

Terms of Reference

National or International consultants: National consultant

Description of the assignment: Junior Specialist in Access to Justice to support the project on legal aid

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

Period of assignment/services: 4 months – Full time - (84 days)

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 looking to recruit a Junior specialist in access to Justice consultant to support certain activities of the project on legal aid accordingly.

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

The tasks of the consultant will include, but be limited to, the following:

- Support the Senior Expert in the consultations with the Ministry of Justice (MoJ), Bar associations of Beirut and Tripoli, UNHCR, UNRWA, national and international NGOs working on legal aid, and other relevant partners;

- Support the Senior Expert in the production of analysis, reports, concept notes, terms of reference, job descriptions, etc;
- Support the Senior Expert in the organization of meetings and working group sessions; support in the organization of missions to field locations;
- Organize monitoring visits;
- Provide UNDP with regular update on progress.

INDICATIVE DURATION OF THE WORK	
MAIN TASKS	DURATION
Briefing with UNDP, Ministry of Justice, Bar associations of Beirut and Tripoli, UNHCR and other partners; visits of UNDP pilot municipalities; development of the workplan	15 working days
Conduct a desk review of existing legal aid providers	10 working days
Prepare documents for the 2 meetings of the Legal Aid Working Group	15 working days
Organise 3 preparatory meetings with national partners related to production of concept note and SOPs for the Legal Helpdesk; produce draft minutes of the meetings	20 working days
Organise at least 3 visits of potential pilot municipalities for the delivery of legal assistance; produce the minutes	18 working days
Weekly reports and Final report writing	6 working days
Total:	84 working days

The consultant will work with a part-time senior legal aid expert and will assist her/him in the activities related to legal aid.

3. Expected Outputs and deliverables

Expected Outputs:

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

Expected Deliverables:

The consultant is responsible to deliver the following deliverables within the set delivery schedule:

Deliverables	Estimated time for completion	Target Due Dates	Review and Approvals Required
1. Work Plan and Desk Review of existing Legal Aid Providers	14 working days	14 December 2018	UNDP

2. 4 weekly progress reports produced	2 working days	21 December 2018	UNDP
3. Preparatory documents for the 1 st meetings of the Legal Aid Working Group produced; minutes of the 1 st meeting produced.	10 working days	28 December 2018	UNDP
4. Preparatory documents for the 2 nd meeting of the Legal Aid Working Group produced; minutes of the 2 nd meeting produced.	12 working days	18 January 2019	UNDP
5. 4 weekly progress reports produced	2 working days	01 February 2019	UNDP
6. At least 3 preparatory meetings with national partners related to production of concept note and SOPs for the Legal Helpdesk organized; draft minutes of the meetings produced.	20 working days	28 February 2019	UNDP
7. 4 weekly progress reports produced	2 working days	28 February 2019	UNDP
8. At least 3 visits to potential pilot municipalities for the delivery of legal assistance organized; minutes of the visits produced.	19 working days	29 March 2019	UNDP
9. 4 weekly progress reports produced	2 working days	29 March 2019	UNDP
10. Final Report	1 working day	29 March 2019	UNDP

4. Institutional arrangements

The consultant will work under the overall supervision of the CTA. The consultant will work closely with the senior legal aid consultant that will coach him/her during the consultancy.

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.

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 84 working days over a 4 months' period starting from contract signature. The consultant will work full-time every week.

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 in the pilot municipalities of the project; as well to any destination required by the project. Costs related to field visits will be covered by the project.

7. Requirements for experience and qualifications

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

a. Academic Qualifications:

University Degree in Humanities, Social Sciences, Psychology, Law or related field.

b. Professional Experience:

- Up to 1 year of experience in the area of human rights (civil, political, social, etc);
- Demonstrated experience in drafting documents in Arabic;
- Work experience in the justice sector is an asset;
- Work experience with civil society 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;
- Proactive;
- 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.

8. Scope of Price Proposal and Schedule of Payments

All proposals must include a technical and financial offer be expressed in lump sum taking the following into

consideration:

- i) the lump sum amount must be “all-inclusive¹”;
- ii) the contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

- 15 % upon reception of deliverables 1 and 2 (validated by UNDP);
- 15% upon reception of deliverable 3 (validated by UNDP);
- 15% up reception of deliverable 4 (validated by UNDP);
- 25% upon reception of deliverables 5, 6 and 7 (validated by UNDP);
- 30% upon reception of deliverables 8, 9 and 10 (validated by UNDP).

¹ The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.