

TERMS OF REFERENCE

Position:	The International Sub-Team Leader for Capacity Development/Training Needs Assessment
Project name:	Training and Infrastructure Needs Assessment: Academy of Justice
Type of Contract:	Individual contract
Duty Station:	Home-based with up to three trips to Astana, Kazakhstan
Duration:	August - December 2017 (50 working days)

Project description:

The project will be implemented within the Justice Sector Institutional Strengthening Project (JSISP) of the World Bank. With this project UNDP aims to support the development of justice sector of Kazakhstan through assessing the training needs and physical infrastructure capabilities of the newly established Academy of Justice which is a key institution responsible for professional training of Kazakhstan's judges and judicial staff. The outcome of the project is a detailed assessment report on the Academy's existing training needs, physical facilities including infrastructure and ICT, and recommendations towards financial sources and mechanisms to upgrade existing infrastructure to international level standards. Overall it will allow for sustainable work of the Academy, professional education of judges and court staff and increased access to justice for all including vulnerable groups.

Scope of work:

The International Sub-Team Leader for Capacity Development/Training Needs Assessment of the Academy will ensure efficient management of the Capacity Development/Training Needs Assessment Component of the Project and provision of technical expertise in the area of capacity development and training. She/he will lead the work on assessment of the training capabilities of the Academy and the training needs of judges and judicial staff, conduct gaps analysis, propose solutions for addressing identified gaps and develop concrete recommendations. She/he will draft the respective part of the Training and Infrastructure Needs Analysis document.

The International Sub-Team Leader for Capacity Development/Training Needs Assessment shall prepare reports on "Infrastructure Needs Analysis" and "Infrastructure Development Strategy and Action Plan" as well as perform the functions not limited as follows:

- assess and analyse training and teaching capabilities of the Academy staff stipulated by Academy's training plans;
- assess and analyse training needs for professional development of judges and judicial staff of Kazakhstan's judiciary for the next 5-10 years;
- identify the existing gaps between the needs and capabilities depending on current loads and areas of concern in their activities;
- develop recommendations on actions to be taken to fill such gaps with a clear mechanism on implementation of such recommendations based on a step-by-step plan of actions;
- assess and analyse current training methods and methodologies;
- develop proposals on the improvement of current and establishment of new platforms, including in-class/on-campus as well as e-learning/distance learning, curricula development by relevant topics for judges, based on global best practices providing recommendations and mechanism for their implementation;
- assess and analyse Academy's research activity and sufficient provision of Academy's staff, judges and judicial staff with research materials;
- develop tangible recommendations on the improvement and development of Academy's research capabilities with the mechanisms of step-by-step implementation of these recommendations to achieve significant results;

- provide an estimated cost of training (in cooperation with Finance Component of the Project) and capacity development in accordance with international best practices;
- develop presentations and reports related to capacity development of the Academy;
- perform any other duties, relevant to the project as required.

Expected outputs and deliverables:

The International Sub-Team Leader for Capacity Development/Training Needs Assessment is responsible for coordinating achievement and submission of the following below tasks:

No.	Expected deliverables	Estimated duration to complete	Target Due Dates	Review and approvals required
1	A "Capacity Development and Training Needs Assessment" Report	20 working days	22 September, 2017	Project Team Leader, Programme Analyst of Governance Unit, UNDP
2	A "Training Development Strategy and Action Plan"	25 working days	18 November, 2017	
3	A "Training Financing Strategy and Action Plan"	5 working days	15 December, 2017	

Institutional Arrangements

- Provide his/her services under the supervision of the Project Team Leader;
- Report to the Project Team Leader;
- Ensure unconditional fulfilment of the requirements of the contract;
- Ensure timely and quality execution of the Terms of Reference;
- Ensure unconditional carrying out of requirements of the Contract.

Duration of work

50 working days during the period from August to December 2017, including upto 10 home based working days.

Duty Station

Home-based with up to three trips to Astana (totally 40 working days in Astana).

Trips

Up to three trips to Astana are envisaged.

Requirements for Experience and Qualifications:

- Master Degree in law or a relevant discipline; PhD degree, doctor of science or doctor degree preferably in law or a relevant discipline would be an asset;
- At least 10 years of demonstrable prior experience on training needs analyses preferably in the justice sector preferably in one of the OECD member-states;
- Experience in provision of judicial training in one of the OECD member-states would be an asset;
- Experience in facilitating stakeholder's consultations and meetings;
- Prior involvement in similar capacity building/training needs assessment initiatives in more than one developing country;
- Excellent analytical, managerial and IT skills;
- Fluency in written and oral English, knowledge of Russian would be an asset.

Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional references; P11 form attached;
2. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP; template attached;
3. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP;
4. Any other referred information would be accepted.

Scope of price proposal

The financial proposal in USD shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

The consultants' proposals will be evaluated based on the cumulative analysis methodology, where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

This TOR is approved by:

Signature _____

Name and Designation Konstantin Sokulskiy, Programme Analyst of Governance Unit

Date of Signing _____