

Terms of Reference: Manual on Human Rights Monitoring and Human Rights Training

NORCAP is looking for a consultant to update and revise the NORDEM Manual on Human Rights Monitoring and provide guidance on the design and delivery of training based on the revised manual.

Background:

The NORDEM Manual on Human Rights Monitoring was developed in 2002 by the NORDEM Programme at the Centre for Human Rights at the University of Oslo. The purpose of the Manual was to be both a resource for the annual NORDEM Training on Human Rights, and a practical reference tool for human rights work in the field. The training has been offered to NORDEM and NORCAP Experts on missions where a basic knowledge of human rights is considered beneficial.

The Manual has been sporadically updated since 2002, and the training has been adapted to changing needs, but there is need for a comprehensive revision of the document, as well as of the Human Rights Training.

Scope of work:

The consultant shall, in collaboration with the NORDEM programme, carry out the following duties:

- Review the NORDEM Manual on Human Rights Monitoring
- Propose changes to, and redraft, relevant sections of the NORDEM Manual on Human Rights Monitoring
- If relevant, oversee the input of other contributors to relevant sections of the NORDEM Manual on Human Rights Monitoring
- Provide input and suggestions on revision of the NORDEM Human Rights Training format and contents.

Methodology:

The consultancy will be home-based. The consultant will work together with NORCAP's Thematic Manager – Conflict Monitoring and Prevention.

Duration:

The work should be carried out over 30 days between November 2025 and January 2026.

Institutional and organisational arrangements:

NRC/NORCAP will own the intellectual property rights to all materials submitted by the consultants under the contract. The consultants must therefore ensure that they have

possession of any materials provided to NRC as a part of the deliverables. The rights to reproduce the reports will fall to NRC and its contracted agents.

NRC will be free to reproduce the materials at will and to grant reproduction rights. Everything submitted to NRC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC, and NRC will seek to recover any payments already made.

Timeframe and deadline:

It is envisaged that this will take a maximum of 30 days, to be finalised before February 2026

Skills and qualifications of the consultant:

Education

- Master's degree in International Human Rights, Law, International Relations, or a related field.

Experience and Skills

- At least 10 years of professional experience working on a broad range of human rights issues within international organizations (IOs), INGOs, NGOs, or government institutions.
- Proven experience in designing and facilitating trainings on human rights or similar topics.
- Extensive knowledge of international human rights instruments, mechanisms, and monitoring methodologies.
- Demonstrated experience in drafting manuals, policy papers, or reports.
- Excellent research, writing, and analytical skills.