

Terms of Reference

Description of the assignment: Legal Aid

Project Title: Enhancing Community Security and Access to justice in Lebanon Host Communities

1. Background & Rationale

Lebanon is currently hosting an unprecedented number of refugees due to the Syrian crisis (about 1.1 million individuals for an estimated population of 5.9 million individuals). Recent surveys indicate increased tensions between host communities and Syrian Refugees. Those tensions are the result of the lack of security and justice services, and are aggravated by human rights violations committed by law enforcement institutions. UNDP Lebanon is operating to respond to the crisis impact through the implementation of a large programme targeting host communities.

UNDP community security and access to justice project (project) aims at improving basic security and justice services to host communities and Syrian refugees in a view to prevent and appease tensions at local level and improve trust into rule of law institutions. The project works on (i) developing and institutionalising basic state security and justice services to host communities in municipalities, particularly municipal police and legal aid; (ii) improving the coordination among state actors, as well as partnerships between formal and informal actors; (iii) addressing conditions of detention and social reintegration of prisoners; and (iv) developing capacities of national state institutions to understand and respond to local security, justice and human rights challenges.

The project has an important component on access to justice, both in communities and in prisons. The project will support the Ministry of Justice and justice institutions, including the Bar Association, to provide legal assistance in host communities, to both Syrian Refugees and vulnerable Lebanese. In addition, the project will support the establishment of the anti-torture committee of the National Human Rights Commission, in order to develop a people-based approach to justice in the country.

The project is requesting the services of a national consultant expert in access to justice to provide support on legal aid for certain activities.

2. Scope of work, responsibilities and description of the proposed analytical work

The scope of work will include, but not be limited, to the following activities:

- Consultations with Ministry of Justice (MoJ), Bar associations of Beirut and Tripoli, UNHCR, UNRWA, national and international NGOs working on legal aid, and other relevant partners;
- Production of analysis, reports, concept notes, terms of reference, job descriptions, etc;
- Organize meetings and working group sessions; organize missions to field locations and to an international conference;
- Conduct field and monitoring visits;
- Provide UNDP with regular update on progress.

3. Expected Outputs and deliverables

Expected Outputs:

The activities of the project on legal aid receive necessary technical expertise for their implementation.

Expected Deliverables:

The consultant shall submit the following deliverables in English, word format.

Deliverables	Estimated time for completion	Target Due Dates	Review and Approvals Required
1. Desk Review of existing Legal Aid Providers; Development of the workplan	15	20 July 2018	UNDP
2. Summary of the briefings with UNDP, Ministry of Justice, Bar associations of Beirut and Tripoli, UNHCR and other partners	15	10 August 2018	UNDP
3. ToR of the Legal Aid Working Group Produced	20	31 August 2018	UNDP
4. 3 meetings of the Legal Aid Working Group organized	10	28 September 2018	UNDP
5. Concept note and SOPs for the Legal Helpdesk produced and validated by the MoJ	30	08 October 2018	UNDP
6. Job descriptions for the employees of the legal helpdesk produced	5	15 October 2018	UNDP
7. 3 pilots for the delivery of legal assistance identified; building to host the legal helpdesk identified jointly with the MoJ and relevant municipalities	10	26 October 2018	UNDP
8. Mission to the International Legal Aid Conference organized with Ministry of Justice and relevant partners	5	30 November 2018	UNDP
9. Concept note and operational plan for establishing a legal assistance hotline produced	10	30 November 2018	UNDP
10. Needs assessment, concept note and curriculum for the training of legal assistants produced, jointly with MoJ	40	25 January 2019	UNDP
11. 3 follow-up meetings of the Legal Aid Working Group organized	10	28 February 2019	UNDP
12. Final Report	10	28 February 2019	UNDP

4. Institutional arrangements

The consultant will work under the overall supervision of the CTA.

UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance related to the activity should be coordinated and approved by UNDP.

The consultant will rely of his/her own means of accommodation, transportation and communication. Therefore, these fees should be included in his/her financial offer.

REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones shown in section 3. It is expected that such approval shall not exceed 3 working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Chief Technical Advisor (CTA) shall respond within maximum of 3 working days and the decision may either be:

- a) Approval,
- b) Approval with reservations upon which the Consultant shall reply within 3 working days under penalty of rejection,
- c) Rejection with clear justifications.

5. Duration of work

The consultancy will require a total of 180 working days over a 9 months' period starting from contract signature.

INDICATIVE DURATION OF THE WORK	
MAIN TASKS	DURATION
Briefing with UNDP, Ministry of Justice, Bar associations of Beirut and Tripoli, UNHCR and other partners; development of the workplan	15 working days
Conduct a desk review of existing legal aid providers	15 working days
Write the ToR of the Legal Aid Working Group Produced; organize preparatory meetings for the Working Group; organize the first 3 Working Group meetings. Produce minutes and follow-up report for each Working Group meetings.	30 working day
Organize wide-range consultations with partners and sessions of the Working Group to discuss the Concept Note and SOPs for the Legal Helpdesk produced & Job Descriptions of the Legal Helpdesks employees; produce the Concept Note and SOPs; organize a validation session with MoJ	35 days
3 pilots for the delivery of legal assistance identified; building to host the legal helpdesk identified jointly with the MoJ and relevant municipalities	10 days
Prepare and accompany Lebanese Delegation to the International Legal Aid Conference; write a back-to-office report.	5 working days
Concept note and operational plan for establishing a legal assistance hotline produced	10 working days
Organize meetings of the Working Group and necessary additional consultations with national and international partners to conduct the needs assessment, develop the concept note and curriculum for the training of legal assistants	50 working days
Report writing	10 working days
Total:	180 working days

6. Duty station

The contractor will be working in the premises of the project (Beirut).

The consultant may be requested to work part-time in the premises of a national partner, at the request of the CTA. The consultant will conduct field missions to the pilot municipalities of the project; as well to any destination required by the project across Lebanon.

7. Requirements for experience and qualifications

The Individual Consultant should possess the following minimum qualifications and competencies:

a. Academic Qualifications:

BA required in Law required or related field required. Masters' Degree in Law or related field preferred. In lieu of Master's Degree, Bachelor's Degree and 7+ years of relevant experience.

b. Professional Experience:

- Five years of relevant professional experience in the area of access to justice and legal empowerment;
- Work experience on the provision of legal aid services and legal awareness;
- Good knowledge of the Lebanese justice system and culture;
- Experience with alternative dispute resolution mechanisms is an asset.

c. Competencies:

- Fluency in Arabic and English (oral and written);
- Strong interpersonal skills;
- Ability to listen and persuade;
- Strong oral and written communication skills;
- Strong analytical and drafting skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to communicate clearly and concisely for external and internal audiences;
- Responds positively to feedback;
- Ability to handle a large volume of work in an effective and timely manner.