

Terms of Reference for Environmental Adviser/ Consultant in FORUM-ASIA

I. Background and context

The Asian Forum for Human Rights and Development (FORUM-ASIA) was established in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia. It is a membership-based, non-governmental organisation with 81 members in 21 countries. FORUM-ASIA has consultative status with the UN Economic and Social Council (ECOSOC Status) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).

The main office or Secretariat is responsible for overall project implementation, including regular follow-up for quality control, monitoring and evaluation. The Jakarta office works at the ASEAN level focusing on standard-setting and institution building of the ASEAN human rights systems, while the Geneva office monitors and follows up on Asian human rights issues and links them to global debates on human rights, and monitors developments at the international level and feeds FORUM-ASIA members and other concerned emerging trends and priorities at the global level. The Kathmandu office provides a presence to strengthen and consolidate human rights movements through effective collaboration with its member and partner organisations in South Asia.

The overall organisational objective is to “strengthen the promotion and protection of human rights and democracy in Asia and beyond by consolidating Asian human rights movements through effective collaboration with members and partners on international solidarity action as well as engagement with states and other stakeholders at national, regional and international levels.”

To effectively lead the regional human rights agenda in Asia and beyond, FORUM-ASIA has, over the years, recognised the need and value of continuously investing in organisational, policy and strategic developments.

FORUM-ASIA is committed to dedicating increased focus to matters relating to environmental rights and protection of environmental rights defenders. The Development Knowledge Management (DKM) Programme of FORUM-ASIA will serve as a focal point in overseeing FORUM-ASIA’s work on the human rights-based approach to environment and climate change.

As part of a donor evaluation exercise, FORUM-ASIA is looking to update and operationalise FORUM-ASIA’s Environmental Impact Policy (EIP). And environmental mainstreaming in policy and activities, using the framework of environmental rights through the Environmental Impact Assessment (EIA).

FORUM-ASIA seeks to contribute to the environmental rights discourse as climate change inevitably affects the organisation’s human rights and sustainable development research, capacity building and advocacy.

II. Objectives

- To update and operationalize FORUM-ASIA’s Environmental Impact Policy (EIP);
- Identifying the capacity-building needs of the Secretariat on environmental rights issues; and
- Undertaking an Environmental Impact Assessment (EIA) to identify risks, opportunities, and vulnerabilities in line with the development of FORUM-ASIA’s next strategy.

III. Description of tasks and deliverables

The consultant is to undertake the following tasks:

- Assess the current conditions of knowledge in the organisation on how environmental rights is foreseen to impact human rights in Asia, and adopt mitigating measures related to our internal operations and to understand commitments, capacities, and gaps by:
 - a) Reviewing all relevant documents including but not limited to the donors’ evaluations, staff rules and regulations, organisational proceedings notes, and assessing FORUM-ASIA’s existing organisational capacity and gaps; and
 - b) Following-up via email correspondence and interviews with the respective internal units, the Gender Consultant, the Senior Management Team (SMT), and the Executive Committee (EC) of FORUM-ASIA.
- Drafting a revamped EIP.
- To capacitate staff on environmental rights and prioritising environmental awareness in the workplace, which might potentially have a multiplying effect on FORUM-ASIA members across Asia, by finding ways to sustain members’ interest on environmental rights issues and identify systems for conveying knowledge and skill
- Helping FORUM-ASIA to work with relevant networks and partners which are using the Human Rights-Based Approach (HRBA) to sustainable development and climate change. This would be done to ensure the interests of poor and marginalised women, men, and children (right-holders) are prioritised and that people of power (duty-bearers) are identified and held accountable.
- Developing a roadmap to mainstreaming environmental rights for FORUM-ASIA’s internal operating procedures and programmes and set targets in the organisational Theory of Change of the new Strategic Plan (2022-2026).

The assignment will have the following deliverables:

Deliverables	Number of working days	Indicative deadline
Reviewing all relevant documents following-up via email correspondence and interviews with the respective internal units, the Gender Consultant, the SMT, the MT and the EC, to assess the current conditions of knowledge in the organisation on how environmental rights is foreseen to impact human rights in Asia and to understand commitments, capacities, and gaps.	5	January
Developing a roadmap to mainstreaming environmental rights for FORUM-ASIA’s internal operating procedures and programmes and set targets in the theory of change of the new Strategic Plan (2022-2026).	5	February
Drafting a revamped EIP	5	End of February
Undertaking an Environmental Impact Assessment and build the capacity of staff to carry out this type of assignment.	5	March
Helping FORUM-ASIA to work with relevant networks and partners which are using the Human Rights-Based Approach (HBRA) to sustainable development and climate change. This would be done to ensure the interests of poor and marginalised women, men, and children (right-holders) are prioritised and that people of power (duty-bearers) are identified and held accountable.	5	End of March

IV. Timeframe

A maximum of 25 working days is expected. The assignment will tentatively start on **January 2022 and end in March 2022.**

V. Working relationship and contractual arrangements

The consultant will be working under the overall supervision of the SMT and in consultation with MT of FORUM-ASIA

- FORUM-ASIA is responsible for the contractual arrangement. The SMT will provide additional guidance on the assignment where needed.
- The consultant is under the obligation of confidentiality. Information, data, database, knowledge resources in the forms of briefings and reports issued by FORUM-ASIA remain the property of the organisation.

VI. Qualifications and requirements

Qualifications and requirements

- Bachelor's Degree (Master's degree is preferable) in climate change, environment, or a related field
- Experience in developing, conducting, or training of EIAs and /or similar environmental assessment assignments; at least one of these assignments as a team leader
- 5-7 years of experience in environmental sector policies and regulations.
- Experience in stakeholder consultations.
- Background knowledge/experience also on the human rights, development and/or poverty issues, as well as with Environment/climate policy.
- Strong analytical skills; exceptional ability in communication and writing in English

VII. Budget

The budget for the assignment includes a fee of **USD 6000**. Other costs incurred in relation to fieldwork, if required, including costs for economy-class travel, local airport transfers and local transportation in the home and destination countries, standard accommodation costs, phone credit, and per diem, will follow FORUM-ASIA's Financial Rules and Regulations.

VIII. Key reference documents

The consultant will have full access to all relevant documents as needed to undertake the assignment namely:

- Relevant proposals submitted to current and potential donors of FORUM-ASIA
- The Staff Handbook
- Governance Manual
- FORUM-ASIA's organisational evaluation reports
- FORUM-ASIA's Environmental Impact Policy
- Any other relevant documents

Interested applicants are requested to fill in [Job Application Form](#) and return it by email together with a cover-letter, CV to applications@forum-asia.org before **26 November 2021, midnight Bangkok Time (UTC+7)**, stating "**Consultant Application Name**" in the subject line. Please note that late applications will not be considered. CV of the interested applicant should contain a full description of relevant qualifications and professional work experience.

Only short-listed candidates will be invited to an interview **between 6 and 10 December 2021**.