

Terms of Reference (TORs) For Recruitment of National Justice Sector Expert

GENERAL INFORMATION

Services/Work Description:	Recruitment of Short-term Individual Consultant for providing technical support to key Justice Sector institutions, and more specifically to the Supreme Court
Project/Program Title:	Governance and Democratic Participation Programme
Post Title:	National Justice Sector Expert
Duty Station:	Addis Ababa
Expected Places of Travel:	Selection Regions (TBC)
Duration:	Six months
Expected Start Date:	Immediately after Signing the Contract

1) BACKGROUND

Since 1995, Ethiopia has adopted a multiparty parliamentary system and a federal structure devolving power to nine regions and two city administrations. It has embarked on a process of capacitating the governance architecture; reforming the civil service, building capacity of democratic institutions, strengthening rule of law, deepening decentralization and improving the delivery of basic services. Gains were recorded in broadening opportunities for political participation, advancing human rights and rule of law and improving democratic practice. Nonetheless, and despite notable progress recorded, there is a long way to go in terms of ensuring good governance, consolidating democracy, rule of law, protection of human rights, prevention of violent conflicts, managing diversity and promoting social cohesion.

Since his ascendancy to the helm of power in Ethiopia, Prime Minister (PM) Dr. Abiy Ahmed has launched a series of bold and comprehensive reforms unprecedented in the history of the country. At the heart is the goal to promote sustainable peace, reconciliation, and inclusion in Ethiopia; strengthen justice and the rule of law, accountable systems of governance, and improve the democratic space to accommodate all peoples, interests, and views in Ethiopia; and promote economic integration for peace and prosperity with Eritrea and in the Horn of Africa region.

On the rule of law, the PM has embarked on repealing some of the most contested laws, and justice reforms more broadly. He established the Legal and Justice Affairs Advisory Council (LJAAC), under the leadership of the Attorney General's Office (AGO) with primary mandate in enhancing legal reform and making the justice sector independent and credible, to restore public confidence in the judicial system and the rule of law.

More recently, the election of the new Chief Justice (a woman for the first time in Ethiopia's history) was also notable in an attempt to ensure a new influx of dynamism into the judiciary branch of government and reconfirming a clear investment in rule of law and access to justice.

UNDP is engaged with the Supreme Court, the OAG and the LJAAC in justice sector reform activities and intends to deepen its partnership through the mobilization of a National Justice Sector Expert who would provide technical support to key Justice Sector institutions, and more specifically to the Supreme Court. The Justice Sector Expert will also work in close collaboration with the UNDP Country Office, particularly with the Governance team, to identify policy and programming opportunities for the CO engagement on Justice Sector Reform, including the development of a justice sector reform programme. S/he will enable the Government of Ethiopia – the Supreme Court in particular – to ensure modern Rule of Law Standards and practices are included in the national strategic interventions and that a clearer strategic visioning of Justice Sector Reform is articulated.

2) SCOPE OF THE WORK

The scope of the work and the tasks that national justice sector consultant is supposed to perform are:

- 1) **Develop an Inception Report** based on a comprehensive literature review, identifying the methodological approach to be followed in the implementation of the assignment. The Inception Report will also include a timeline for the implementation of the various deliverables below featured.
- 2) **Support the Supreme Court in developing its '100-day plan' and 'Achievements Dashboard', and support the implementation of quick-wins:**
 - Engage with senior leadership of the Supreme Court and facilitate the identification of key priority areas for judiciary reform, substantiated with strong analytical work and evidence;
 - Identify quick-wins and high impact activities to be included in the 100-day Plan and achievements dashboard of the Supreme Court and support the implementation of the plan/dashboard, which would include measurable indicators of performance and a clear communication and information dissemination plan/activities;
 - Draft a policy note that presents recommendations for the Supreme Court to consider as priority areas for internal institutional enhancement/restructuring and support their implementation;
- 3) **Support the Supreme Court re-structure the Justice Sector Steering Committee and support the re-engagement of all key actors in the coordination structure**
 - Assess and evaluate the structure and mandate of the Justice Sector Steering Committee and draw lessons learned to be presented to the Chief Justice;
 - Review and provide recommendations for improvements/redraft to the Terms of Reference (ToR) and composition/membership of the Steering Committee;
 - Engage with key justice sector actors in order to ensure buy-in to the new and revamped coordination structure as approved by the Chief Justice;
 - Prepare and deliver technical inputs/presentations to support the work of the Steering Committee as required;
 - Coach Supreme Court department/unit assigned to take over the secretarial support to the Steering Committee. This would include developing agendas and drafting minutes of meetings;
 - Support the Supreme Court to disseminate and effectively communicate on the work of the Steering Committee.
- 4) **Provide technical guidance and inputs to the design and implementation of the justice sector reform strategy through performing needed analysis and assessment:**

