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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME****JOB DESCRIPTION** |

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| **I. Position Information** |
| **Job Title:** | **Consultancy for the development of a training manual for traditional leaders** |
| **Contract Type:** | **Individual Contract (IC) National** |
| **Reports to:** | **Chief Technical Advisor/Programme Manager** |
| **Duty Station:**  | **Monrovia, Liberia** |
| **Duration of Contract:**  | **40 working days over a period of three months** |

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| II. Organisational Context  |
| In the effort to support the government of Liberia, the UNDP/OHCHR Joint Programme aims to strengthen the Government of Liberia in its efforts to build a society based on the principles of rule of law, human rights and justice. The programme is geared towards enhancing the capacities of, and public confidence in, rule of law institutions, as well as strengthening access to justice and security, especially for women and girls. These interventions are designed with a view to ensuring sustainability and linking activities to ‘system-level’ policy development.Support is designed to be catalytic, increasing public confidence in the sector, strengthening state-society relations and creating an enabling environment for development. As such, the programme is oriented around strengthening national institutions to provide efficient services on the one hand, while supporting and enabling citizens to demand and access justice services on the other.While the reach of formal courts have in recent years been expanded to rural areas, 80% of Liberians mainly in the rural areas, reportedly pursue justice through traditional means. Consequently, the Ministry of Justice has developed a draft Alternative Dispute Resolution (ADR) policy, which recognizes customary dispute resolution mechanisms not only as integral part of the justice system but as a critical tool for decongesting and reducing the court dockets of the formal courts. The policy essentially seeks to formalize and institutionalise customary law and to outlaw harmful traditional practices through legislation. This will mean that traditional leaders will be required to understand their roles in determining cases in line with the policy and subsequent legislation. This will require defining new roles and aligning with human rights norms and gender equality.Consequently, UNDP/OHCHR is seeking suitable candidates to develop a training manual that will serve as a tool to harmonise the trainings provided to traditional leaders across Liberia. The consultant will work under the guidance and direct supervision of the Chief Technical Advisor/Programme Manager - Rule of Law and is expected to work with the Ministry of Justice, Ministry of Internal Affairs and the traditional counsel. |

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| III. Scope of Work |
| Under the direct supervision of the Chief Technical Advisor/Programme Manager - Rule of Law and in coordination with the Ministry of Justice, Ministry of Internal Affairs and relevant stake holders, the consultant will be responsible for the development of a training manual for traditional leaders. The training manual will be based on a literature review of existing manuals, toolkits, guidelines and analytic reviews and approaches and consultations with UN agencies, and key stakeholders at national and county level to ensure its relevance to the Liberian context. The outline of the manual will be developed in close cooperation with the relevant stake holders. The manual will serve as an information source on customary practices that are aligned with the ADR Policy and human rights norms as provided in the Constitution of Liberia and international human rights conventions to which Liberia is a party. Among other things the manual will: * Provide background information on customary law in Liberia;
* Outline the role of traditional authorities;
* Consider and spell out human rights approaches to the administration of customary justice and the place of harmful traditional practices;
* Highlight and mainstream gender into traditional practices;
* Provide a practical pedagogy for the training of traditional leaders;
* Provide hands-on practical tips for trainers.
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| **IV. Deliverables** |
| * Working together with an international consultant, and in close conjunction with the Ministry of Justice, Ministry of Internal Affairs, Traditional Counsel as well as UNDP and OHCHR, develop inception report which should include a literature review and methodology (4 days)
* Conduct consultations and interviews with stake holders (10 days)
* Draft and develop training manual for traditional leaders (10 days)
* Prepare for and conduct field test of manual through training of trainers and validation workshop (6 days)
* Finalisation and submission of manual and end of consultancy report in publishable quality (10 days)
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| IV. Impact of Results  |
| Access to justice will be enhanced resulting from the harmonization of the formal and informal justice systems. Serving as a tool for capacity development, traditional leaders will ensure that harmful traditional practices are reduced thereby protecting the rights of citizens with emphasis on women. |

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| **VI. Recruitment Qualifications** |
| Education: | Bachelor’s degree in Law or relevant social science |
| Experience: | Practical experience of not less than 7 years working/consulting in traditional justiceExperience in pedagogy, conducting training and developing training methodsBasic gender understanding, skills, experience and commitmentStrong writing and oral communications skillsStrong analytical skills, including in the identification of key issues and how they relateKnowledge of UN/UNDP procedures, rules and regulations for project/programme implementation constitutes an advantage  |
| Language Requirements: | Fluency in English, including excellent writing skills. |