



# Terms of Reference - Business and Human Rights Advisor

<b>Vacancy:</b>	<b>Business and Human Rights Advisor</b>
<b>Reports to:</b>	<b>Senior Programmes Officer</b>
<b>Location:</b>	<b>Head Office (NAIROBI), with occasional travels in the region</b>
<b>Duration:</b>	<b>12 months with a possibility of extension</b>
<b>Language:</b>	<b>English, French will be an added advantage</b>

## Background

### About the Recruiting Organisation

The Network of African National Human Rights Institutions (NANHRI) is the regional umbrella body that brings together 46 National Human Rights Institutions (NHRIs) in Africa. It is established with a mission to support the establishment and strengthening of NHRIs to effectively undertake their mandate in line with Paris Principles. Towards this, NANHRI provides support to African NHRIs through national, regional and international co-operation, with the goal of enhancing their effective delivery of their functions of human rights promotion, protection, monitoring and advocacy.

### Summary of the Programme Advisor's responsibility

The BHR Programme advisor's main responsibility is to support effective and timely implementation of the programme activities relating to Business and Human Rights and the Sustainable Development Goals. The project advocates for implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs) which clarify the duty of states and the responsibility of businesses to uphold international norms and treaties on human rights. This role entails planning, resource mobilisation, implementation and monitoring of the programme initiatives to ensure the achievement of the intended results. The Programme advisor will ensure collaboration with other projects to enhance synergy in NANHRI programmes.

## Objective

The objective of the position is to provide specialised technical support in the design and implementation of an expanded Business and Human Rights programme portfolio at NANHRI. This will include development of a Business and Human Rights (BHR) resource mobilisation strategy and establish a clear overview of current and potential funding opportunities for NANHRI's BHR work to increase the long-term sustainability of the docket and the organisation.

## Specific tasks

### Support program implementation

- Provide project management expert support through effective planning, administration, coordination with NANHRIs and partners;
- Technically support country offices in developing and implementing national level workstreams on Business and Human Rights, particularly in light of the 2030 Agenda;
- Conduct expert visits to focus NHRIs, to provide high level advice to government agencies, private sector actors, UN system entities, regional organizations, civil society, and National Human Rights Institutions
- Provide analytical inputs on Business and Human Rights National Action Plans, legislation, strategies and initiatives;



- Draft ad hoc and yearly reports to highlight key issues, trends, emerging opportunities, risks, potential project partners, and entry-points for the programme in focus countries. Draft Reports to donors
- Provide any other Technical Assistance in the implementation of the programme at national-level
- Draft Speeches and Talking Points for Senior Management as may be required
- Coordinate work with other project specialists working as part of the NANHRI Secretariat.

## Support Resource mobilisation, partnership building and knowledge management

- Review NANHRI's current strategic plan- with specific focus on BHR; work plan; already developed project proposals and concept notes, knowledge management products and funding model to better understand the needs and help position the organisation for resource mobilisation.
- Consult with the BHR Programme Officer, Senior Programmes Officer and the Executive Director to understand the vision, mission and focus areas of the organization, and specifically for the Business and Human Rights portfolio
- Map and identify funding gaps for BHR in the organisation
- Conduct a comprehensive analysis of BHR potential donors worldwide based on geographic interest and thematic funding and assess the feasibility of securing multiyear and thematic funding.
- Map donors' strategic areas of interest and explore opportunities for partnerships from emerging donors working with National Human Rights Institutions and on the BHR theme generally
- Develop a plan to engage new donors (traditional and non-traditional).
- Develop objectives for fundraising, methods, strategies and focus (bilateral, private sector, public funding, foundations among others).
- Recommend strategies to develop and maintain strategic partnerships and engagement with key donors on BHR
- Draft and strengthen master fundraising proposals based on past proposals and aligned with NANHRI's strategic plan and mapped priority areas on BHR
- Develop a series of fundraising materials (print and digital) to secure funding/raise the profile of the BHR portfolio including website content.
- Develop fundraising guidelines.
- Develop and maintain active relationship and partnerships with the Governments, NGOs, the UN system and development partners, institutes, academia, the media, and private sector on Business and Human Rights to enhance collaboration, resource mobilization and/or share ideas and to influence agenda and priority setting.
- Lead knowledge management strategies and methodologies; manage the process of identifying and synthesizing of best practices, innovations and lessons learned that are directly linked to the implementation of the programme and contribute to their global dissemination to further support programmatic expansion.

## Deliverables

- A comprehensive **resource mobilisation strategy** that includes an overview of the situation, a critical analysis of past fundraising experience, explores future opportunities and strategies, and outlines a time- bound action plan to systematically research and raise funds for BHR
- An **annex that maps donor interests** worldwide – particularly BHR in Low- and Middle-



Income Countries (LMICs) - priorities, funding windows, typical funding amounts, focal points, samples of successful project applications, and points to clear actions that should be taken to mobilise resources and develop and maintain relationships with donors.

- A series of **fundraising materials**, both print and digital, including website content.
- **Master proposals** to potential donors (number to be determined).
- Institutional BHR **fundraising guidelines**.

### **Required education, experience and competencies**

- Advanced university degree in International Human Rights related courses, Social Sciences, Organisational Development, Programme Management, Planning, Business Administration, Communication, or a related field.
- At least ten years global experience in the development sector – preferably on human rights work – and proven experience and success in developing business models and mobilising funds for National Human Rights Institutions, Civil Society, regional, international non-governmental organisations.
- Excellent knowledge of key donors focused on Business and Human Rights
- Experience of working in multicultural contexts.
- Strong analytical, strategic thinking and planning skills and ability to work under tight deadlines.
- Proficiency in English. French would be an added advantage.
- Preference will be given to expert candidates from the African region

### **Application Process**

Interested candidates must submit:

- A cover letter and
- A Curriculum Vitae showing experience relevant to the work

Candidates will be invited to an interview to assess their capabilities and suitability for the role. The time frame for the deliverables will be discussed and agreed with the selected candidate after the interviews.

The application and required documents must be sent by email to [info@nanhri.org](mailto:info@nanhri.org) with copy to [dnguti@nanhri.org](mailto:dnguti@nanhri.org) **no later than 30 September 2023 at 1700 Hours (5pm) (East African time)**.

**\*\*ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED\*\***