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Terms of Reference (TOR)

Consultant – A2J Study – Project Management Support

Job Title: International Consultant –Project Management Support (Access to Justice Study)
Reports to: Team Leader, Effective Governance Unit, UNDP Solomon Islands
Application Deadline: 12 August 2018
Type of Contract: Individual Contract
Duty Station: Honiara, Solomon Islands
Language required: English
Expected Duration: up to 100 working days spread over 7 months 1 Sept 2018 and end March 2019, with 85 days in-country and 15days home based. One travel included during the holiday period (Dec-Jan) with approval from the CO.

A. BACKGROUND

The people of the Solomon Islands see ensuring effective systems for justice dispensation as a critical component for national peace and stability. This was evidenced in recent provincial and national peace dialogues. The importance of access to justice is also fully recognized by the Government, and it features as a priority in the Solomon Islands Justice Sector Strategic Framework (2014-2020) (JSSF), endorsed by key sector stakeholders in early 2014.

Against this background and taking into consideration UNDP's extensive global and regional experience, the Government and UNDP have agreed to partner to support improved access to justice across the Solomon Islands.

The UNDP project management support consultant will be responsible for overseeing the first stage of this partnership - the Initiation Plan Project for Access to Justice. The initiation plan project will lay the groundwork for longer term support to enhancing access to justice, through the development of a fully-fledged UNDP project and a study aimed at providing key decision makers with the information they need to better plan, coordinate and monitor the sector. One of the key activities is to conduct the nation-wide Access to Justice study and the project manager will be responsible for task managing the process to ensure that the Study Team Leader is able to carry out his or her duties in full and that the study progresses as per the agreed timeline.

Under close guidance of the UNDP Country Manager, the project management consultant will report to the UNDP Team Leader of the UNDP Effective Governance Unit. As a successful conclusion of the initial study, there is a high likelihood of a full-fledged A2J programme to be designed to follow the initiation plan.

B. Scope and Objectives

Under the overall guidance of the UNDP Country Manager and the Team Leader of the Effective Governance Unit, the Project Management support consultant will support the effective implementation of the initiation plan project for access to justice and contribute substantively towards the A2J study and the design of the full project. The following are summary key functions:

1. Ensure effective day to day management of the A2J Initiation Plan Project
2. Ensure timely execution of the A2J study by identifying key stakeholders and making necessary appointments/arrangements
3. Extend technical advice and inputs towards the A2J Study and design of the full A2J project
4. Build strategic partnerships with wider stakeholders and provide support to resource mobilization.

Specific Duties:

1. Ensure effective day to day management of the A2J Initiation Plan Project
 - Exercise overall responsibility for planning, management (including of the work plans and budget), implementation, monitoring and coordination aspects of the project implementation.
 - Ensure effective communication and information sharing amongst the key stakeholders , including the A2J technical working group. This includes timely organization of periodic project board meetings.
 - Ensure full compliance of operations with UN/UNDP rules, regulations and policies, implementation of operational strategies, including timely preparation and follow up on the project procurement plan, and the cost recovery in close consultation with the UNDP operations manager.
 - Liaise closely with UNDP regional A2J colleagues to promote their active engagement in the project, timely technical inputs and advisory support as needed.
 - Ensure principles of gender and social inclusion as the cross-cutting issue are addressed in every aspect of the project implementation and management with greater focus on gender equality, and women and youth engagement in project activities.
 - Provide regular updates on project implementation to the Team Leader, Effective Governance Unit and the UNDP Country Manager and highlight early potential bottlenecks or risks.
2. Ensure timely execution of the A2J study by identifying key stakeholders and making necessary appointments/arrangements
 - Support UNDP Governance Team Leader with all contract management related to the A2J study, including the finalisation of procurement processes (where relevant), monitoring of deliverables and timelines, disbursements of payments and adherence to terms and conditions.
 - Ensure close monitoring of all components of the study, including regular updates from the research team and briefings to the A2J Technical Working Group (TWG).
 - Provide assistance as needed to support the team to overcome bottlenecks or unexpected challenges, so as to maintain adherence to the timeline and study objectives.