- Synthesize previous/past assessments and strategies and distill in an analytical report lessons learned and action points that are still of relevance to the current context;
- Identify data/evidence gaps that would require to be gathered and work jointly with the international expert to identify most suitable methodologies and approaches to gathering required data, including if needed implementing a comprehensive justice sector assessment;
- Facilitate consensus among National Counterparts, within the framework of the Steering Committee, on the scope and the parameters of the justice sector assessment to be considered;
- Design the Justice Sector Assessment, ensuring full buy-in from national counterparts, UN agencies and key development partners (joint activity with the international expert);
- Ensure appropriate mainstreaming of human rights principles and standards and gender responsive approach in the methodology of assessments/data gathering endeavors;
- Provide technical support and guidance during the implementation phase;
- Support the Steering Committee in reviewing the initial assessment to decide on the pillars for the justice sector reform strategy;
- Coordinate among the sector to ensure appropriate engagement of all relevant stakeholders and civil society partners.
- Support the Steering Committee, led by the Supreme Court, to develop an operationalization plan for Justice Sector Reform and engage in its implementation.

The expert is expected to have a high level of adaptability to changes in the context. It is expected that s/he would adjust her/his deliverables to address emerging priorities, as defined by the leadership of the Justice Sector Steering Committee.

3) EXPECTED OUTPUTS AND DELIVERABLES

The expert will specifically focus on achieving the following key outputs and deliverables in close consultation with national counterparts, relevant technical staff and senior management of the Country Office:

- 1) Support the Supreme Court in developing its '100-day plan' and 'Achievements dashboard', and support the implementation of specific quick-wins;
- 2) Support the Supreme Court re-structure the Justice Sector Steering Committee and support the re-engagement of all key actors in the coordination structure;
- 3) Provide technical guidance and inputs to the design and implementation of the justice sector reform strategy through performing needed analysis and assessments.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Support the Supreme Court in developing its '100-day plan' and 'Achievements dashboard', and support the implementation of specific quick-wins;	40 working days (10 weeks)	Supreme Court, Governance and Capacity Development

2	Support the Supreme Court re-structure the Justice Sector Steering Committee and support the re-engagement of all key actors in the coordination structure;	40 working days (8 weeks)	Supreme Court, Governance and Capacity Development
3	Provide technical guidance and inputs to the design and implementation of the justice sector reform strategy through performing needed analysis and assessments.	52 working days (10 weeks)	Supreme Court, Governance and Capacity Development
		132 Working days (6 months)	

4) INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Individual National Consultant will be based at Addis Ababa and will be expected to closely work technical support to key Justice Sector institutions, and more specifically to the Supreme Court to provide technical support. Functionally, s/he will be reporting to the Governance Team Leader within UNDP, occasionally liaising with Country Director, and assisted by the Country Office's governance team.

5) LOGISTICS AND ADMINISTRATION SUPPORT TO PROSPECT IC

The selected National Justice Sector Expert will be based at the Supreme Court. S/he will need to report to the Supreme Court on daily basis during the duration of the assignment and abide by official working hours.

The Expert is expected to arrange and cover for her/his transportation from and to the Supreme Court. The Expert will be responsible for paying income tax, as applicable, to the Government of Ethiopia.

6) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES TO TRAVEL

The assignment is for duration of six months. The duty station of the national consultant is Addis Ababa, Ethiopia; with possible travel to the regions as needed.

