FÉDÉRATION INTERNATIONALE POUR LES DROITS HUMAINS

TERMS OF REFERENCE

Advocacy Consultancy – New York Office (FIDH)

1. About FIDH

The International Federation for Human Rights (FIDH) is an international non-governmental organisation dedicated to the defense of human rights. Founded in 1922, it brings together nearly 200 national human rights organisations across the world. FIDH works to promote and protect all civil, political, economic, social and cultural rights as set out in the Universal Declaration of Human Rights.
FIDH carries out documentation, alert, litigation, advocacy and mobilisation activities at national, regional and international levels, in close cooperation with its member organisations.
In this context, the FIDH places particular importance on strengthening the participation of human rights defenders and civil society organisations in multilateral decision-making spaces.

2. Background and objectives of the consultancy

In an international environment marked by a multiplication of crises, the shrinking of civic spaces, and the growing challenge to international human rights protection standards, FIDH wishes to strengthen its presence and advocacy at the United Nations in New York and to that end seeks to hire a consultant to support its advocacy and visibility activities, in particular on the following geographic and thematic priorities:

- The crises and conflict situations, the protection of civilian populations and civic space in Sub-Saharan Africa;
- Women's rights and gender equality, particularly within the framework of the Francophone Feminist Alliance (AFF);
- International justice and accountability for victims of serious human rights violations and international crimes.

The consultancy is part of the partnership between FIDH, Equipop, and the Mediterranean Women's Fund (FFMed) within the framework of the Francophone Feminist Alliance (AFF), which aims to strengthen the influence of Francophone feminist movements in multilateral spaces.
At the same time, advocacy work in New York is taking place within an increasingly constrained operational and political environment. The recent adoption of restrictive measures by the US authorities limiting access to US territory directly affects the participation of civil society organisations in multilateral fora.
Furthermore, the international environment is characterised by heightened legal, political, and diplomatic constraints on civil society actors and accountability mechanisms.
In this context, FIDH must adapt its advocacy, mobilisation, and representation strategies to ensure the effective, inclusive, safe, and legally compliant participation of its member and partner organisations.

In this environment, the consultancy aims to contribute to the following objectives:

- **Strengthen the strategic positioning and visibility of FIDH' and partner organisations' analyses and recommendations** within the United Nations system in New York, notably the UN Security Council (UNSC), General Assembly (UNGA) and General Secretariat;
- **Develop coordinated, coherent and impact oriented advocacy** based on institutional priorities;
- **Support the participation**, collective organisation, and influencing capacities of member and partner organisations;
- **Adapt advocacy strategies** to legal, political, and operational constraints;

3. Expected results / Deliverables

Under the supervision of FIDH's Advocacy Director, the consultant will be expected to deliver the following outputs:

Output 1 — Strategic Management and Prioritisation

- Development and implementation of an annual advocacy and visibility strategy, broken down into a workplan and activity calendar, integrating the Africa, Women's Rights/AFF and International Justice axes;
- Definition, in consultation with relevant teams, of annual strategic priorities and activities;
- Identification of priority UN fora (UNSC, UNGA, CSW) and key interlocutors (Permanent Missions, UN Secretariat, UN agencies, civil society actors);
- Analysis of political, diplomatic and institutional dynamics;
- Production of strategic and positioning notes;
- Establishment and monitoring of management and evaluation tools;
- Support to the effective participation of human rights defenders and partners, including through strategic formats (e.g. Arria-formula meetings).

Indicative deliverables: annual strategy, workplan, activity calendar, strategic notes, monitoring tools.

Output 2 — Multilateral and Diplomatic Advocacy

- Design and implementation of advocacy strategies targeting UN institutions (UNSC, UNGA, CSW and other relevant institutions);
- Targeted advocacy with Permanent Missions and key stakeholders, in compliance with applicable legal frameworks and FIDH institutional guidelines;
- Coordination with coalitions, networks and allied organisations;
- Organisation and participation in briefings, informal meetings, side-events, panels and conferences;
- Contribution to normative processes and initiatives related to accountability for serious human rights violations and international crimes;
- Organisation of targeted bilateral meetings with Permanent Missions and UN entities;
- Mobilisation of institutional and civil society relays based in New York to offset restrictions on direct participation.

Indicative deliverables: advocacy notes, briefings, activity terms of references, meeting reports.

Output 3 — Women's Rights and Gender Equality, AFF and Collective Participation

- Strategic, operational and logistical support to the participation of feminist partners, particularly within the Francophone Feminist Alliance (AFF), in multilateral spaces (CSW, CPD and other relevant processes);
- Coordination of delegations, including accreditation management, travel, accommodation and logistical arrangements;
- Organisation of preparatory sessions, trainings and capacity-building activities on UN advocacy;
- Support to collective coordination and joint positioning of Francophone feminist delegations;
- Development and implementation of adapted participation modalities taking into account access restrictions to the United States (hybrid formats, decentralised advocacy, relays in New York);
- Preparation of post-CSW/CPD debriefing notes outlining outcomes, key contacts and follow-up actions;
- Contribution to the visibility and dissemination of feminist positions in multilateral spaces.

