

TERMS OF REFERENCE

Location	Honiara, Solomon Islands
Application deadline	7 September 2020
Type of Contract	Individual Contractor (National)
Post Title	Access to Justice Gender Specialist
Languages required:	English required Solomon Islands Pidgin an advantage
Duration of Initial Contract:	60 days over 3 months (September 2020 to December 2020)

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).

Gender equality is mainstreamed across all Project Outputs. The implications for women and men of planned activities are assessed on an ongoing basis. Gender equality is integrated as a cross-cutting area in activities, indicators and the financial commitments associated with each Output. The project through its design of a gender sensitive and inclusive curriculum, through employing equal number of male and female paralegals and community legal advocates and by expanding the reach of the formal justice system which is preferred by women in many cases will likely lead to improvements in gender equality and women's empowerment.

The project applies a meaningful participatory process for engaging women's voices as well as building upon regional and global knowledge networks on issues of gender empowerment in access to justice. Further, the project incorporates indicators relating to gender equality and recognizes the constraints on women's potential participation will not be overcome by mere physical access to justice services.

The Project works closely with the UNDP Disability Inclusion Access to Justice Officer, civil society actors as well SIJP stakeholders on implementing lessons learned through the GESI Audit process. In the Solomon Islands, UN Women manages the Advancing Gender Justice in the Pacific Programme which assists SIG to develop gender sensitive legislation and empower women to leadership. It also works closely with UNFPA and UNDP on the Essential Services Package for Women Subject to Violence and the implementation of the "Eliminating Violence Against Women and Girls Implementation Policy".



Empowered lives.
Resilient nations.

The impact of the Covid-19 pandemic examined through a gender lens to identify the social and economic impact of the crisis on women has generated concern that progress on gender equality in the context of access to justice is under threat. (Justice for Women Amidst COVID-19, UN Women, IDLO, UNDP, UNODC, World Bank and The Pathfinders for Justice and supported by the Elders.)

The purpose of this Consultancy is to provide technical specialist support over a three-month period to the Solomon Islands Access to Justice Project.

DUTIES AND RESPONSIBILITIES

Scope of Work

- The Consultant will be required to provide specialized technical support in the design and development of training materials; conduct training; provide gender responsive justice technical support to project initiatives including new initiatives in the context of the Covid-19 pandemic.

Expected Outputs, Deliverables and Timelines:

	Expected outputs /deliverables	Payment milestones	Deadline
1.	Produce a detailed work plan for within two (2) days of the signing of the contract; (est. 1 day)	33%	19 October 2020
	Provide specialized technical support in the design and development of training materials for Provincial Paralegal and Community Legal Advocates (est. 4 days)		
	Monitor global developments in women's access to justice in the Covid-19 pandemic and conduct an international online dialogue on women's access to justice in the context of the Covid-19 pandemic in SIDS. (est. 10 days)		
	Conduct gender sensitive training and training on Women's Access to Justice with the use of the Tool Kit with relevant stakeholders in partnership with other development partners. (5 days)		

2.	Provide gender responsive justice technical support to project initiatives in particular to those related to SGBV, Women's legal aid clinics and Women in Law Networks; Support with general training, reporting and communications; Design at least five (5) accessible materials/products in conjunction with the communications consultant (est. 20 days)	33%	20 November 2020
3.	Develop at least three innovative methods by which to support women's access to justice and women's empowerment to realize their rights including through multiple justice institutions (est. 20 days)	34%	20 December 2020

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, the Project Manager is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.

The Consultant will be required to provide their laptop. As the consultancy is homebased, 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 background reading materials, reports and documents on commencement of the assignment by email.

Duration of the Work

The consultancy involves a period of work of approximately 60 days over a duration of 3 months.

Duty Station

This is a home-based assignment in 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:

Advanced University Degree, preferably in Law and/or Gender Studies and/or Political Development and/or Social Science and/or other discipline relevant to the assignment.

Experience

- A minimum of three (3-5) years justice technical support from a gender perspective, preferably within the UN system;
- Knowledge of the formal and informal justice systems of the Solomon Islands will be a strong advantage;
- Experience in inter-agency or inter organization collaboration an asset;
- Demonstrated experience of facilitating workshops;
- Demonstrated ability to clearly communicate in English and produce high-quality documents and reports in English.

Language requirements

Fluency of English language is required

Solomon Islands Pidgin is considered an asset

Price Proposal and Schedule of Payments

The Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all cost 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 a 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 within two (2) days of the signing of the contract; (est. 1 day); Provide specialized technical support in the design and development of training materials for Provincial Paralegal and Community Legal Advocates (est. 4 days); Monitor global developments in women's access to justice in the Covid-19 pandemic and conduct an international online dialogue on women's access to justice in the context of the Covid-19 pandemic in SIDS. (est. 10 days); Conduct gender sensitive training and training on Women's Access to Justice with the use of the Tool Kit with relevant stakeholders in partnership with other development partners.
(5 days)- 33% of total contract amount

Deliverable 2: Provide gender responsive justice technical support to project initiatives in particular to those related to SGBV, Women's legal aid clinics and Women in Law Networks; Support with general training, reporting and communications; Design at least five (5) accessible materials/products in conjunction with the communications consultant (est. 20 days)- 33% of total contract amount

Deliverable 3: Develop at least three innovative methods by which to support women's access to justice and women's empowerment to realize their rights including through multiple justice institutions. (est. 20 days)- 34% 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 a 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 - Advanced University Degree, preferably in Law and/or Gender Studies and/or Political Development and/or Social Science and/or other discipline relevant to the assignment

Maximum 5 points.

- **Criteria 2** – A minimum of three (3-5) years justice technical support from a gender perspective, preferably within the UN system- *Maximum 20 points*
- **Criteria 3**- Knowledge of the formal and informal justice systems of the Solomon Islands will be a strong advantage- *Maximum 20 points.*
- **Criteria 4**- Experience in inter-agency or inter organization collaboration an asset- *Maximum 15 points.*
- **Criteria 5**- Demonstrated experience of facilitating workshops- *Maximum 10 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**, 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

SIGNATURE: 

Grace Kiernan

Project Manager, Solomon Islands Access to Justice Project