

United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest

Individual Contractor – Expert Consultant to Support the Launch of the Mechanism’s Online Public Archive Catalogue

DEADLINE FOR APPLICATIONS	: 03 April 2023
DATE OF ISSUANCE	: 14 March 2023
OFFICE	: Mechanism Archives and Records Section
LOCATION	: The Hague
JOB OPENING NUMBER	: 2023/IRMCT/REG/MARS-H/045-IC

Organizational setting and Reporting:

The Individual Contractor will be working in the Mechanism Archives and Records Section (MARS) of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the general supervision of Digital Archivist, OIC MARS Hague branch.

Only shortlisted candidates will be contacted for an interview. The selected candidate will be offered a contract as an Individual Contractor.

Terms of Reference for Consultant:

The International Residual Mechanism for Criminal Tribunals (“Mechanism” or “IRMCT”) requires the services of an expert consultant to support the launch of an online archive catalogue (“Catalogue”).

A) Background & Context

The Mechanism is responsible for the management, including preservation and access, of the archives of the International Criminal Tribunal for Rwanda (“ICTR”), the International Criminal Tribunal for the former Yugoslavia (“ICTY”) and the Mechanism itself (“The Archives”).

The Archives comprise the judicial case records, records relating to the judicial process that are not part of the case records, and administrative records, in a variety of media and formats. For intellectual control of the Archives, the Mechanism purchased and implemented an Archival Collection Management System (ACMS) where archival descriptions are being created and managed, following international standards.

To increase public knowledge about, and potential use of, The Archives, the Mechanism now aims to launch an online archive catalogue with descriptions of all ICTR and ICTY records, or groups of records, in its custody. With time the Catalogue will also include descriptions of the records of the Mechanism itself. The Catalogue will take the form of an online database with a public search interface.

B) Requirements

The Mechanism requires the services of an expert consultant to support the launch of the Catalogue. The consultant must have experience of, and expertise in, arrangement and description of institutional archives and deployment of online archive catalogues and finding aids.

B.1) Deliverables

The consultant will work independently, with required support of Mechanism staff, to perform the following activities:

B.1.1) Creating archival descriptions in the ACMS

- Reviewing existing descriptions in the ACMS and standardising language, where required. Entries ought to read as though they were all written by one person.
 - Creating new descriptions for ICTR and ICTY archives, at the appropriate levels of arrangement, in instances where such entries do not already exist and/or as agreed with the Project Manager.
 - Reviewing all series level descriptions and ensuring that they include the correct security classification and a clear indication of the access conditions for the records.
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- Creating item/file level descriptions for ICTR and ICTY archives in instances where items have been ingested into the digital repository and/or as otherwise agreed with the Project Manager.

B.1.2) Preparing and launching the Catalogue

- Preparing a detailed plan for the Catalogue launch which shows all anticipated activities, their timelines and risk assessment and mitigation.
- Designing and implementing processes, including quality control (QC), for releasing content to the Catalogue.
- Quality checking the content in the ACMS using the procedures defined at B.1.2.b and, as appropriate, marking that which is suitable for publishing online.
- Supporting work on designing and branding the Catalogue's user interface. This includes, but is not limited to, preparing 'Welcome', 'Help' and other texts for the Catalogue's user interface.
- Developing a User Guide for the Catalogue.
- Participating in establishing a vendor contract for hosting the Catalogue.
- Performing a test launch of the Catalogue with a limited user group.
- Participating in the production launch of the Catalogue on the Mechanism's website.

C) Project Management

The Mechanism's Digital Archivist & OIC, in The Hague, will be the Mechanism's Project Manager for this activity. She will:

- brief the consultant and provide relevant Mechanism information and documents.
- arrange the necessary access to Mechanism systems for the consultant.
- guide the consultant's work and monitor progress; and
- review and approve all deliverables.

The consultant will develop an overall approach and plan, including timelines for each deliverable listed under Section B.1 and provide written progress reports and oral briefings to the Mechanism's Project Manager as required throughout the assignment.

D) Confidentiality

Any and all documents, correspondence and information, compiled or otherwise acquired by the consultant in the performance of the work shall be treated as strictly confidential. The consultant shall not disclose or discuss any such documents, correspondence and information with third parties without the knowledge and prior written consent of the Mechanism's Project Manager.

Work Location:

The consultant will primarily work off-site, communicating with Mechanism staff by email, telephone, and videoconference. S/he must be able to participate in meetings during normal working hours of the Mechanism and, will have remote access to Mechanism content and Information Technology systems, only as provided under Section C.

On occasion, the consultant might also be required to work at the premises of the Mechanism in The Hague, The Netherlands.

Duration and Timing

This consultancy is for an initial period of approximately 30 working days, throughout 2023, with the possibility of extension, subject to performance and budgetary resources.

The consultant must be available to start work immediately.

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Qualifications/ special skills:

Education:

Advanced university degree (Master's degree or equivalent) in archival science, information science, records management, or a related field is required. A first-level university degree in combination with two years of qualifying work experience may be accepted in lieu of the advanced university degree.

Experience:

Minimum of (5) five years of progressively responsible experience in archives management, records management or information management. Experience in arrangement and description of institutional archives, in line with professional standards e.g. ISAD(G), and deployment of online archive catalogues and finding aids, is required. Experience with the Axiell Collections cataloguing system is required. Experience of strict information security regimes is highly desirable. Experience with international courts or tribunals is highly desirable. Experience in project management is an asset.

Languages:

English and French are the working languages of the Mechanism. For this consultancy, the consultant will be required to work, and provide all deliverables, in English.

Fee for Service

Range of \$390 to \$560 per day depending upon experience.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this CIC position will be limited to the availability of funding. Extension of the contract is subject to the extension of the mandate and/or the availability of funds. This is not a staff position. As the international tribunals are not integrated in the Secretariat, there is no expectation of service or reassignment within the United Nations Secretariat. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs personnel regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

How to Apply

Qualified candidates who are able to work on short notice in The Hague, Netherlands, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the [Reference No. 2023/IRMCT/REG/MARS-H/045-IC](#) in the subject line.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.
