

TERMS OF REFERENCE

Editor for the 2019 Asian NGO Network on National Human Rights Institutions (ANNI) Report

1. Context

The Asian NGO Network on National Human Rights Institutions (ANNI) was established in December 2006 and is a network of Asian NGOs and human rights defenders working on issues relating to National Human Rights Institutions (NHRIs) in their respective countries. In countries where there are NHRIs, the work of the ANNI members focus on strengthening the work and functioning of Asian NHRIs to better promote and protect human rights, as well as to advocate for their improved compliance with international standards, including the Paris Principles and General Observations of the Sub-Committee on Accreditation (SCA) of the Global Alliance of NHRIs (GANHRI). In countries where there are no NHRIs, ANNI, together with its members and partners, work with concerned stakeholders such as civil society organisations, representatives of the government, and other actors towards the establishment of an independent and effective Paris Principles-compliant NHRI.

ANNI members have varying levels of interaction and interface with their respective NHRIs. These include, among others, joint undertakings that range from human rights training to fact-finding missions, joint thematic working groups to address chronic human rights issues in the country, and working with civil society organisations to establish national plans of action.

Taking into account the model of its interaction, the primary objective of ANNI is to strengthen and promote the role of NHRIs towards better respect and protection of human rights in Asia. This is initially done by formulating advocacy strategies and action points on key issues relating to the work and functioning of Asian NHRIs during the annual regional consultation. Thereafter, public intervention on issues related to or involving NHRIs in Asia will also be conducted throughout the year. ANNI also has a unique role in acting as the leading network in the region to focus on Asian NHRIs, hence possessing both opportunity and responsibility to engage with the Asia Pacific Forum of NHRIs (APF) and Global Alliance of NHRIs (GANHRI), including through the submission of civil society accreditation reports to GANHRI Sub-Committee on Accreditation.

Another main activity of ANNI is the publication of the annual “ANNI Report on the Performance and Establishment of NHRIs in Asia”. These annual reports are published and disseminated to defenders on the ground as lobby or advocacy tools. They are also disseminated to NHRIs and governments to solicit their feedback (with ANNI members during the monitoring and reporting period) as well as to advocate for positive changes in their work and functioning. These reports also substantially inform ANNI interventions, such as the stakeholder’s submissions to GANHRI-SCA review of NHRIs as well as in other fora such as the APF’s biennial conferences, annual meetings, and even their strategic five-year plan. ANNI has released annual reports from 2007 to 2018.

The publication of ANNI's Annual Report is an integral part of ANNI's objective to strengthen and promote the role of NHRIs towards better respect and protection of human rights in Asia. The annual report aims to advocate for the improved work and functioning of Asian NHRIs in the promotion and protection of human rights as well as for the establishment of new NHRIs in Asian countries where they do not yet exist.

With these Terms of Reference, FORUM-ASIA seeks to engage an external consultant to work on the editing process of the 2019 ANNI Report.

2. Objective

The objective of the assignment is to edit and proof-read country chapters submitted by ANNI members under the guidance of ANNI Programme Coordinator. This includes providing feedback, corrections, and suggested edits on the language and angle to maintain the style, tone or and quality of the 2019 ANNI report for advocacy purposes at the national, regional, and international levels.

3. Scope of Work

Under the supervision of ANNI Programme Coordinator, the Consultant is required to undertake the following tasks:

a) Specific tasks and activities:

- Review the 2019 reporting guidelines and suggest for improvements to report writing process;
- Provide guidance and feedback to country report authors on initial draft of country reports for both language and content (up to 18 reports) prior to sharing draft with respective NHRIs;
- Edit final draft of country reports (after comments from NHRIs) to be ready for publication.

b) General:

• Content Revision of ANNI Report

Revision and proofreading of the content of the report, in particular the country chapters. The report is divided into two main parts; General Part, which includes the Executive Summary, Methodology, Key Recommendations, and Regional Overview of NHRIs in Asia, and Country Chapters.

The country chapters discuss the situation regarding NHRIs in the country context. The Consultant is expected to revise the country chapters to standardised form and content. In some cases, needs for clarification and revision will be identified, which require text consultation with the country authors concerned. Concrete examples of case studies, such as testimonials or statistics, must also be provided to support arguments or where relevant. Sweeping and emotional statements and judgmental conclusions that are not the outcome of a logical analysis must be avoided.

• Language Revision of ANNI Report

The report is written in the English language. The Consultant shall ensure that jargon is avoided in the writing style. The report is to be written in a practical rather than academic style and the language should be clear and simple. The report shall be written in active, and not passive form, of sentences.

4. Management and Organisation

It is foreseen that the reports can be edited in the form of a desk-study, no travelling or primary research should be necessary. Reports should be submitted, in electronic word files, ready for publication, as they are completed, for approval by the ANNI Secretariat, housed at FORUM-ASIA office.

5. Duration

The consultancy is for a total of **25 days** from **1 May to 31 July 2018** (with the submission of the final edited country chapters (up to 18 chapters).

6. Deliverables and Timeline

All final edited reports shall be completed and submitted to FORUM-ASIA by **31 July 2018**, detailed deliverables and timeline are as follows:

17 May 2019	: 1 st Draft Editing of Country Chapters
27 May 2019	: Return 1 st Drafts of Country Chapters to Authors
17 June 2019	: 2 nd Draft Editing of Country Chapters
24 June 2019	: Return 2 nd Drafts of Country Chapters to Authors
29 July 2019	: 3 rd Draft Editing of Country Chapters
09 August 2019	: Final Draft Submission
14 August 2019	: Final Version of Report Ready for Printing

7. Required Skills and Experience

Essential:

- In-depth knowledge of National Human Rights Institutions as well as other human rights mechanisms in Asia;
- Excellent report writing and editing skills;
- Excellent attention to detail and analytical skills;
- Excellent written English skills;
- Good team working skills and ability to work individually.

Desirable:

Knowledge of ANNI Report and ANNI network.

8. Budget

The budget for the assignment includes a standard consultancy fee for a total of 25 days in accordance with 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 ANNI Programme Coordinator.

Candidates wishing to be considered for this assignment are required to submit their resume to demonstrate their qualifications together with self-introduction letter to applications@forum-asia.org before **12 April 2018**, midnight Bangkok Time (UTC+7), with subject: **ANNI Report Editor Consultancy Application_NAME**. Late applications will not be considered.

Only successful candidates will be notified of the outcome of the selection.