD Officer, UNHCR Regional Legal Unit

Signature: _____

Authorised by Director: Juan Carlos Murillo, Head of the Regional Legal Unit

Signature: _____

Date: San Jose, 12 October 2016