

TERMS OF REFERENCE

Location	Honiara, Solomon Islands
Application deadline	9 October 2020
Type of Contract	Individual Contractor
Title of the post	International Access to Justice Specialist
Languages required:	English Solomon Islands Pidgin an advantage
Duration of Initial Contract:	160 days over 8 months (1 November 2020 to 30 June 2021)

BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of the Sustainable Development Goals (SDGs). At Goal 5 there is a commitment to achieving gender equality and empowerment of all women and girls. At Goal 11 there is a commitment to reducing inequalities between different groups of people in society. At Goal 16 there is 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. Disability inclusion is instrumental to the SDGs and its central pledge to leave no one behind and to reach the furthest behind first.¹ 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 (A2J) Project supports the building and capacity strengthening of the Public Solicitor's Office (PSO) to enhance access to justice for the people of the Solomon Islands at national and provincial levels, particularly marginalised groups including women, youth and people with disabilities (PWDs).

PWDs are one of the largest minority groups in the world. The World Health Organization (WHO) estimates nearly 2.9% of the world population was severely disabled and 12.4% was moderately disabled.² PWDs require assistance in order to fully understand legal issues, proceedings, and adequately participate in them without discrimination. According to Principle 10 of the UN Guidelines on Legal Aid in Criminal Justice Systems, special measures should be taken when delivering legal aid to women, children and groups with specific needs, including PWDs. The type of support required varies on the impairment type of the individual and may require certain accommodations.

The purpose of this Consultancy is to provide technical support over eight months to the Solomon Islands Access to Justice Project including the facilitation of training in various areas of legal practice,

¹ UN, Report of the Secretary-General. Mainstreaming disability in the implementation of the 2030 Agenda for Sustainable Development, 2016.

² Equal Rights Trust and SPC RRRT, Stand up and fight: addressing discrimination and inequality in Solomon Islands, 2016, p 93.

early access to justice and development of practical guidelines on legal aid for PWDs incorporating how paralegals and community legal advocates are uniquely placed to support PWDs in accessing PSO services. The guidelines will be designed to support those working in legal aid such as PSO staff, organisations of persons with disabilities (ODPs) and the PWD community.

Under the direct supervision of the Programme Manager, Access to Justice, Rule of Law and Human Rights Programme, the 'Junior Specialist – Access to Justice and Rule of Law' will be responsible for assisting with technical matters related to the implementation of the Access to Justice Project.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Consultant will be required to provide specialized technical support as follows:

- Assist in the project technical activities that support access to justice in the criminal justice process and in particular, accessibility for vulnerable groups;
- Assist with project technical activities in support of forthcoming workshops and project activities during the period of the consultancy.

Expected Outputs, Deliverables and Timelines:

	Expected outputs /deliverables	Payment milestones	Deadline
1.	Review, revise and finalise curricula for provincial paralegals and community legal advocates and knowledge products. Facilitate training of paralegals over 14 days. (estimated 20 days)	12.5%	1 December 2020
2.	Training of CLAs in three provinces for effective work and quality of services connecting provincial communities to the PSO offices together with Human Rights Day events and reporting. (estimated 20 days)	12.5%	1 January 2021
3.	Research, prepare and facilitate lessons learned workshop for provincial paralegals and community legal advocates (estimated 20 days)	12.5%	1 February 2021
4.	Facilitate design and development of operating procedures for the legal clinic and practical guidelines on legal aid for PWDs including accessible formats of the guidelines to mainstream inclusivity and audience engagement in	12.5%	1 March 2021

	consultation with stakeholders. Research, prepare and facilitate training on guidelines. (estimated 20 days)		
5.	Research, prepare, report and facilitate workshops in online legal research and early access to justice in criminal justice processes. (estimated 20 days)	12.5%	1 April 2021
6.	Research, prepare, report and facilitate refresher training with CLAs in provincial locations. (estimated 20 days)	12.5%	1 May 2021
7.	Research, prepare, report and facilitate refresher training with paralegals. (estimated 20 days)	12.5%	1 June 2021
8.	Research and prepare the required technical materials and reports to support workshops and activities during the consultancy period together with support to communications and visibility where required (estimated 20 days)	12.5%	30 June 2021

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 success of the initiatives depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in 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 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.

