



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 7 May 2020

Reference: LBN/CO/IC/70/20

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**Country:** Lebanon

**Description of the assignment:** National Junior Legal Consultant in Access to Justice to support the project on Legal Aid.

**Project name:** Enhancing Community Security and Access to justice in Lebanon Host Communities.

**Period of assignment/services:** 70 working days spread over a period of 4 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **15 May 2020 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

Lebanon is currently hosting an unprecedented number of refugees due to the Syrian crisis (about 1.1 million individuals for an estimated population of 5.9 million individuals). Recent surveys indicate increased tensions between host communities and Syrian Refugees. Those tensions are the result of the lack of security and justice services, and are aggravated by human rights violations committed by law enforcement institutions. UNDP Lebanon is operating to respond to the crisis impact through the implementation of a large programme targeting host communities.

UNDP community security and access to justice project (project) aims at improving basic security and justice services to host communities and Syrian refugees in a view to prevent and appease tensions at local level and improve trust into rule of law institutions. The project works on (i) developing and institutionalising basic state security and justice services to host communities in municipalities, particularly municipal police and legal aid; (ii) improving the coordination among state actors, as well as partnerships between formal and informal actors; (iii) addressing conditions of detention and social reintegration of prisoners; and (iv) developing capacities of national state institutions to understand and respond to local security, justice and human rights challenges.

The project has an important component on access to justice, both in communities and in prisons. Hence, the Ministry of Justice, UNDP and UNHCR launched a Joint Initiative aiming at supporting the Ministry of Justice and relevant institutions, including the Bar Associations, to develop a broader and decentralized range of free and quality legal aid services. This joint initiative works on 2 levels; the first is the development of a shared vision on legal aid (policy); and the second, which is a key requirement for the success of the pilot phase lies in establishing legal helpdesks at local level to deliver free and quality legal aid services to the Poor and most vulnerable.

These services include (i) information dissemination, (ii) legal counselling, (iii) legal assistance, (iv) legal representation, (v) alternative dispute resolution (such as mediation). The implementation of the joint initiative will enhance access to legal aid to the most disadvantaged while the grounds for a sustainable model for free quality legal aid will be established.

To that effect, an "Access to Justice Working Group" (A2JWG) chaired by the Ministry of Justice with the participation of the Bar Associations (Beirut & Tripoli) has been established to serve as a platform to steer and coordinate the Joint Initiative for a successful implementation of the project. This working group is currently in the process of developing all the technical and operational material needed for the establishment and operation of the helpdesks.

Following several visits to pilot municipalities, and a selection criterion that was set forth by the A2JWG for the selection of the municipalities/areas that will be hosting legal helpdesks, UNDP identified 4 main areas that will be hosting the legal helpdesk. (1) Baalback; (2) Tripoli; (3) Burj Hammoud; (4) Saida.

Based on the abovementioned, Baalback municipality granted a space for the establishment of the helpdesk. UNDP is currently in the process of developing the Standard Operating

Procedures related to the helpdesk, in addition to code of conduct and other necessary forms/documents needed for governing the work of helpdesk and particularly the staff members, to ensure the quality of work.

The project is looking to recruit a Junior specialist in access to Justice consultant to support activities of the project on the development of legal aid services.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

- 1) Develop three template contracts for the staff members of the legal helpdesk
- 2) Developing four new specialized factsheets
- 3) Support the project in drafting the preidentified complementary documents (10 annexes) for the Standard Operating Procedures.
- 4) Developing the predeveloped specialized factsheets into briefs/"user-friendly" documents.

The tasks of the consultant will include, but not limited to, the following:

- 1) Develop **three** template contracts:
  - Employment contract between the operational body (NGO) and the administrative staff
  - Employment contract between the operational body (NGO) and the legal/technical staff
  - Retainer contract between the operational body (NGO) and the contracted lawyers
- 2) Develop 10 **annexes** complementing the legal helpdesks SoPs:
  - Request for legal aid services to be filled by the beneficiary
  - Personal information form of the beneficiary
  - Evaluation form of the case to be filled by technical staff
  - Evaluation form to be filled by lawyers
  - Internal complaint mechanism
  - Non-disclosure agreement
  - Regularly reporting mechanism
  - Referral mechanism
  - Case management/tracking form
  - Case Closure form
- 3) Develop **four new** specialized fact sheets addressing the following topics:
  - Personal status (content): marriage
  - Personal status (content): divorce
  - Personal status (content): custody
  - Personal status (procedural): procedures before the civil administration

4) Develop **eight existing** specialized fact sheets into briefs/"user-friendly" documents addressing the following topics:

- Child protection
- Sexual and gender-based violence
- Criminal procedure: right of detainees
- Alternative and collaborative dispute resolution
- Housing
- Labor
- Legal stay for foreigners
- Work permit for foreigners

For additional information, please refer to **ANNEX I – Terms of Reference**

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Academic Qualifications:**

- Master's Degree in Law

#### **Professional Experience:**

- 5 year of experience in the area of human rights (civil, political, social, etc);
- 3 years' experience with justice sector and legal aid actors;
- Experience drafting legal documents.

#### **Competencies:**

- Fluency in Arabic and English (oral and written);

Strong interpersonal skills: Ability to listen and persuade; Strong oral and written communication skills.

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

(I). Technical **Proposal:**

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

## 5. FINANCIAL PROPOSAL

- **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 as follows:

**25 % upon reception of deliverable 1 (validated by UNDP);**

**50% upon reception of deliverable 2 and 3 (validated by UNDP)**

**25% upon reception of deliverables 4 (validated by UNDP).**

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

### 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 IC 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.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### 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:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* *Technical Criteria weight; [70%]*

\* *Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u><i>Technical Competence</i></u>	<i>70%</i>	<i>100</i>
<b><i>Criteria A: Educational Background</i></b> <ul style="list-style-type: none"> <li><i>A minimum of bachelor's degree and a master's in law. Doctoral degree is a plus Bachelor: 15 points</i></li> <li><i>Master's degree or more (doctoral): 30 points</i></li> </ul>		<i>30</i>
<ul style="list-style-type: none"> <li><i>Criteria B: Technical experience:</i></li> </ul>		<i>70</i>
<ul style="list-style-type: none"> <li><i>5 years of experience in the area of human rights (civil, political, social, etc); Less than 2 years: 0 points</i></li> <li><i>3 to 4 years: 15 points</i></li> <li><i>5 years or more: 20 points</i></li> </ul>		<i>20</i>
<i>3 years' experience with justice sector and legal aid actors</i> <ul style="list-style-type: none"> <li><i>Less than 1 year: 0 points</i></li> <li><i>1 to 2 years of experience: 15 points</i></li> </ul> <i>3 years or more: 20 points</i>		<i>20</i>
<i>Demonstrated experience in drafting legal documents</i> <ul style="list-style-type: none"> <li><i>Less than 1 year: 0 points</i></li> <li><i>2 to 3 years: 15 points</i></li> <li><i>3 to 4 years: 25</i></li> <li><i>5 years and more: 30</i></li> </ul>		<i>30</i>

<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

### **How to apply:**

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all documents.

Incomplete applications will not be considered.

### **ANNEXES**

#### **ANNEX I - TERMS OF REFERENCE (TOR)**

#### **ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

#### **ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**