**United Nations Development Program**



**TERMS OF REFERENCE**

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| **Job ID/Title:** | FINAL EXTERNAL EVALUATION OF THE STRENGHTENING PUBLIC CONFIDENCE IN THE JUSTICE SYSTEM PROJECT |
| **Duty Station:** | Bissau, Guinea-Bissau |
| **Category:** | National Expert |
| **Additional Category:** |  |
| **Brand:** |  |
| **Type of Contract:** | Individual Contract |
| **Category (eligible applicants):** | External |
| **Application Deadline: (Please allow at least one week)** | 04/02/2019 |

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| **Languages required** | Arabic |  | English | X | French | X | Russian |  |
| Spanish |  | Chinese |  | Portuguese | X | Other |  |

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| **Starting date** | 04/03/2019 |
| **Duration of Contract (# of Days)** | 30 working days |
| **Expected Duration of Assignment** | 5 weeks |
| **Office facilities** | Connection to the internet, building pass |

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| **1. Background and rationale**  Guinea-Bissau has been going through a vicious cycle of political instability since its independence, stemming from intertwining causes, including impunity and lack of access to justice. Although justice is the foundation of peace, social cohesion and democracy, in Guinea-Bissau there is a huge gap between the constitutional right to access to justice (Article 32 of the Constitution) and the national legal reality due to the limited/ non-functioning of the state justice system.  The lack of access to justice and the prevailing culture of impunity, both for grave crimes committed by persons in position of power and for crimes occurring in the normal social context, have severely weakened popular confidence in the justice system. In addition to discrediting the legal system, these dynamics have also undermined the country’s chances of peace, stability, development and national reconciliation by fostering cycles of violence and vigilant justice.  The main challenges faced by the sector are related to the absence of a reliable information system along the justice chain, the inexistence of appropriate infrastructure to host judicial facilities throughout the country, citizens’ lack of the awareness of their fundamental rights and their access to justice services.  Altogether, this results in the population failing to develop trust in State justice institutions as these bodies and their leaders are perceived as being ineffective and biased toward the interests of the powerful, rather than responsive to citizens.  In this context, and to overcome the abovementioned bottlenecks, the United Nations Development Programme (UNDP) in partnership with the United Nations Peacebuilding Fund (PBF) developed this project. It was framed within the general vision of stability, peace and good governance in Guinea-Bissau, as highlighted in the Peacebuilding Priority Plan. And it aimed at contributing to improving the delivery of justice services through the establishment of a criminal records database, a new functioning vision model, which will be an important tool to provide more transparency and accountability within the system, the construction and proper functioning of a House of Justice in Gabù, - eastern part of the country -, a new concept that regroups all justice services, and the awareness raising, and capacity building efforts, on human rights and access to justice in Gabù, through two micro-grants signed with national civil society organizations.  Project Outcome: Independent and impartial justice system increases citizens’ confidence in the State commitment to the Rule of Law.  Project Outputs: 1) Inputs and outputs of the criminal records database defined; 2) The Judicial services are fully functioning in Gabù; and 3) Knowledge of the population on access to justice is reinforced.  **2. Objective of the assignment**  The objective of this assignment is conduct a final external thorough evaluation of the project to provide accurate recommendations and lessons learned for future and ongoing PBF funded projects.  **3. Duties and Responsibilities**  The consultant will work in a team with a national consultant, under the overall supervision of the UNDP’s Representative Resident and the technical supervision of the Chief Technical Adviser for the Justice Reform and in close collaboration with the national stakeholders. The consultant is expected to perform the following activities:  • Review documents and consult with UNDP senior management and rule of law and justice team members to better understand the project, including its design process, implementation aspects and expected results;  • Review the project results and resources framework, progress and financial reports, monitoring reports and contribution agreements signed with partners;  • Prepare and conduct interviews with key stakeholders and project beneficiaries and central and regional level;  • Conduct a comprehensive analysis of the rule of law and justice project activities and results reported vis a vis evidence data collected in the field to assess its relevance, efficiency, efficacy, impact and sustainability;  • Assess partners views on UNDP Guinea-Bissau current and future role in supporting the rule of law and justice sector, including views on where UNDP has comparative advantages;  • Assess the project approach to communication and knowledge management and make suggestions on how to strengthen these aspects;  • Organize a workshop session to present the final evaluation report for validation by the key stakeholders, including donors, the government and civil society organizations;  • Draft a final report including the comments from the workshop, among others.  **4. Deliverables**  The following deliverables are expected:  • A methodological concept note;  • A draft report;  • The organization of a validation workshop;  • A final report including the inputs from the workshop validation.  **5. Duration of the assignment**  The assignment must be conducted within five weeks – 30 working days.  **6. Consultant Profile**   * Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products; * Professional and/or academic experience in one or more of the areas of the Development or knowledge management field; * Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs; * Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service; * Ability to work independently, produce high quality outputs; * Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly; * Strong presentation skills in meetings with the ability to adapt for different audiences; * Strong analytical, research and writing skills with demonstrated ability to think strategically; * Strong capacity to communicate clearly and quickly; * Strong inter-personal, negotiation and liaison skills; * Excellent writing, research, analysis and presentation skills.   Education:   * Bachelor’s degree in law, human rights, political science, development studies or similar areas; * Certification in monitoring and/or evaluation is desirable.   Experience:   * Proven 5 years’ experience in managing or/and evaluating development programs/projects, especially with UNDP; * Knowledge and demonstrable experience in the field of rule of law, human rights and access to justice; including with UNDP is an asset; * Knowledge and demonstrable experience working with civil society organizations in Guinea-Bissau: * Proven knowledge of Guinea-Bissau’s social context and/or rule of law and justice sector is strongly desirable; * Experience in the use of computers and office software packages as well as web-based management systems.   Language:   * Proficient spoken and written French and/or English; * Proficiency in Portuguese and good knowledge of Bissau-Guinean creole.   **GUIDELINES FOR APPLICATION:**  Required documents:   1. A cover letter explaining why you are the most suitable candidate for this assignment; 2. A brief methodology on how you will approach and conduct the tasks, describing the tools and workplan proposed for this assignment; 3. A financial proposal; 4. A personal CV including past experiences in similar projects and at least 3 professional references.   Lump sum contracts: The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the ToR.  In order 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).  Travel: All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.  In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Individual Consultant wish to travel on a higher class he/she should do so using their own resources.  In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.  Evaluation: Individual consultants will be evaluated based on the following methodologies:  Cumulative analysis  When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:   1. Responsive/compliant/acceptable; and 2. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation; 3. Technical Criteria weight – 70 points; 4. Financial Criteria weight – 30 points.   Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.  Evaluation criteria:   1. Education background - 10 points; 2. Experience as defined in the ToR - 20 points; 3. Competences as defined in the ToR - 10 points; 4. Understating of the ToR - 15 points; 5. Methodology and overall approach - 25 points;   Overall quality of the proposal (comprehensiveness, structure, language and clarity) - 20 points. |