



## TERMS OF REFERENCE

<b>Reference</b>	PN/FJI/32/19
<b>Title</b>	Consultant for Judicial Training Institute
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National Consultant
<b>Languages required:</b>	English
<b>Location</b>	Suva, Fiji
<b>Application deadline</b>	24 <sup>th</sup> May 2019
<b>Duration of Initial Contract:</b>	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 survey of the logistical options available 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 2.2.5:** 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 establishing a Judicial Training Academy to service the needs of judicial and justice officials throughout Fiji, which will require both technical and logistical inputs.

## DUTIES AND RESPONSIBILITIES

### Scope of Work and Outputs

The consultant will work in consultation with the Fiji Judicial Department to determine their logistical needs for the establishment and development of a Judicial Training Academy.

The consultant will undertake the following:

1. Consult the Fiji Judicial Department leadership and/or appointed focal points to understand the logistical needs (premises, equipment, furniture, supplies) of the Training Academy;
2. Carry out market surveys for each area of logistical requirements and provide the Judicial Department and UNDP with a comparative overview of like items, their costs and quality and ability to be integrated with existing systems and equipment in the Judicial Department;
3. Work with the international Judicial Department Institutional Adviser to refine the requirements based on the concrete road map for the Judicial Training Academy;
4. Prepare procurement documents as requested;
5. Support the International Expert in conducting a capacity needs assessment, key stakeholder interviews and desk review to develop a roadmap of the framework for the Fiji Judicial Training Academy and a five-year training plan for the Judicial Department, other officials/professionals in the Fiji justice sector, other regional justice sector officials.

**Institutional Arrangement**

- The consultant will work with the Judicial Department and need to travel locally to visit premises and obtain quotes for the required equipment, furniture and supplies.
- 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 consultant will report to the UNDP Access to Justice Programme Manager and Technical Adviser, and work in close coordination with the Fiji Judicial Department leadership and appointed focal points.
- 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:

<i>Deliverable</i>	<i># of Days</i>
Collection and provision of quotes.	17 days
Development of relevant procurement documents, as required.	3 days
Work with the international Judicial Department Institutional Adviser to refine the requirements based on the concrete road map for the Judicial Training Academy;	40 days
Support the International Expert in conducting a capacity needs assessment, key stakeholder interviews and desk review to develop a roadmap of the framework for the Fiji Judicial Training Academy and a five-year training plan for the Judicial Department, other officials/professionals in the Fiji justice sector, other regional justice sector officials.	

## 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

- A minimum of 3 years' professional experience in procurement;
- Knowledge of the market in Suva is an asset;
- A minimum of 7 years working in a law or justice context;

### 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: Collection and provision of quotes for premises (including site visits).  
: 15% of total contract amount
- Deliverable 2: Development of relevant procurement documents, as required. 30% of total contract amount
- Deliverable 3: Final logistical requirements for the training plan and roadmap. 40% of total contract amount
- Deliverable 4: Final roadmap of the framework for the Fiji Judicial Training Academy and a five-year training plan for the Judicial Department. 15% 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: A minimum of 3 years' professional experience in procurement...– Max 20 points
- Criteria 2: Knowledge of the market in Suva is an asset..- Max 5 Points
- Criteria 3: A minimum of 7 years working in a law or justice context. – Max 35 points
- Criteria 4: Fluency in English required, knowledge of Fijian and/or Hindi an asset. – Max 10 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](mailto: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 24<sup>th</sup> May 2019 (11.59 pm Fiji Time). For any clarification regarding this assignment please write to [ronald.kumar@undp.org](mailto:ronald.kumar@undp.org).