Indicative deliverables: preparatory notes, delegation lists, CSW/CPD reports, training materials.

Output 4 — Support to Member Organisations and Partners

- Acting as a focal point in New York for member organisations and partners, particularly African organisations and those active on women's rights and gender equality, and on international justice;
- Strategic and operational support to the preparation of advocacy strategies and messages;
- Support to the political visibility of analyses and reports related to a limited number of priority African countries, defined in coordination with the Africa Desk;
- Organisation of targeted informal briefings with Permanent Missions and relevant UN actors;
- Production, updating and facilitation of a mapping of partners, allies and stakeholders;
- Facilitation of synergies between organisations, movements and coalitions;
- Individualised support to partners' engagement within the UN system.

Indicative deliverables: stakeholder mapping, contact database, support notes, meeting reports.

Output 5 — Coordination, Reporting and Institutional Learning

- Production of periodic and analytical activity reports;
- Contribution to donor reporting, particularly in relation to AFF funding;
- Participation to (and where relevant organisation and facilitation of) inter-departmental coordination meetings;
- Monitoring of the implementation of priorities and formulation of adjustment recommendations.

Indicative deliverables: semi-annual reports, annual notes, monitoring tools, coordination meeting minutes.

4. Consultancy Modalities and Governance

Contract Type and Duration

The consultancy will be governed by a consultancy contract.
The duration of the assignment is twelve (12) months, with the possibility of extension, subject to the availability of funding and to a satisfactory performance evaluation.

Duty Station
The position is based in New York, United States.
Occasional travel may be required, depending on institutional priorities and operational constraints.

Supervision and Coordination
The Consultant will work under the direct hierarchical supervision of the Director of Advocacy of FIDH.
The Consultant will work in close coordination with the Africa Desk, the Women's Rights and Gender Equality Desk and the International Justice Desk, in order to ensure coherence with thematic and geographic priorities and institutional priorities.
Regular inter-departmental coordination mechanisms will be established, including periodic follow-up meetings, in order to:

- define and adjust annual priorities;
- ensure coherence between advocacy activities;
- prevent overlaps and workload imbalances;
- facilitate strategic arbitrations.

Risk Management and Compliance
Given the legal, political and diplomatic environment in which the consultancy operates, particular attention will be paid to risk analysis and regulatory compliance.
Actions involving legal, political or security sensitivities will be subject to prior consultation with management and relevant teams.
The Consultant shall act in accordance with FIDH's internal policies on security, ethics, compliance and safeguarding.

Fee - Indicative annual fee: USD 90,000.

5. Profile and Qualifications
Education
A Master's degree (or equivalent) in law, political science, international relations, gender studies, human rights or a related field.

Professional Experience

- At least seven (7) years of confirmed professional experience in international advocacy, human rights and/or multilateral engagement;
- Proven experience working with the United Nations system, preferably in New York, including regular interaction with Permanent Missions and UN mechanisms;
- Strong knowledge of international human rights norms and accountability mechanisms, particularly in relation to international justice;
- Significant experience working with civil society organisations, particularly African and/or feminist movements;
- Demonstrated experience in multi-stakeholder coordination, coalition-building and partnership management;
- Experience working in politically and legally sensitive environments is a strong asset.

Technical and Professional Skills

- Demonstrated ability to design and implement complex and cross-cutting advocacy strategies;
- Strong political analysis and strategic thinking skills;
- Excellent drafting, synthesis and communication skills in English and French;

- Ability to represent, negotiate and support member organisations and partners in institutional settings;
- Capacity to build and maintain trusted relationships with diverse stakeholders;
- Ability to operate effectively in complex, constrained institutional and legal environments;
- Strong organisational skills and ability to manage multiple priorities simultaneously;
- Ability to work independently while contributing to collective processes.

Personal Qualities

- High level of integrity, professionalism and sense of responsibility;
- Initiative, creativity and anticipation capacity;
- Adaptability and resilience under pressure;
- Strong interpersonal skills, including listening and dialogue;
- Demonstrated commitment to human rights, gender equality and FIDH's values.

6. Languages

- Full professional proficiency in English and French (written and spoken).

7. Administrative requirements

- Valid authorization to work in the United States is required.

8. Application modalities

Applicants are invited to submit:

- a CV,
- a cover letter or statement of motivation,
- a brief technical proposal,
- a financial proposal.

9. Evaluation Criteria

Evaluation Criteria	Description	Weight
Advocacy Impact and UN New York Positioning	Demonstrated capacity to generate advocacy outcomes within the UN system and maintain an operational network in New York.	40%
Human Rights and Substantive Expertise	Knowledge of international human rights standards and experience on relevant thematic areas.	25%
Civil Society Engagement and Coalition Building	Experience coordinating civil society actors and collective advocacy initiatives.	20%
Strategic and Diplomatic Capacity	Ability to design and implement advocacy strategies and conduct diplomatic engagement.	10%
Financial Proposal	Coherence and competitiveness of financial proposal.	5%