- Provide quality assurance to all outputs, including proof reading, editing for sensitivities and other related support.
 - Participate in select data collection initiatives (noting issues of confidentiality etc.) for the purpose of documenting the process and developing communication products and knowledge products.
 - Provide support to the research team to link up with the A2J TWG and other relevant stakeholders for information collection purposes by making contacts and arrangements for meetings.
 - Provide technical inputs to the study by following up on data collection, validating data integrity by cross-checking and collecting necessary secondary and primary data as required by the Team Leader.
 - Ensure an ethical approach to all aspects of the survey methodology, with particular focus on 'doing no harm' and exercising conflict sensitivity during outreach and questioning.
3. As a member of the A2J study team, extend technical advice and inputs towards the A2J Study and design of the full A2J project
- Working with UNDP regional and global advisors, and drawing on relevant knowledge products, ensure the new project design is informed by best practices and lessons learned.
 - Oversee the drafting process for the new project, including collation of technical inputs and preparation of the document in line with POPP guidelines and RBM requirements.
 - Work closely with the research team to ensure the research tools are designed to meet the needs of UNDP and the Government, and are tailored appropriately for the context.
 - Provide analytical support towards the presentation of the study's findings and contribute towards the formulation of policy options.
4. Build strategic partnerships with wider stakeholders and provide support to resource mobilization.
- Ensure strong partnerships and coordination between the UNDP, Ministry of Justice and Legal Affairs, the funding partner and other project stakeholders.
 - Provide written updates and presentations to the Project Board and ensure logistical and secretariat support to the Board.
 - Provide secretariat support to the effective functioning of the A2J TWG, including logistical arrangements for meetings, setting of agendas, outreach to participants, drafting of meeting minutes and follow up as required.
 - Development of partnerships with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, and civil society including youth groups in the areas related to A2J programming and policy.
 - Actively contribute to resource mobilization for longer term support towards UNDP's A2J programming.
 - Ensure effective coordination and communication amongst project partners as well as advocacy and outreach to the wide society.
5. Perform other duties as required.

C. The Consultant Profile

COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- Ensures that the project is consistent with UN/UNDP values.
- Treats peers fairly by maintaining consistent values inspiring trust and confidence through personal credibility
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions
- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of the project.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly and without favoritism.

Functional Competencies:

Job Knowledge/Technical Expertise / In-depth knowledge of the Subject-matter

- Theoretical and practical knowledge of democratic governance, access to justice, human rights and gender related project assistance.
- Strong understanding of dynamics in government, civil society and the donor community in developing countries.
- Shares knowledge with staff.
- A passion for innovation and new thinking in the area of justice sector programming.
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments.

Knowledge Management and Learning

- Focuses on tasks/activities which have a strategic impact on project and capacity development activities
- Promotes a supportive environment to enhance partnerships, leverages resources and build support for UNDP's strategic initiatives
- Collaborates with partners and team to create and apply knowledge and concepts that will help partners achieve UNDP's development objectives within the country and regional context
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
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Management

- Demonstrates proven team-working skills, specific experience of mentoring colleagues and of other aspects of capacity development.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Effective communication skills and ability to establish good working relationships with national and local authorities, and donor partners.
- Demonstrates openness to change and ability to manage complexities.

- Remains calm, in control and good humored even under pressure.
- Ability to work and act under pressure and with discretion in a politically sensitive environment, with a minimum of comfort.
- Proven negotiation, analytical, networking and organizational skills.

Development and Operational Effectiveness

- Demonstrated strong analytical and networking skills.
- Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of interventions, managing data, reporting.
- Ability to engage with various partners and stakeholders at different levels, to establish and maintain contacts with senior-level officials of the host government and represent UNDP in national and regional for a.
- Capacity to implement the strategic vision and project goals as laid down in the Project Document;
- Proven performance in organizing and coordinating major initiatives, events or challenging inter-organizational activities.
- Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs.

Communications and Networking

- Has excellent oral communication skills in English and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Has excellent written communication skills in English, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.

D. QUALIFICATIONS

Education

- Advanced University Degree (Masters or equivalent) in Law or a related field with legal oriengation.

Experience

- At least five years of experience working in project implementation and project management in the area of access to justice and rule of law required;
- Proven experience on project management in UNDP strongly desired.
- Experience in working with justice institutions in a developing country required. Expeirnece in the Pacific or small islands states is an asset.
- Working knowledge and experience in access to justice related projects (design, management, implementation and resource mobilisation) required, preferably in the context of UNDP.
- Proven experience in overseeing or being a part of large research initiatives related to access to justice baseline studies.
- Demonstrated initiative, problem solving skills and focus on outcomes and ability to meet deadlines.
- Strong oral and written communication skills in English.

