



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 27, 2020
	REFERENCE: RFP/TLS/2020/020 Accelerating Access to Justice for All in Timor-Leste (AAJAT), including Hamutuk ba Igualdade (Together for Equality): Preventing and Responding to GBV in Timor-Leste

Dear Sir / Madam:

We kindly request you to submit your Proposal for Accelerating Access to Justice for All in Timor-Leste (AAJAT), including Hamutuk ba Igualdade (Together for Equality): Preventing and Responding to GBV in Timor-Leste.

Please be guided by the form attached hereto as Annex 2 and Annex-1, in preparing your Proposal.

Proposals may be submitted on or before **17.00 hrs (Timor-Leste local time) Tuesday, December 08, 2020** and via email to the address below:

United Nations Development Programme

Subject line: RFP/TLS/2020/020

Submission by e-mail: bids.tp@undp.org

Quotation submitted by E-mail should indicate Reference Number and Description of: **RFP/TLS/2020/020– Accelerating Access to Justice for All in Timor-Leste (AAJAT) for UNDP, Timor-Leste**

The Financial Proposals must be with password protected. The bidders have to send password on 09nd Dec 2020 after the bid deadline using same email address.

The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and send to bids.tp@undp.org separately and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL" as appropriate.

Quotations submitted by email must be limited to a maximum of 2MB per email transaction and virus-free. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Your Proposal must be expressed in the English, and valid for a minimum period of 30 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ahmad Zubair
Head of Procurement Unit
11/27/2020

Description of Requirements

Context of the Requirement	Accelerating Access to Justice for All in Timor-Leste (AAJAT), including Hamutuk ba Igualdade (Together for Equality): Preventing and Responding to GBV in Timor-Leste
Implementing Partner of UNDP	Please refer to Annex-3 Terms of Reference
Brief Description of the Required Services	Please refer to Annex-3 Terms of Reference
List and Description of Expected Outputs to be Delivered	Please refer to Annex-3 Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager</i> <i>Please refer to Annex-3 Terms of Reference</i>
Frequency of Reporting	Please refer to Annex-3 Terms of Reference
Progress Reporting Requirements	Please refer to Annex-3 Terms of Reference
Location of work	Please refer to Annex-3 Terms of Reference
Expected duration of work	6 months Please refer to Annex-3 Terms of Reference
Target start date	Immediately after issuance of Contract/PO
Latest completion date	Please refer to Annex-3 Terms of Reference
Travels Expected	No international travel expected, for details please: Please refer to Annex-3 Terms of Reference
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Annex-3 Terms of Reference
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Upon completion and acceptance of each deliverables mentioned in TOR Annex-3
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).
Eligibility Assessment	<input checked="" type="checkbox"/> Valid business license In field of Law to operate locally in relevant field <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <input checked="" type="checkbox"/> At-least 1 similar contract for provision of similar service to international organizations during last 5 years with value of US\$ 20,000. <input checked="" type="checkbox"/> At-least 3 years of operational experience <input checked="" type="checkbox"/> An average Financial turnover of \$30,000 during last 2 years (2019 and 2018)
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 300

	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 400 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 300 <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR – Annex 3 <input checked="" type="checkbox"/> Written self-declaration- Annex 4
Contact Person for Inquiries (Written inquiries only)	<p><i>Ahmad Zubair</i> <i>Head of Procurement Unit</i> procurement.staff.tp@undp.org +67078367023</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Documents to be submitted	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;<input checked="" type="checkbox"/> Latest Business Registration Certificate in field of law;<input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;<input checked="" type="checkbox"/> List of previous clients<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services and list of similar works undertaken.<input checked="" type="checkbox"/> Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

Deliverables/ Outputs	Target Due Dates	Amount- US\$	Payment
Deliverable A1: <ul style="list-style-type: none"> • Submission and approval of a detailed work plan with approaches and methodologies • Submission and approval of a research plan with research questions, hypothesis, scope, etc. 	11 January 2021		10%
Deliverable A2: <ul style="list-style-type: none"> • Recruit law students and recent graduates (over 50% should be women) and develop training modules and materials on laws • Commencement of a series of training 	11 February 2021		10%
Deliverable A3: <ul style="list-style-type: none"> • Submission of a concept note with a training agenda for gender-sensitive mediation training for AJCs based on a capacity assessment • Submission of community outreach programs, materials, and community brochures • Conduct of the gender-sensitive mediation training to the PDO and CSO • Continuing the training for female-majority law students and recent graduates 	11 March 2021		20%
Deliverable A4: <ul style="list-style-type: none"> • Submission and approval of the first draft research • Continuing the training for female-majority law students and recent graduates • Host of interns and mentorship provision 	11 April 2021		20%
Deliverable A5: <ul style="list-style-type: none"> • Develop training modules and materials on key or relevant laws to current female legal and rule of law professionals and commence training 	11 May 2021		20%

