



## **PROCUREMENT NOTICE**

Date: 15 October 2020

**Country: Kenya**

### **NATIONAL INDIVIDUAL CONSULTANT - DRAFTING OF COUNCIL OF LEGAL EDUCATION PARALEGAL EDUCATION LEGISLATIVE FRAMEWORK**

**Period of assignment/services: 36 Working days**

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

### **BACKGROUND**

The Council of Legal Education is established under by Legal Education Act, No. 27 of 2012 of the Laws of Kenya (hereinafter the Council). The core functions of the Council are to regulate, license and supervise legal education providers and programs, advice the Government on matters relating to legal education and training, equate and recognize foreign qualifications and administer, the ATP Examinations.

### **OBJECTIVE OF THE ASSIGNMENT**

Objective of this consultancy is to develop the Legislative framework for licensing paralegal education provides in Kenya.

The Consultant shall receive the legislation portrait from the Council of Legal Education and develop the Council of Legal Education policy on paralegal education, the Legal Education (Paralegal Training) Regulations 2020, the Criteria for Evaluation of Paralegal Education programmes and the Monitoring, Evaluation and Learning Framework for the Programme. The Consultant shall present the documents for discussion and adoption by the Council of Legal Education.

## **DURATION OF THE WORK**

The Contractor will be engaged for a period of 36 working days

## **DUTY STATION**

Nairobi Kenya

## **COMPETENCE AND EXPERTISE REQUIREMENTS**

### **a) Academic Qualifications**

The consultant should;

1. Be an advocate of the High Court of at least ten (10) years and in good standing;
2. Hold a certificate of at least three (3) weeks training in legislative drafting;
3. Hold a degree in law, Masters in law is an added advantage;
4. At least three (3) years' experience on legislative drafting or has carried out at least five (5) similar assignments;
5. Be well versed with paralegal training in Kenya and
6. Demonstrate experience in working with government partners and other stakeholders in the public sector.

### **b) Skills and competencies**

1. High levels of written and oral communication skills
2. Excellent interpersonal skills
3. Ability to work under pressure and deliver within the stipulated timelines
4. Skills in facilitation of stakeholder engagement/workshops and
5. A Team player.

## **EVALUATION CRITERIA**

Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.

**Evaluation criteria:**

<b>Criteria:</b>	<b>Criteria Weight:</b>	<b>Max Point: 100%</b>
Be an advocate of the High Court of at least ten (10) years and in good standing	30%	30%
Hold a certificate of at least three (3) weeks training in legislative drafting	10%	10%
Hold a degree in law, Masters in law is an added advantage	10%	10%
At least three (3) years' experience on legislative drafting or has carried out at least five (5) similar assignments;	30%	30%
Be well versed with paralegal training in Kenya and Demonstrate experience in working with government partners and other stakeholders in the public sector	20%	20%
<b>Total Maximum obtainable points</b>		<b>100%</b>

**SUBMISSION OF THE FINANCIAL PROPOSAL**

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP). The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses accommodation, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

**Financial evaluation (maximum 30 points):**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

## APPLICATION PROCESS.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

**Applications should be received through the UNDP e Tendering Portal on or before 5.00 P.M on Wednesday, 28 October 2020.**

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Incomplete applications will be disqualified automatically.

**All applications should be submitted through the UNDP eTendering portal.**

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:  
Business Unit: **UNDP1**  
Event ID:
- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:  
Username: **event.guest**  
Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at: <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to [undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)