

**TERMS OF REFERENCE**

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| **Location** | Homebased |
| **Application deadline** | 21 May 2020 |
| **Type of Contract** | Individual Contractor |
| **Title of the post** | Senior Technical Consultant in justice sector strategic planning |
| **Languages required:** | English |
| **Duration of Initial Contract:** | 25 days over3 months (June 2020 to August 2020) |

**BACKGROUND**

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| The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of Sustainable Development Goals. At Goal 5 there is commitment to achieving gender equality and empowerment of all women and girls, At Goal 16 there is commitment to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and building effective, accountable and inclusive institutions at all levels. Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP’s work to achieve sustainable human development.  The Solomon Islands Access to Justice Project supports the building and strengthening of the capacity of the Public Solicitor’s Officer to enhance access to justice for the people of the Solomon Islands at national and provincial levels, including women, youth and marginalized groups in communities outside urban centers. The project is implemented across the provinces of the Solomon Islands through a two-tiered paralegal initiative (provincial paralegals and community legal advocates).  The purpose of this Consultancy is to provide specialized technical support over a three month period to the development of a 5-year Public Solicitor’s Office Strategic Plan.  The plan will be developed in line with international law, guidelines and best practices and will include a functional review, annual corporate planning and financial and human resourcing management support for enhanced efficiency and effectiveness of the Public Solicitor’s Office.  Formulation of the plan will also include a review of internal statistics, results of access to justice studies, public service rules, institutional mandate, governance, budget, staffing and strategy into the medium terms. The process should be consultative with key stakeholders ensuring effective participation and ownership.  The plan will set out strategic objectives and activities to achieve desired outputs with a results framework based on results based management principles. In addition to a clear mission and vision and implementation and monitoring plan, the plan will provide strategic guidance as to how the Public Solicitor’s Office breath, reach and capacity can be improved by outlining a future direction for the office in line with international standards and outline the resources required to achieve the same. The plan will also review how paralegals best integrate with that strategic direction and forecast the implications of any significant increase in resources for the office and possible impacts this may have on other agencies, stakeholders, NGOs and service providers. |

**DUTIES AND RESPONSIBILITIES**

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| **Scope of Work**  The Consultant will be required to provide specialized technical support as follows:   * Undertake and facilitate online workshop with lawyers and staff of the Public Solicitor’s Office relating to the development of the Strategic Plan; * Undertake in depth consultations with key justice stakeholders and review all relevant documentation; * Based on the stakeholder workshop and consultations, develop a comprehensive 5-year Strategic Plan for the Public Solicitor’s Office in consultation with stakeholders.   **Expected Outputs, Deliverables and Timelines:**   |  |  |  | | --- | --- | --- | | **Expected outputs /deliverables** | **Payment milestones** | **Deadline** | | Undertake planning for online two-day workshop and stakeholder discussions to be conducted online together with review of relevant documents for the Strategic Plan. Produce detailed work plan for development and finalization of strategic plan. | **10%** | Within five (5) days of signing of contract (June) | | Undertake and facilitate in depth consultations with relevant justice stakeholders and two-day workshop with Public Solicitor’s Office for development of the Strategic Plan | **25%** | By 10 July | | Provide the first draft of the Public Solicitor’s Office Strategic Plan, in consultation with the relevant stakeholders. | **30%** | By 1 August | | Based on feedback from stakeholders finalize the Public Solicitor’s Office Strategic Plan. | **25%** | By 25 August | | Final report on overall consultancy with recommendations. | **10%** | By 30 August |   **Institutional Arrangement**  The Consultant will report to the Project Manager, Solomon Islands Access to Justice Project. Reporting by the Consultant will be undertaken aligned to the deliverables. The reporting format will be further discussed between the Supervisor and Consultant. However, is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.  The consultant will be required to provide their own laptop. As the IC is homebased, UNDP will not provide any resources, the consultant is expected to have own computer with access to Skype (or similar communication method) to enable dialogue with UNDP and justice stakeholders as required.  UNDP will provide by email background reading materials, reports and documents on commencement of the assignment.  **Duration of the Work**  The Consultancy involves a period of work of approximately 25 days over a duration of 3 months.  **Duty Station** This is a home-based assignment. |

**COMPETENCIES**

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| * 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; * Demonstrates integrity and ethical standards; * Positive, constructive attitude to work; and * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. |

**REQUIRED SKILLS AND EXPERIENCE**

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| **Educational Qualifications:**  Masters level, preferably in Law and/or other discipline relevant to the assignment.  **Experience**   * A minimum of ten (10) years of professional experience in development of organizational documents for the Justice Sector, preferably with some recent experience in the Pacific context/the Solomon Islands. * Demonstrated experience in the design and development of Strategic Plans. * Demonstrated experience of facilitating workshops and engaging with senior level justice officials in a wide variety of countries and contexts. * Demonstrated experience of successfully implementing the UN Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems and international best practices and law in the context of legal aid. * Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English.   **Language requirements**   * Fluency of English language is required; * Knowledge of Solomons Pidgin would be an asset.   **Price Proposal and Schedule of Payments**  Consultant must send a financial proposal based on a **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 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:** Undertake planning for online two-day workshop and stakeholder discussions to be conducted online in June together with review of relevant documents for the Strategic Plan. Produce detailed work plan for development and finalization of strategic plan, within five (5) days of signing of contract : 10% of total contract amount * **Deliverable 2:** Undertake and facilitate in depth consultations with relevant justice stakeholders and two-day workshop with Public Solicitor’s Office for development of the Strategic Plan : 25% of total contract amount * **Deliverable 3:** Provide the first draft of the Public Solicitor’s Office Strategic Plan, in consultation with the relevant stakeholders: 30% of total contract amount * **Deliverable 4:** Based on feedback from stakeholders finalize the Public Solicitor’s Office Strategic Plan 25% of total contract amount * **Deliverable 5:** Final report on overall consultancy with recommendations: 10% 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.  **Technical Criteria for Evaluation (Maximum 70 points)**  **Criteria 1** - Masters level, preferably in Law and/or other discipline relevant to the assignment.  *Maximum 5 points.*  **Criteria 2** - A minimum of ten (10) years of professional experience in development of organizational documents for the justice sector, preferably with some recent experience in the Pacific context/the Solomon Islands. *Maximum 20 points.*  **Criteria 3** - Demonstrated experience in the design and development of Strategic Plans. *Maximum 15 points.*  **Criteria 4** - Demonstrated experience of facilitating workshops and engaging with senior level justice officials in a wide variety of countries and contexts. *Maximum 20 points.*  **Criteria 5** - Demonstrated experience of successfully implementing the UN Principles and Guidelines on Access to Legal Aid in Criminal Justice Systems and international best practices and law in the context of legal aid. *Maximum 5 points.*  **Criteria 6** - Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English. *Maximum 5 points.*  Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.  **Documentation required**  Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:   * **Letter of Confirmation of Interest and Availability** using the template provided in Annex II. * **Personal CV or** [**P11**](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. * **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment. * **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in SBD.   Incomplete proposals may not be considered.  **Annexes**   * Annex I - [Individual IC General Terms and Conditions](http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf) * Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](https://info.undp.org/global/documents/cap/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)   For any clarification regarding this assignment please write to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)    Grace Kiernan  Project Manager, Solomon Islands Access to justice Project |