Deliverable A6:	20 June 2021		20%
<ul style="list-style-type: none"> • Submission and approval of the final research paper • Conduct of the series of training on laws for female rule of law professionals 			
Grand TOTAL	US\$		100%

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]



ANNEX 1 TERMS OF REFERENCE

Terms of Reference (TOR)

Country: Timor-Leste

Description of the Assignment: Gender Justice Advisory Service

Project Name: Accelerating Access to Justice for All in Timor-Leste (AAJAT), including Hamutuk ba Igualdade (Together for Equality): Preventing and Responding to GBV in Timor-Leste

Period of Assignment/Services: 6 Months for a maximum of 120 days from 21 December 2020 to 20 June 2021

A. Background Information and Rationale, Project Description

UNDP is a longstanding institution in Timor-Leste, especially with a justice programme. UNDP's Justice Project has assisted the Government of Timor-Leste (GoTL) in designing the architecture of the justice sector of Timor-Leste, headed by the Ministry of Justice and the Judiciary, in the post-conflict context since 2003. In recent years, UNDP has expanded its access to justice portfolio with a heightened focus on gender justice – gender inequality and gender-based violence. In 2020, UNDP joined the *EU-UN Spotlight Initiative to Eliminate Violence Against Women and Girls in Timor-Leste (Spotlight Initiative)* which was launched in three municipalities – Bobonaro, Ermera, and Viqueque. UNDP has also initiated a new justice project, *Accelerating Access to Justice for All in Timor-Leste (AAJAT)*, which includes another new UN Joint Program funded by Korea International Cooperation Agency (KOICA), *Hamutuk ba Igualdade (Together for Equality): Preventing and Responding to Gender-Based Violence*. Hamutuk ba Igualdade will soon be launched and implemented across the country. In these projects, UNDP is exclusively tasked, among others, on the service delivery of the justice sector to increase access to justice of domestic violence/gender-based violence survivors. Spotlight Initiative and AAJAT/Together for Equality are designed to complement each other and have been implemented in a collaborative manner.

Building on over 15 years of partnership with and assistance to the justice sector of Timor-Leste, UNDP's new justice project, 'Accelerating Access to Justice for All in Timor-Leste (AAJAT),' will strengthen its support to the justice institutions with a specific focus on increasing access to justice of the disadvantaged groups, prominently represented by women and girls and GBV survivors. The beneficiary groups are deprived of a means to readily access the formal justice system due to pervasive poverty, illiteracy and language barrier, lack of information, and gendered social norms. Project activities include support to the state-owned legal aid service to be gender-mainstreamed, the institutionalization of survivor-centered approaches, and actions to enhance women's representation in the justice sector. The following are the Project's Objectives and Outputs:

Objective: Women's access to justice improved through quality justice services with a focus on GBV survivors

- 1) Output 1: Strengthened sustainability and the institutional capacity of state-owned and grassroots legal aid service to better serve the disadvantaged groups, particularly rural women and girls
- 2) Output 2: Enhanced capacity of the rule of law institutions to provide survivor-centred access to justice for women and uphold zero tolerance of GBV by its personnel
- 3) Output 3: Improved gender-sensitivity with increased competence and legal knowledge among future legal professionals through mentorship and internship programs

Details of the Project in relation to the Scope of Work are as below:

Access to Justice Clinics

One of the AAJAT's projects is Access to Justice Clinics (AJCs), inherited from the previous justice project. The AJCs were initiated to strengthen the free legal aid services to vulnerable groups and safeguard human rights of citizens, operational since 2017 in the Baucau and Suai Judicial Districts, covering eight Municipalities (Baucau, Manatuto, Lautem, Viqueque, Covalima, Maliana, Aileu, and Manufahi), with a pipelined plan for the scale-up to Dili and Oecusse Judicial Districts in 2021 onward. The initiative closely collaborates with the Public Defender's Office (PDO), the mandate of which is to guarantee the judicial and extrajudicial free-of-charge aid services to the economically disadvantaged. As of 29 March 2017, the Statute of the PDO, Article 22 of Decree-Law No. 10/2017, institutionalized the AJCs as the extrajudicial division of the PDO. Notably, the current VIII Government's Programme approved by Parliament specifically stipulated the nationwide scale-up of AJCs to cover all municipalities.

