

**United Nations High Commissioner for Refugees (UNHCR)**  
Regional Representation for Central Europe



**Terms of Reference for the Publication of an Information Leaflet on  
International Protection**

**Background**

*The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another state, with the option to return home voluntarily, integrate locally or to resettle in a third country.*

UNHCR's efforts are mandated by the *organization's Statute*, and guided by the *1951 United Nations Convention relating to the Status of Refugees* and its *1967 Protocol*. International refugee law provides an essential framework of principles for UNHCR's humanitarian activities. In its efforts to protect refugees and to promote solutions to their problems, UNHCR works in partnership with governments, regional organizations, international and non-governmental organizations.

*The Regional Representation for Central Europe* located in Budapest was established in 2005 as part of the UNHCR Regional Bureau for Europe's larger strategic plan to respond to the protection challenges in an enlarged Europe

through a more coordinated and harmonized cooperation among the five National UNHCR Offices in the region.

### **Objectives of Assignment**

Based on the new national legislation on international protection, develop a user-friendly tool to facilitate fully informed access to and participation in the asylum procedures in Hungary.

### **Scope of Work**

Review legislation and conduct on-site visits/interviews – The consultant will review all relevant legal documents produced to date, and familiarize him/herself with the practical aspects of the status determination process through engaging in further discussion with UNHCR legal officers, Office of Immigration and Nationality staff, Ministry counterparts, partner NGOs, asylum-seekers and recognized refugees.

Assess information and produce a leaflet – The consultant is requested to assess the legal and practical arrangements available for procedures for international protection and statelessness, and prepare a user-friendly pamphlet for applicants for international protection and/or statelessness status.

Attend meeting – The consultant is expected to attend a final meeting with local UNHCR Protection Officers to evaluate the outcome document.

### **Deliverables**

*The Leaflet on Asylum and Statelessness Procedures* will be the main deliverable, and the submission should cover the following components:

- Drafting of the leaflet in English
- Translation into 9 languages (Hungarian, French, German, Serbian, Russian, Turkish, Arabic, Farsi/Dari, Somali)

- Proof-reading, editing
- Printing (600 copies per languages)

The project proposal should consist of a narrative and a budgetary part.

### **Other requirements**

The *Pamphlet on Asylum and Statelessness Procedure* is expected to have an eye-catching title or a title that will attract the attention of the user; a comprehensive, easy to follow narration; and a user-friendly format. The maximum length of the pamphlet should be 12 pages (A5 size).

***The assignment is due in August-October 2008.***

***Deadline for applications: 15 August 2008***

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### **Sources of further information for consultants (for Hungary)**

- Act LXXX of 2007 on Asylum
- Government Decree No. 301/2007 (XI. 9) on implementation of the Act on Asylum