



## **TERMS OF REFERENCE**

### ***To Provide Consultancy Services for the role of Project Officer for the Project entitled “Support to the Yemeni Peace Process - Constitutional Dialogues”***

The Institute for Democracy and Electoral Assistance (International IDEA) has been implementing a project since 2016 to provide support to Yemen’s peace negotiations. From 2016 to October 2018, the project mainly consisted of dialogue sessions and expert meetings, and focused on Yemen’s constitutional future. A new phase of activities started in November 2018, and will last until December 2019. During this new phase, the following activities will be organised:

- (i) Dialogue sessions on Yemen’s constitutional future, including a focus on the long term constitutional and federal arrangements as well as the short term institutional and power sharing arrangements that will be in force in the immediate post-conflict period.
- (ii) Working sessions with Yemen’s main political forces that will seek to deepen mid-level political party members’ understanding of the range of options on key constitutional and legal issues, and each option’s likely advantages and disadvantages. These working sessions will enable the negotiating parties to engage with the inevitable constitutional and legal complexities that will arise when the broader political arrangements are agreed.
- (iii) IDEA will organize highly specialized sessions for Yemen’s leading legal experts, in particular with a view to developing their understanding of how the text of a federal constitution should work, etc. The outputs will include: (a) the formation of a group of skilled drafters who can serve as a resource for all future negotiations; and (b) a series of briefing papers on all the drafting issues that will have to be considered, and that will be made available to all interested parties.

### **Responsibilities**

In this context, IDEA is seeking to retain a Project Officer for the Project. The Project Officer’s role will be to provide substantive technical and legal support to all of the Project’s activities. In particular, the Project Officer will be expected to carry out the following:

#### **Preparation for activities**

- (i) Corresponding with participants in relation to all project activities;
- (ii) Drafting detailed agendas for each of the project’s activities;
- (iii) Commissioning, designing and preparing written materials in support of all of the project’s activities;
- (iv) Communicating with experts in relation to all of the project’s activities and to all of the written materials that will be prepared to support the project’s activities;
- (v) Carrying out legal research and drafting memoranda on issues relating to constitution building, power sharing, institutional arrangements in a post conflict period, and other related areas;



#### **During the activities**

- (vi) Dialogue Sessions: Contributing substantively to and moderating dialogue sessions where requested to do so by the Senior Project Officer;
- (vii) Working Sessions: Working with participants throughout the sessions to assist their effort to develop options on specific substantive issues;
- (viii) Capacity building sessions: Working with participants throughout the sessions to assist their effort to develop detailed knowledge and expertise on federalism and other institutional arrangements relevant to Yemen's situation;

#### **Coordination with counterparts, etc.**

- (ix) Participating in and leading individual meetings with Yemeni political forces, civil society organisations, and preparing detailed notes following each of the meetings where requested to do so by the Senior Project Officer;
- (x) Maintaining relations with all of Yemen's main political forces, with leading civil society organisations, and with independent experts, including through formal, written correspondence;
- (xi) Assisting the Senior Project Officer coordinate and communicate with the United Nations' Office of the Special Envoy and with the donor;
- (xii) Ensuring that national authorities are properly informed of all project activities;

#### **Reporting**

- (xiii) Overseeing, with the Senior Project Officer's assistance, the drafting of meeting reports for each of the project activities;
- (xiv) Drafting, under the Senior Project Officer's supervision, meeting reports for each of the working sessions and capacity building sessions;
- (xv) Leading efforts, under the Senior Project Officer's supervision, to satisfy all internal reporting obligations;
- (xvi) Leading efforts, under the Senior Project Officer's supervision, to satisfy all reporting obligations towards the donor;
- (xvii) Drafting and publishing articles relating to the Project on International IDEA's website; and
- (xviii) Any other task required by the Senior Project Officer relating to the Project.

#### **Report Line**

The Project Officer shall report to IDEA's Senior Project Officer.

#### **Timeframe**

The work will be end on 31 December 2019, with the possibility of extension past that date if circumstances permit.



### **Duty station**

The Project Officer's duty station will be Tunis, Tunisia.

### **Qualifications**

#### **Education**

- (i) The Project Officer must have a degree in:
  - a. Law;
  - b. Public administration;
  - c. Political science;
  - d. Peace building; or
  - e. A related field.

An advanced degree in any of these fields would be a major asset.

#### **Professional experience**

- (ii) The Project Officer must have at least 5 years professional experience in:
  - a. Constitution building (involvement in Yemen's recent transition or other national processes that involved discussions on federal/decentralised systems of government would be a major asset);
  - b. Peace building (involvement in Yemen's post-2011 transition or other peace negotiations would be a major asset); or
  - c. A related field.

#### **Language skills**

- (iii) The Project Officer be fully fluent in both oral English and oral Arabic. Written fluency in English is also required. Written fluency in Arabic would be a major asset.

#### **General**

The Project Officer must:

- (iv) Integrate a gender and diversity perspective in all activities;
- (v) Be prepared to travel in support of activities if required to do so by the Senior Project Officer with reasonable warning;
- (vi) Be comfortable receiving comments to working methods;
- (vii) Be capable of proceeding with the highest amount of sensitivity, particularly with participants and national experts who are living through armed conflict; and
- (viii) Be capable of working in and sharing views with a team of experts.