Language

- Excellent working knowledge of English.
- Fluency in the national pidgin is an advantage, but not required.

E. Expected Outputs

Expected Deliverables:

1. Quarterly work plans for the project and progress reports
2. Project board meetings organized as planned
3. Draft and final reports of the A2J study as approved by UNDP and partners

F. Timeframe

The envisaged time frame of the consultancy is initially a total of about 100 days between Sept 2018 to March 2019 and around 85 of which should be primarily working from the Solomon Islands during the research period. Up to 15 days of home-based work (for preparatory work and home-based data analysis and report writing support during the Solomon Islands holiday period – Dec and Jan). In addition to the deployment related travel to and from the home base, one trip back home can be considered as part of the financial proposal (for the Solomon Islands holiday period in end Dec to early Jan) if required.

G. Evaluation Criteria

Evaluation Method	
<i>Cumulative analysis</i>	
<p>The applications will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The applications with the highest cumulative scoring will be awarded the contract. Shortlisted applicants will be contacted for a brief interview.</p> <p>Applications will be evaluated technically and points are attributed based on how well the applications meets the requirements of the Terms of Reference using the guidelines detailed in the table below:</p> <p>When using this weighted scoring method, the award of the contract should be made to the individual Specialist whose offer has been evaluated and determined as:</p> <p>a) responsive/compliant/acceptable, and</p> <p>b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.</p> <p>* Technical Criteria weighting; 70%</p> <p>* Financial Criteria weighting; 30%</p>	
Criteria	Points
Technical	70%
Qualifications	15%
1. Advanced University Degree (Masters or equivalent) in Law or a related field with legal orientation.	

Technical Experience:	30%
<ol style="list-style-type: none"> 1. Theoretical and practical knowledge of democratic governance, access to justice, human rights and gender related project assistance. 2. Strong understanding of dynamics in government, civil society and the donor community in developing countries. 3. A passion for innovation and new thinking in the area of justice sector programming. 4. Demonstrates comprehensive knowledge of information technology and applies it in work assignments. 	
Management:	25%
<ol style="list-style-type: none"> 1. Demonstrates proven team-working skills, specific experience of mentoring colleagues and of other aspects of capacity development. 2. Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback. 3. Effective communication skills and ability to establish good working relationships with national and local authorities, and donor partners. 4. Demonstrates openness to change and ability to manage complexities. 5. Remains calm, in control and good humored even under pressure. 6. Ability to work and act under pressure and with discretion in a politically sensitive environment, with a minimum of comfort. 7. Proven negotiation, analytical, networking and organizational skills. 	
Financial Proposal	30%
Cumulative	

H. Financial Proposal

All Inclusive Lump Sum Fee: USD (_____)

Amount in words:

(USD._____)

Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her “***All Inclusive Lump Sum Fee***” financial proposal including his/her consultancy and professional fee, honorarium, air travel to and from Honiara, board and lodging expenses whilst in the Solomon Islands, communication costs such as telephone/internet usage, local travel within Honiara, printing cost, ad-hoc costs, stationery costs, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. The UNDP will only pay for in-country travel outside of Honiara (i.e. flights and boats to the Provinces for data collection) on actual basis and on prior agreement with UNDP officials.

For an Individual Contractor who is of 62 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored in to the financial proposal above. Medical examination is not a requirement for individuals on RLA contracts.

I. Proposed Payment Schedule for Services

The Project Management Support consultant will be paid according to the schedule below

1. 10% Upon submission and approval of the project management workplan.
2. 50% Upon completion of each quarterly workplans and progress report (25% per quarterly report)
3. 10% Upon submission of the draft project report
4. 30% Upon submission and approval of the Final Report

J. How to Apply

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position.
- An indication of your **availability**, i.e. are there periods that you already know of when you would be unavailable to work either from the Solomon Islands or from home.
- **Updated CV** to include qualifications/competencies and relevant experience in similar projects and name/contact details of 2 professional referees who can validate and recommend your professionalism, competencies and suitability to undertake this assignment.
- Samples of related work (email link or electronic copy)
- Individual consultants will be evaluated based on a combination of factors including cover letter and the credentials on offer, possibly an interview, and the offer which gives the **best value for money for the UNDP**.
- **Please duly fill the below financial proposal and attach to the last page of the CV along with all other required documentation above.**
- To apply please access UNDP Jobs site <http://jobs.undp.org>.