UNHCR, the UN Refugee Agency, is hiring an individual consultant in UNHCR Brazil. UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title of Project:** Support of the elaboration of the 1st Municipal Plan of policies for Immigrants, Refugees and Stateless Persons of Rio de Janeiro.

**Contract:** Individual Consultancy

**Duty Station:** Remote work, with in-person meetings and missions as needed and complying with health restrictions related to COVID-19.

**Closing date of applications:** 31 August 2022

**Planned Start date:** October 2022

**Duration:** 03 months

**From:** 01 October 2022 **To:** 31 December 2022

**General background of the project**

In order to enhance the access of refugees and migrants to protection and local integration in the Southeast of Brazil, UNHCR Field Office São Paulo plays an active role in fomenting and supporting local governments in the development of specialized public policies at the city and state levels. Aligned with such effort, the Field Office participates in city and state councils, committees, working groups, and forums, to advocate for the effective access of PoCs to public services and programs and provide technical support to local governments and networks.

The State of Rio de Janeiro is currently the ninth main state in the country receiving Venezuelans refugees and migrants under the Interiorization Strategy. The state also hosts significant presence of refugees and migrants from a range of different nationalities. Motivated by this presence, legal frameworks, plans and policies are being developed both in state and municipal level, to enable the implementation of public initiatives at local level and the systematic monitoring of the access of PoCs to public services and policies.

Under such context, as of the constitution of the Intersectoral Municipal Committee of Policies for Refugees, Immigrants and Stateless Persons of Rio de Janeiro/RJ, UNHCR Field Office São Paulo, an invited member of the Committee, has been supporting the discussions towards the development of the 1st Municipal Plan of Policies for Refugees, Immigrants and Stateless Persons. Alongside other members of the working group established in the Committee to support the Government on the elaboration of the Plan, UNHCR will contribute with additional technical capacity throughout the process.
of supporting the preparation of public consultations, compiling inputs from different actors and drafting the preliminary versions of the Plan.

**Scope of assignment**

Under the supervision of the team of UNCHR Field Office São Paulo, the individual consultant will provide technical support to the Intersectoral Municipal Committee of Policies for Refugees, Immigrants and Stateless Persons of Rio de Janeiro/RJ throughout the process of supporting the preparation of public consultations, compiling inputs from different actors and drafting the preliminary versions of the Plan.

**Deliverables**

The activities done by the Consultant will contribute with the following overall goal:

**PRODUCT 1 – Preparation and facilitation of the Municipal Conference for public consultation**

*Due date: October 24, 2022*

*Fee: R$ 4,500.00*

- Train the facilitators of the Municipal Conference on the methodology for conducting and systematizing the debates;
- Participate in the Municipal Conference and assist (if necessary) the organization reporting the Plenary;
- Elaborate the minute with the registers and systematization of the debates of the Conference.

**PRODUCT 2 – Compilation of the proposals received at the Municipal Conference and elaboration of Rio de Janeiro’s 1st Municipal Plan of Policies for Refugees, Immigrants and Stateless Persons**

*Due date: December 19, 2022*

*Fee: R$ 10,500.00*

- Based on the minute of the Municipal Conference, compile the proposals received by axes;
- Supported by the baseline text and based on the compilation of proposals resulting from the Municipal Conference, draft the first version of the Municipal Plan, to be revised by UNHCR in accordance with discussions of the Municipal Committee, and validated by the Committee;
- Present the revised and final version of the Plan to the Intersectoral Municipal Committee of Policies for Refugees, Immigrants and Stateless Persons of Rio de Janeiro/RJ, for its validation.

b. Idiomas(s): Português
c. Número de cópias: 1 (Direitos Autorais ficam reservados ao ACNUR)
Essential minimum qualifications and professional experience required

Qualification and experience required (degree required, years of work experience, field of expertise, language required):

- Graduation in relevant areas of study, such as Public Administration, Public Policy, Social Sciences, among others. Postgraduate studies in related fields are desirable.

- Minimum of 5 years of experience in management, research, analysis or development of local public policies.

- Knowledge of policies related to the protection and local integration of refugees in Brazil.

- Proficiency in Portuguese, including excellence in grammar and writing. Practical knowledge of Spanish and English will be considered as an asset.

Competencies

- Excellent interpersonal skills.
- Excellent planning and prioritization skills.
- Experience in facilitating participatory consultations, such as conferences.
- Knowledge of tools for consultations, meetings and conferences.
- Analytical and drafting skills of programmatic actions in public policies.
- Experience as Individual Consultant for UN Agencies will be considered an asset.
- Specific work experience with refugee and migrant population is desirable and will also be assessed as advantageous.

• Conditions

Payment: upon satisfactory completion of each deliverable.

To apply

Interested applicants should submit their Personal History Form (PHF) to brabrhr@unhcr.org indicating Individual Consultancy – Support of the elaboration of the 1st Municipal Plan of policies for Immigrants, Refugees and Stateless Persons of Rio de Janeiro in the subject of the email. Personal History Forms are available at PHF Form / Supplementary Sheet. Application files must be named with the candidate’s first and last names.

No late applications will be accepted. Only shortlisted candidates will be contacted.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).