

## **Terms of Reference**

### **Assessment of the performance of the AICHR and the ACWC in 2016**

#### **1. Background**

The ASEAN (Association of Southeast Asian Nations) Advocacy Programme of FORUM-ASIA aims to enhance the independence and effectiveness of the ASEAN human rights mechanisms by strengthening the participation of civil society in ASEAN. It does so through various activities such as: workshops; trainings; national and regional consultation between civil society organisations (CSOs) and representatives of the ASEAN Intergovernmental Commission on Human Rights (AICHR) and the ASEAN Commission on the Promotion and the Protection of the Rights of Women and Children (ACWC); and other forms of information sharing.

FORUM-ASIA regularly monitors and assesses the work of these two human rights institutions of ASEAN. Since 2010, on an annual basis FORUM-ASIA has produced six reports that record and assess the development of the AICHR and the ACWC. In order to produce the report, FORUM-ASIA will hire a consultant/ researcher who will prepare the draft report.

#### **2. Objective**

The objective of the assignment is to produce a critical assessment on the work of the AICHR and the ACWC in 2016 and to present findings and observations in a form of report for FORUM-ASIA. The report will be used as an advocacy document to promote a more effective and independent AICHR and ACWC.

#### **3. Scope of work**

The scope of work includes data collecting, drafting, analysing, discussing, and consulting necessary information relates to the AICHR's and ACWC's activities in 2016 from the perspective of civil society.

The report shall focus on areas such as: (1) the status of the implementation of mandates of the AICHR and the ACWC; (2) challenges and opportunities in the implementation of the mandates and work plan; and (3) key recommendations to the AICHR, the ACWC, ASEAN, and ASEAN member states on ways to strengthen these human rights bodies. The report shall also place its analysis in the current context of human rights situation in the ASEAN region.

#### **4. Methodology**

The assessment will build on information collected from different sources using both primary and secondary data collection methods. Sources of information include official websites of ASEAN and the AICHR, websites of CSOs, and printed information from CSOs, the AICHR, and the ACWC. Primary information will also be collected by questionnaire and/or interviews with key actors such as, but not limited to, FORUM-ASIA's members, FORUM-ASIA's partners, and individual AICHR and ACWC Representative. Whenever possible, a small workshop with FORUM-ASIA members and partners might also be conducted.

#### **5. Duration**

The research and report preparation will take place from **April to May 2017** (approximately 2 months). Actual days of work will be explained later to the successful applicant.

## **6. Deliverables**

The deliverables include the following:

- An assessment framework to be prepared in consultation with the ASEAN Advocacy Programme of FORUM-ASIA;
- A draft report for review and comments by FORUM-ASIA;
- Final report following incorporation of comments and suggestions by FORUM-ASIA.

## **7. Expertise**

The Consultant must have proven experience of human rights research and advocacy, particularly in the area of ASEAN and regional human rights mechanisms. Knowledge and experience of working with FORUM-ASIA members and partners will be an advantage.

## **8. Budget**

The budget for the work includes consultancy fee based on FORUM-ASIA's procurement policy. Where necessary, cost for travel may be provided. However, the Consultant is expected to do home-based work with regular coordination with the ASEAN Advocacy Programme of FORUM-ASIA.