



TERMS OF REFERENCE FOR LEGAL EMPOWERMENT EXPERT

Project title	UNDP Project “Towards a sustainable access to justice for legal empowerment in the Kyrgyz Republic” Project Number: 00104271
Title of Assignment	Legal empowerment expert
Duty station:	Bishkek, Kyrgyz Republic
Type of contract:	Individual contract
Duration of the contract:	(200 working days) July 2019 – June 2020

BACKGROUND

The people of the Kyrgyz Republic and in particular disadvantaged and vulnerable populations such as women and persons with disabilities, continue to have low awareness levels of their legal rights, and often lack legal protection and access to remedies, despite the existence of an improved and advanced legal framework aimed at providing access to justice to its citizens.

The project supports the implementation of activities nationally and locally in Chui and Osh regions, which constitute more than 60% of the country’s population.

On the duty bearers’ side, the project primarily focuses on supporting the state’s ability to fully and effectively implement the Law on State Guaranteed Legal Aid addressing the structural, financial and capacity constraints.

At the level of rights holders, it mostly concentrates on promoting legal empowerment and increasing awareness on human rights through implementation of the Concept on Raising Legal Culture and UN Convention on the Rights of Persons with Disabilities (UN CRPD) Action Plan, with a focus on the people with disabilities and rural women.

A research was conducted last year on the negative stereotyped attitudes towards rural women and PwDs, revealing the differences in perception of rural and urban women in the society and multiple types of discrimination faced in particular by women with disabilities. The outcomes of the research will be used to inform the development of the guidance for the CSOs to conduct trainings and raising legal awareness of rural women and PwDs as well as the targeted media strategy.

Also, project concentrates on promoting legal empowerment and increasing awareness on human rights through the implementation of the State Concept on Raising Legal Culture and implementation of the ratified UN CRPD.

In view of the above, it is necessary to educate the public in order to reduce and eliminate negative discriminatory stereotypes in relation to persons with disabilities and women. Therefore, the project intends to hire a legal empowerment expert for implementation of activities on legal empowerment of the project’s target groups: rural women and PwDs.

OBJECTIVES

Facilitate and support the process of legal empowerment of project’s target groups so that they are able to use the law, the legal system and legal services to protect and advance their rights and interests as citizens and economic actors.

SCOPE OF WORK

- Expert support in development of guidance and tools for trainings on PwDs and women’s rights and monitoring of the CSOs providing trainings in Chui and Osh provinces.

- Expert support in development and implementation of the targeted Media Strategy on coverage of gender equality and disability issues.
- Expert support to MoJ in implementation of the State Concept on raising legal awareness of the population and organizing “Bus of Solidarity”.
- Expert support in implementation of activities related to UN CRPD.
- Develop concepts of information materials and media campaigns on raising awareness of population about UN CRPD, on raising legal culture of population, on civil and administrative cases, on the quality standards for provision of free legal aid (FLA), on legal empowerment of population, on the most frequently asked legal questions.
- Organize and conduct contests on legal empowerment of population.
- Expert support to FLA Coordination Center in developing FLA Decade action plans in legal empowerment and media parts.

FINAL DELIVERABLES

Products	Deadline	Payment structure
<ul style="list-style-type: none"> • Provided expert support to project coordinator in development of TOR and provision of the quality assurance during the implementation of the targeted Media Strategy on coverage of gender equality and disability issues. Recommendations for finalization of the Media Strategy provided. • Provided expert support in development of guidance and tools for trainings on PwDs and women’s rights from the project side. Draft guidance, tools reviewed, and recommendations for improvement provided. • Concept of information campaign on raising awareness of population on UN CRPD developed • Interim report prepared and approved by project coordinator. 	2 months after contact signing	17%
<ul style="list-style-type: none"> • Provided expert support in implementation of the targeted Media Strategy on coverage of gender equality and disability issues: <ul style="list-style-type: none"> a) Media strategy finalized and presented to the stakeholders. b) Recommendations for 2 online trainings on coverage of gender equality and disability issues in provided c) Arrange 8 meetings with the chiefs of leading mass media on introducing developed media strategy, guidance how to implement its step by step, including logistics support, elaboration of agenda, LOPs (in Osh and Bishkek cities). Brief report is provided. • Organized and conducted 5 working meetings at the district level with LSG jointly with the legal awareness raising Department of Ministry of Justice to inform about the “Bus of Solidarity” in Chui province and develop schedule of visits. • Organized and conducted 1 capacity building training for the consultants (state bodies, LSGs, CSOs, Bar) of the Bus of Solidarity in Bishkek including needs assessment for trainings, development of agenda of capacity building training to address them, LOPs, logistics support to arrange these trainings. 	4 months after contact signing	17%