The present TOR may be subject to modification, without changing the overall objective and the scope of work, based on mutual consultations. UNDP will hold the copyright of the assignment deliverables.

Duration of the Work

The Consultant is expected to commit, on a full-time basis, to a period between **November 2020 and June 2021**, up to a **maximum of 160 working days** over the contract period.

Duty Station

This consultancy is based in Honiara, Solomon Islands. The Consultant may be required to travel within the Solomon Islands on outreach missions.

COMPETENCIES

- Demonstrates commitment to the UN's mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- 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;
- Innovative forward-thinking, positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Degree in Law, Human Rights and/or other disciplines relevant to the assignment;

Experience

- A minimum of three (3) years of professional experience in the areas of law and human rights related work, preferably with some recent experience in the Pacific region;
- Demonstrated experience in the development of materials and facilitation of training in the legal aid sector and access to justice, in particular for people with disabilities;
- Demonstrated experience in UN organizations, preferably UNDP
- Demonstrated ability to clearly communicate in English and produce high-quality documents and reports in English.

Language requirements

- Fluency of English is required. Knowledge of Solomon Islands Pidgin language 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:** Review, revise and finalise curricula for provincial paralegals and community legal advocates and knowledge products. Facilitate training of paralegals over 14 days. (estimated 20 days) **12.5% of total contract amount.**
- **Deliverable 2:** Training of CLAs in three provinces for effective work and quality of services connecting provincial communities to the PSO offices together with Human Rights Day events and reporting. (estimated 20 days) **12.5% of total contract amount.**
- **Deliverable 3:** Research, prepare and facilitate lessons learned workshop for provincial paralegals and community legal advocates (estimated 20 days) **12.5% of total contract amount.**
- **Deliverable 4:** Facilitate design and development of operating procedures for the legal clinic and practical guidelines on legal aid for PWDs including accessible formats of the guidelines to mainstream inclusivity and audience engagement in consultation with stakeholders. Research, prepare and facilitate training on guidelines. (estimated 20 days) **12.5% of total contract**

amount.

- **Deliverable 5:** Research, prepare, report and facilitate workshops in online legal research and early access to justice in criminal justice processes. (estimated 20 days) **12.5% of total contract amount.**
- **Deliverable 6:** Research, prepare, report and facilitate refresher training with CLAs in provincial locations. (estimated 20 days) **12.5% of total contract amount.**
- **Deliverable 7:** Research, prepare, report and facilitate refresher training with paralegals. (estimated 20 days) **12.5% of total contract amount.**
- **Deliverable 8:** Research and prepare the required technical materials and reports to support workshops and activities during the consultancy period together with support to communications and visibility where required (estimated 20 days) **12.5% 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, 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** - Degree in Law, Human Rights and/or other disciplines relevant to the assignment; *Maximum 5 points.*
- **Criteria 2** - A minimum of three (3) years of professional experience in the areas of law and human rights related work, preferably with some recent experience in the Pacific region; *Maximum 15 points.*
- **Criteria 3** - Demonstrated experience in the development of materials and facilitation of training in the legal aid sector and access to justice, in particular for people with disabilities; *Maximum 20 points.*
- **Criteria 4** - Demonstrated experience in UN organizations, preferably UNDP; *Maximum 20 points.*
- **Criteria 5** - Demonstrated ability to clearly communicate in English and produce high-quality documents and reports in English; *Maximum 5 points.*
- **Criteria 6** - Fluency of English is required. Knowledge of Solomon Islands Pidgin language would be an asset. *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

SIGNATURE: 

Grace Kiernan
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