



TERMS OF REFERENCE

Reference	PN/FJI/31/19
Title	Judicial Training Institutional Expert
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Location	Suva, Fiji
Application deadline	24 th May 2019
Duration of Initial Contract:	60 days between 01 July – 30 November 2019

BACKGROUND

Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development. The UNDP Pacific Office in Fiji is implementing projects as part of an overall programme in these areas including the Fiji Access to Justice Project. The Fiji Access to Justice Project supports access to justice for impoverished and vulnerable groups through empowering people to access legal rights and services through the relevant key justice institutions, in conjunction with strengthening those key justice institutions to undertake improved service delivery.

The objective of this consultancy is to work with the Judicial Department to carry out a needs assessment for a Training Academy, and develop the framework for the establishment of a Judicial Training Academy in Fiji.

This consultancy will contribute to the following outputs and activity results in the Fiji Access to Justice Project:

Output 2: Enhanced institutional capacity of Judicial Department and other institutions to deliver access to justice for impoverished and vulnerable groups.

Activity Result 2.2: The capacity of the Judicial Department is strengthened to enable improved service delivery and responsiveness to priority areas identified by the Access to Justice Assessment.

Activity 2.2.3: Support to the Judicial Department in *accessing and hosting international and regional knowledge networks* in relation to access to justice.

Activity 2.2.4: Support to the Judicial Department in the *production and implementation of a training plan and train the trainer programme*, and the evaluation of its subsequent impact; with the design of the training plan to be responsive to priority areas identified by the Access to Justice Assessment.

Activity 2.2.5: Support to the Judicial Department in the production of a *feasibility study on the creation of a judicial training institute*.

The Judicial Department currently runs training programmes internally and works with international institutions in Fiji for trainings on an ad hoc basis. The Judicial Department is interested in formalizing the trainings programmes carried out under its Training Unit, strengthening the training programmes provided to the Judicial

Department officials – judges, magistrates and court and support staff. A five-year roll out plan could be expanded to include other justice and legal officials within Fiji and throughout the Pacific Region.

The Judicial Department is seeking to conduct a mapping of training needs, and develop a framework for the establishment and growth of a strong Judicial Training Academy to service the needs of judicial and justice officials throughout Fiji and supporting knowledge exchange across the Pacific Region.

DUTIES AND RESPONSIBILITIES

Scope of Work and Outputs

The Adviser will work in consultation with the Fiji Judicial Department leadership to determine their logistical and technical needs for the establishment and development of a Judicial Training Academy, including concrete guidance on institutional and curriculum development.

The Expert will undertake the following:

1. Travel to Fiji to meet the Fiji Judicial Department leadership, introduce roles, cover the expectations of the project, and finalize methodology;
2. Carry out a needs assessment through review of the existing facilities, capacity and training plans/curricula currently used by the Judicial Department, and other factors of relevance;
3. Conduct review of any additional relevant documentation and prepare a short comparative review of examples of judicial training institutes established in other comparable common law jurisdictions;
4. Conduct interviews with all relevant stakeholders (primary – Judicial Department leadership, Training Unit leadership, secondary - Attorney General, Solicitor General, Minister of Justice, Legal Aid Commission Acting Director, law professors, private lawyers) to establish a vision for the shape the Judicial Training Academy should take;
5. Triangulate points 2, 3 and 4 with final policy decisions made by the Judicial Department to develop:
 - o A draft roadmap of the framework for the Fiji Judicial Training Academy, including the requirements for its establishment and the way in which it should grow (both/either) nationally and regionally;
 - o A draft five-year training plan for the Judicial Department, other officials/professionals in the Fiji justice sector, other regional justice sector officials;
6. Work with the National Consultant to provide logistical options for the realization of the establishment of the Judicial Training Academy.
7. Convene a validation session to present the Judicial Department with draft training plan and draft roadmap for the Fiji Judicial Training Academy, including clear options where final decisions need to be made;
8. Finalise the five-year training plan and roadmap of the framework for the Fiji Judicial Training Academy;

Institutional Arrangement

- The Judicial Training Institutional Expert will work partially from home and travel to Fiji as necessary to coordinate with the Judicial Department leaderships, meet with officials in the justice sector, and survey the realities on the ground to test feasibility of institutional assumptions.
- The consultant will be expected to provide their own computer and phone, and can be given office space at the UNDP offices when and as required.

Reporting

- The Judicial Training Institutional Expert will report to the UNDP Access to Justice Programme Manager and Technical Adviser, and work in close coordination with the Fiji Judicial Department leadership.
- All reports and documents relating to the assignment will be submitted to the UNDP Pacific Office in Fiji.

Duty Station

- The consultant will be based in Suva, Fiji for the duration of the assignment for a maximum period of

60 days as per breakdown provided below:

Deliverable	# of Days
Inception report with proposed methodology.	2 days
Training/capacity needs assessment conducted.	10 days
Needs assessment report developed.	5 days
Document/resource review and interviews conducted.	15 days
Draft roadmap of the framework for the Fiji Judicial Training Academy developed.	10 days
Draft five-year training plan developed.	10 days
Validation session convened.	1 day
Final five-year training plan and concrete roadmap of the framework for the Fiji Judicial Training Academy submitted and accepted.	7 days

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Graduate qualification in Law or relevant subject;

Experience

- A minimum of 15 years' professional experience in working with/within a Judicial Training Academy, including operational institutional experience;
- Has experience in establishing Judicial Training Academies/Institutes in similar contexts.

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1: Inception report with proposed methodology: 20% of total contract amount
- Deliverable 2: A draft roadmap of the framework for the Fiji Judicial Training Academy and a draft five-year training plan for the Judicial Department, for presentation at the Validation Workshop. 30% of total contract amount
- Deliverable 3: Final five-year training plan and concrete roadmap of the framework for the Fiji Judicial Training Academy, integrating findings and decisions from the validation session. 50% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology.

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Lowest price and technically compliant offer

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the lowest price/cost.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Graduate qualification in Law or relevant subject..– Max 5 points
- Criteria 2 A minimum of 15 years' professional experience in working with/within a Judicial Training Academy, including operational institutional experience..- Max 45 Points
- Criteria 3 Has experience in establishing Judicial Training Academies/Institutes in similar contexts.. – Max 20 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Cover letter** which includes a brief description of why the individual considers him/herself as the most suitable for the assignment
- **Proposed Methodology** which includes a brief description methodology (this should not be more than 3 pages)
- **CV** indicating all experience from similar projects, as well as the contact details (email and telephone number) of the bidder and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted. Individuals applying for this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Complete proposals should be submitted to etenderbox.pacific@undp.org (attachments shall not exceed 20MB or on UN JobShop (note UN JobShop supports single document upload hence ensure that technical and financial proposal is submitted as one single document) by 24th May 2019 (11.59 pm Fiji Time). For any clarification regarding this assignment please write to ronald.kumar@undp.org.