<ul style="list-style-type: none"> • Finalized guidance and tools for trainings on PwDs and women's rights presented to the stakeholders. • Provided expertise to project coordinator to elaborate the TOR for conducting TOTs in Osh and in Bishkek on PwDs and women's rights. This activity also includes logistics support, LOPs, agenda. Report on the results of training provided. • Interim report prepared and approved by project coordinator. 		
<ul style="list-style-type: none"> • Provided expert support in implementation of the targeted Media Strategy on coverage of gender equality and disability issues: <ul style="list-style-type: none"> a) 1 university in Bishkek introduced online training modules into training curriculum of the journalism faculties; • Provide 2 trainings in the capacity of the lecturer for the journalists on coverage of gender equality and disability issues conducted in Bishkek and Osh. • Monthly schedule (for October and November 2019) of the "Bus of Solidarity" is prepared and disseminated. • Monitoring of the Bus of Solidarity activity in Osh province conducted and analytical report provided. • Interim report prepared and approved by project coordinator. 	6 months after contact signing	17%
<ul style="list-style-type: none"> • Provided expert support in implementation of the targeted Media Strategy on coverage of gender equality and disability issues: <ul style="list-style-type: none"> a) Developed the announcement of one contest among journalists on coverage of PwDs and women's rights. b) Developed the criteria of determining contest winners on coverage of PwDs and women's rights. • One media plan on conducting FLA Decade developed. • 2 Round tables on discussing effectiveness of the "Bus of Solidarity" work and raising legal culture of population conducted in Osh, Bishkek, and follow up recommendations provided. • 1 capacity building trainings for the consultants (state bodies, LSGs, CSOs, Bar) of the Bus of Solidarity in Osh conducted • Interim report prepared and approved by project coordinator. 	8 months after contact signing	17%
<ul style="list-style-type: none"> • Provided expert support in implementation of the targeted Media Strategy on coverage of gender equality and disability issues: <ul style="list-style-type: none"> a) Developed the announcement of one contest among FB users on the best post about gender equality. b) Developed the criteria of determining contest winners on the best post about gender equality. • One information campaign's plan on the provisions of the new FLA law developed. • Monitoring of the CSOs providing trainings on women and PwDs rights conducted in Chui province and report provided. 	10 months after contact signing	16%

<ul style="list-style-type: none"> Interim report prepared and approved by project coordinator. 		
<ul style="list-style-type: none"> Provided expert support in implementation of the targeted Media Strategy on coverage of gender equality and disability issues: <ul style="list-style-type: none"> a) One concept of one information product on legal empowerment of population developed; b) At least 1 university in Osh city introduced online training modules on coverage of PwDs and women's rights into training curriculum of journalism faculties; c) Provided expert support in the capacity of lecturer for 2 trainings for journalists or journalism faculty students in Bishkek and Osh cities on coverage of PwDs and women's rights. Final report prepared and approved by project coordinator. 	12 months after signing contact	16%

REPORTING REQUIREMENTS

Upon completion of the assignments the expert will submit progress and final reports based on the results achieved in agreed format stating all actions taken during the assignment to be approved by UNDP "Towards a sustainable access to justice for legal empowerment in the Kyrgyz Republic" Project Coordinator, which will serve as a justification for payments.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Contracts based on lump-sum

- Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. 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).

Preferred Currency of Offer: United States Dollars (US\$)

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

QUALIFICATION AND COMPETENCY REQUIREMENTS

- University degree in Law/Economics/Public Policy or other social sciences;
- Work experience in promoting rights of people with disabilities and gender equality;
- Work experience in communications area with multiple partners and stakeholders in international organizations and/or NGOs;
- Proven work experience in cooperating with mass media, and media organizations on developing professional skills of journalists. Please enclose or list the arranged capacity building training of journalist;
- Proven work experience in developing media strategies and concepts of media products. Please enclose or list the developed media strategies and concepts of media products;
- Language skills: fluency in Russian, English and Kyrgyz languages

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 65 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

SECURITY CLEARANCE

The Consultant/Contractor will be requested to undertake the BSAFE training. These requirements apply for all Consultants, attracted individually or through the Employer.

TRAVEL REQUIREMENTS

Duty Station: Bishkek with travels to provinces of Kyrgyzstan.

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 IC wish to travel on a higher class he/she should do so using their own resources.

Please be guided by the following information when preparing your financial proposal:

- **3 visits to Osh region = 17 working days;**
 - a) September 2019 – 7 working days.
 - b) November 2019 – 4 working days
 - c) June 2020 – 6 working days
- **3 visits to Chui region = 6 working days;**
 - a) September 2019 – 3 working days
 - b) November 2019 – 1 working day
 - c) March 2020 – 2 working days

UNDP CONTRIBUTION

Security charges are not applicable