7) REQUIRED EXPERTISE AND QUALIFICATIONS

a) Education:

- Advanced university degree in Law.

b) Work Experience

- 10 years of relevant experience working in the justice sector;
- Relevant experience working on justice sector, access to justice and human rights at high level state institutions, including oversight bodies;

- Proven experience of working with high-level national counterparts and capacity to deliver strategic advice;
- Strong knowledge of Ethiopia's governance system and the recent reforms is a must;
- Proven record and experience in assessment methodologies and drafting of analytical research reports and project design.
- Past experience in the judiciary is a distinct advantage;
- Experience in working with the United Nations is advantageous.

c) Languages

- Fluency in Amharic and English, written and spoken.

d) Functional / Technical Knowledge:

- Excellent written communication skills in Amharic and English, including editing;
- Excellent time management and ability to produce outputs as per agreed deadlines.
- Ability to work seamlessly in a multi-cultural environment.
- Ability to design UNDP projects according to UNDP's rules and regulations.

e) Core Competencies

Corporate Competencies:

- ❑ Demonstrates integrity by modelling the UNs core values and ethical standards;
- ❑ Promotes the vision, mission, and strategic goals of the UN;
- ❑ Displays cultural, gender, religious, racial, nationality and age sensitivity;

Functional Competencies:

Knowledge Management and Learning

- ❑ Promotes a knowledge sharing and learning culture;
- ❑ In-depth knowledge on issues of governance in general and media in particular;
- ❑ Ability to effectively engage with senior officials and advocate and provide policy advice;

Development and Operational Effectiveness

- ❑ Result oriented: ability to apply results-based management and reporting;
- ❑ Ability to analyse emerging trends, institutional and governance issues and present practical and actionable proposals and recommendations;
- ❑ Ability to provide evidence-based professional advice and to develop strategic policy options and proposals;
- ❑ Ability to effectively engage and maintain partnerships with key stakeholders;

Management and Leadership

- ❑ Focuses on impact and results for the client and responds positively to feedback and guidance;
- ❑ Understands and applies appropriate team roles effectively and shows conflict resolution skills;

- ❑ Consistently approaches work with energy and positive and constructive attitudes;
- ❑ Demonstrates strong oral and written communication skills;
- ❑ Builds strong relationships with clients and external partners and actors;
- ❑ Remains calm, in control and diplomatic even under pressure;
- ❑ Demonstrates ability to manage complexities and to deliver under pressure;

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

8) CRITERIA FOR SELECTING THE BEST OFFER

Qualified Individual Consultants (ICs) are expected to submit **Technical** and **Financial Proposals**. Only applicants who fulfil the qualifications will be shortlisted and contacted.

Consultants will be evaluated based on **cumulative analysis** as per the following scenario:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

In this regard, the respective weight of the proposals is:

- a. Technical Criteria weight is **70%**;
- b. Financial Criteria weight is **30%**.

Selection Criteria:

Criteria	Weight	Max.
Point Technical Competence (based on CV, proposal & Interview (if required))	70%	70
• Criteria a: Minimum educational background		15
• Criteria b: Experience in similar projects and contracts		15
• Criteria c: Understanding the Scope of Work and Methodology)		25
• Criteria d: Analytical and writing/communication Skills		15
Financial (Lower Offer/Offer *100)	30%	30
Total Score= Technical Score *70% + Financial Score * 30% =100%		

9) PAYMENT TERMS

Payment will be based on deliverables. A detailed work plan will be developed and agreed to break down the deliverables and the associated cost. Based on assessment of performance and deliverables, the national Justice Sector Consultant will get its payment on monthly basis.

10) RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

Interested consultants with the required qualification and expertise must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal explaining why the applicant is the most suitable candidate for the work and providing a brief methodology on how they will approach and conduct the work (including a break-down of working days). The applicant/s must attach CVs of experts including experience in similar projects and at least 3 references;
2. Financial proposal, all included, such as professional fees, travel costs, etc. (in a separate e-mail)).

11) ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultant needs to apply standard ethical principles during the course of the assignment. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the consultants under this assignment shall become and remain properties of UNDP.

12) HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications before the deadline