



Syrian Center for Media and Freedom of Expression

Terms of Reference

Purchase of services of Policy Advisor

The Syrian Center for Media and Freedom of Expression (SCM) plans to continue its efforts in supporting the establishment of a UN special mechanism to follow up with missing people in Syria, which will enhance the efforts, including through existing measures and mechanisms, to clarify the fate and whereabouts of missing people in the Syrian Arab Republic, identify human remains, and provide support to their families.

The project will bring together stakeholders from Syrian human rights organizations, victims' groups, and representatives of Syrian civil society from different regions Inside and outside Syria for dialogue on issues related to the enforced disappearances, and the proposed mechanism.

The project will include discussion sessions, to continue the dialogue among relevant Syrian stakeholders, providing tools through which Syrians can seek justice for victims and their families, providing insights and examples from around the world, reviewing the previous papers and the proposed mechanism, and working on the mechanism and the rules of procedures.

SCM is looking for a "policy advisor" based on the attached technical requirements and the following principles:

- Review the resolution's text of the UN General Assembly to establish an international mechanism to follow up with the missing persons in Syria.
- Leading the development and drafting of comprehensive rules of procedure for the national mechanism through:
 - participate in the online stakeholders meeting (5) and attend the physical one to collect the input of the victim organizations, Syrian human rights defenders, and the concerns of the Syrian Missing File states stakeholders.
 - Analyzing the collected data (including the previous papers) to design a policy framework incorporating best practices and legal requirements.
 - Design an outline of processes and protocols to ensure:
 - The victims' groups and civil society's roles are visible in the procedures and have an advisory and oversight role.
 - The procedures include the creation of an information bank on missing persons.
 - The procedures include an appropriate method for reporting missing persons, the reporting form, and the validity of reporting
 - Conduct thorough research and analysis to ensure rules align with relevant laws, international standards, and best practices.
- Provide expert legal advice on the mechanism via monitoring the development of the resolution, and supporting the implementation of rules of procedure by developing related procedures, and guidelines.
- The advisor will submit a first draft of the paper by 14th Aug 2023.
- After incorporating edits by SCM staff and feedback from the stakeholders, the advisor will submit a final draft by 29th Aug 2023.





Required documents:

- Proof of work in similar projects that includes:
 - Excellent academic qualifications, at least including a Master degree or higher in a relevant discipline (preferably in Law or political sciences)
 - Demonstrable experience in developing similar research for the political sector (at least five-years)
 - Experience and understanding of the Syrian context and issues faced by stakeholders in Syria.
 - Extensive knowledge of transitional justice processes, and forced disappearances.
 - Demonstrable extensive experience in policy writing, and studying the UN mechanisms
 - the required research skills (effective communication, research, critical thinking, writing, leadership, teamwork, analysis) with knowledge of research methods (and the appropriate use).
 - Good in the Arabic language.
- At least 2 References contacts from previous projects.
- Financial offer includes:
 - Fees per day (total is about 15 working days).
 - The validity of the offer (duration- date).

Note: the project budget will cover all the related fees of the physical meeting (travel, visa, accommodation)

Location of Work: Online (only the physical meeting in Europe)

Evaluation criteria

- (70%) - Tenderer's experience with the topic and the capacity for similar policies
- (30%). Financial offer

Tender procedure:

- For interested service providers, please send in your offer and professional portfolio in addition to a cost sheet, tenders shall be submitted by email only (with attachments) to the email address in the table below, with the following reference in the subject: Policy Advisor.
- Tenders addressed to another email address or without attachments will be rejected, as we encourage you to send us your questions for any clarifications before submitting your proposed cost sheet.
- Only the selected party will be notified within two weeks of the deadline below.

Deadline for submission of tenders/offers	29 th June 2023
Email for submission of tenders/offers Or for any questions or explanation:	To: requests@scm.ngo CC: Marwan.h@scm.ngo
Contract duration	Until complete execution of the obligations of the parties
Expected starting date of execution	3 rd July 2023.

