TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Location</th>
<th>Homebased with 2 weeks travel to Honiara, Solomon Islands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>26 May 2020</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Title of the post</td>
<td>Senior Technical Consultant in the development of legal curricula and legal training for paralegals and community legal advocates</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Solomon Islands Pidgin an advantage</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>60 days over 5 months (June 2020 to October 2020)</td>
</tr>
</tbody>
</table>

BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of the Sustainable Development Goals. At Goal 5 there is a commitment to achieving gender equality and empowerment of all women and girls. At Goal 16 there is a commitment to promoting 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 (PSO) 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 technical support over five months to the development of the Curricula for Provincial Paralegals and Community Legal Advocates and facilitation of training.

The curricula will be developed in line with national and international law and best practices and will include modules relating to the administrative functions of the PSO, alternative dispute resolution and substantive Solomon Islands law.

Formulation of the curricula will include a review of practices and procedures of the PSO, the Solomon Islands legal framework, and legal procedure in the Solomon Islands. The process will be consultative with the Access to Justice team and national experts. The final curricula will be presented to the Materials Advisory Panel (MAP) for approval.

The curricula will include both materials for the Provincial Paralegals and Community Legal Advocates together with trainers guides based on the most appropriate teaching methodologies for delivering
specific modules. An initial training will be conducted in Honiara over two weeks and the consultant will develop and finalize the online learning platform to allow for continuous assessment over the following year.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Consultant will be required to provide specialized technical support in the design and development of materials for inclusion in Provincial Paralegal and Community Legal Advocate manuals; present to the Materials Advisory Panel; incorporate the feedback of all stakeholders into manuals; facilitate training for community legal advocates with a focus on alternative dispute resolution; develop and finalize the online learning platform to allow for continuous assessment over the following year.

Expected Outputs, Deliverables and Timelines:

<table>
<thead>
<tr>
<th>Expected outputs /deliverables</th>
<th>Payment milestones</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produce a detailed work plan for development and finalization of curricula, to include training methodologies within three (3) days of the signing of the contract (est. 2 days)</td>
<td>5%</td>
<td>Within three (3) days of the signing of the contract (June)</td>
</tr>
<tr>
<td>Draft a comprehensive training plan for Paralegals and Community Legal Advocates to include online learning platform (est. 4 days)</td>
<td>5%</td>
<td>22 June</td>
</tr>
<tr>
<td>Review and provide technical input into the draft Paralegals manual (est. 4 days)</td>
<td>5%</td>
<td>29 June</td>
</tr>
<tr>
<td>Develop a student and trainer manual for Community Legal Advocates (est. 18 days)</td>
<td>25%</td>
<td>27 July</td>
</tr>
<tr>
<td>Present the draft curricula to the MAP and incorporate revisions (est. 3 days)</td>
<td>5%</td>
<td>31 July</td>
</tr>
<tr>
<td>Prepare materials for and facilitate training for Community Legal Advocates over two weeks in Honiara, Solomon Islands; prepare a report on training (est. 14 days)</td>
<td>25%</td>
<td>17 August</td>
</tr>
<tr>
<td>Develop and finalize the online learning platform to allow for continuous assessment over the following year (est. 16 days)</td>
<td>25%</td>
<td>'5 October</td>
</tr>
</tbody>
</table>
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. UNDP will not provide any resources. The consultant is expected to have their 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 60 days over a duration of 5 months.

Duty Station
This is a home-based assignment with two weeks of travel to Honiara, Solomon Islands.

COMPETENCIES

- Openness to change and the 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

Educational Qualifications:
Masters level, preferably in Law/ Alternative Dispute Resolution and/or other disciplines relevant to the assignment.

Experience

- A minimum of ten (10) years of professional experience in the development of training materials and/or curricula for community legal paralegals, preferably with some recent experience in the Pacific region.
- Demonstrated experience in the development of materials and facilitation of training in mediation and other forms of alternative dispute resolution
• Demonstrated experience in the development of online learning platforms.
• Demonstrated experience of facilitating workshops and engaging with senior level justice officials;
• 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 Solomon Islands 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 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**: Produce a detailed work plan for development and finalization of curricula, to include training methodologies within three (3) days of the signing of the contract; (est. 2 days)- 5% of total contract amount
• **Deliverable 2**: Draft a comprehensive training plan for Paralegals and Community Legal Advocates to include online learning platform (est. 4 days)- 5% of total contract amount
• **Deliverable 3**: Review and provide technical input into the draft Paralegals manual (est. 4 days)- 5% of total contract amount
• **Deliverable 4**: Develop a student and trainer manual for Community Legal Advocates (est. 18 days)- 25% of total contract amount
• **Deliverable 5**: Present the draft curricula to the MAP and incorporate revisions (est. 3 days)- 5% of total contract amount
• **Deliverable 6**: Prepare materials for and facilitate training for Community Legal Advocates over two weeks in Honiara, Solomon Islands; prepare a report on training (est. 14 days)- 25% of total contract amount
• **Deliverable 7**: Develop and finalize the online learning platform to allow for continuous assessment over the following year. (est. 16 days)- 25% of total contract amount
• **Deliverable 8**: Final report on overall consultancy with recommendations. (est. 1 day)- 5% 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, before 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 the set of weighted technical criteria (70%) and financial criteria (30%). The 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/ Alternative Dispute Resolution and/or other discipline relevant to the assignment. Maximum 5 points.

Criteria 2 - A minimum of ten (10) years of professional experience in the development of training materials and/or curricula for community legal paralegals, preferably with some recent experience in the Pacific region. Maximum 20 points.

Criteria 3 - Demonstrated experience in the development of materials and facilitation of training in mediation and other forms of alternative dispute resolution. Maximum 20 points.

Criteria 4 - Demonstrated experience in the development of online learning platforms. Maximum 15 points.

Criteria 5 - Demonstrated experience of facilitating workshops and engaging with senior level justice officials; 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.

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

For any clarification regarding this assignment please write to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)

[Signature]

Grace Kiernan
Project Manager, Solomon Islands Access to Justice Project