The AJCs work with the Civil Society Organizations (CSOs), under the supervision of the PDO, to provide Alternative Dispute Resolution (especially gender-sensitive mediation of civil cases, including land disputes), free-of-charge legal information and consultation outreach campaigns, training for suco (village) chiefs and council members on gender-sensitive mediation, paralegal program, and referral of cases to other relevant institutions/organizations. While the AJCs have been focusing on civil matters for the past three years, the new initiatives will strengthen the AJC/PDO's services for the GBV survivors as specifically stipulated in Articles 25 and 28 of the Law Against Domestic Violence (Law No. 7/2010).

Female representation in the justice sector

Gender disparity is embedded in the justice sector, as women's representation is accounted for 22% of the total legal professionals accredited. This seemingly reflects the patriarchal culture and gendered social norms embedded in the society. Legal education for young professionals is fragmented at its best, with the minimum government support and a non-existent long-term policy for the tertiary and professional legal education, let alone any support schemes to increase the female representation in the justice sector. In this context, AAJAT is planning to develop support schemes for women to enter and become role models in the rule of law institutions and facilitate mentorship and internship programs for female-majority law students on gender-sensitivity and social justice, including internships at the justice institutions and legal CSOs.

Research on gendered social norms and women's access to justice at the community and institutional levels

Criminal acts against women and girls in Timor-Leste appear to be significantly associated with gender discriminatory norms, which has determined the roles and responsibilities of women and justified male perpetrators' violence. Taking domestic violence as an example, the widely accepted norm by both husbands and wives, albeit changes are slowly taking place mainly in the urban areas, is that women must

provide domestic services, and negligence of such duty can justify the husbands' wife beating (Ministry of Planning and Finance and Ministry of Health , 2016; UNDP, 2013).

Law Against Domestic Violence (Law No. 7/2010) has been in force for a decade in Timor-Leste. The enactment of such law was a milestone for the endeavor to redress the issue and the law by itself is a tool for developing a new norm. LADV has made domestic violence as a public crime, meaning that the crime is beyond the private domain and anyone, not just the victim, could report the case as this is a crime against the public that detracts societal value. The law has been however interpreted by the locals and even the rule of law officers being applicable to only 'serious' cases.

Women's access to justice has thus still been stagnant. Statistics show that only twenty percent of women who have experienced some form of domestic violence ever sought help, including traditional justice. Even the victims of severe violence tend to resort to the formal justice system only when their families can provide support. Thirty-seven percent of women replied that their family could provide shelter, and thirty-four percent of women can get some financial support from their families (Ministry of Planning and Finance and Ministry of Health, 2016). Higher probabilities exist that the voices of women in rural areas, uneducated and illiterate, lack of economic means, with disabilities, with different sexual preferences, have been silenced.

Despite the achievement in legislation, social norms and cultural practices have little changed and are known as adamant barriers to protecting and enhancing women's rights and access to justice. A number of research papers and reports have already identified gendered social norms and customary practices in relation to GBV, nutrition, health, water supply and sanitation in Timor-Leste. While intertwined, there is room for in-depth analysis in understanding gendered norms as root causes of limited women's access to justice at the community level and women's low representation at the institutional level. The objectives of the research are to:

- i. identify gendered social norms, values, beliefs, and practices particularly regarded correlated with women's deprivation of rights and access to justice in the Timorese culture;
- ii. investigate the root causes of those norms; and
- iii. propose context-sensitive pathways that can influence gender norm transformation in relation to women's access to justice at the communities and justice sector institutions.

Drawn from the national data as above and just as an example, the hypothesis of the research could be that such norms exist to distinguish men and women as entitled to the public sphere versus the private sphere as women are 'purchased' through a marital arrangement, and justice, especially the formal justice pathway, belongs to the public sphere. Women who cross the boundary can and will be ostracized by the community and even by her own family unless their support had been promised. This binary perception on men and women is not so new, yet we need to ask where this dichotomy originates from and why persists in the context of Timor-Leste. This hypothesis could also apply at the institutional level, resulting in the low number of women entering the profession and the way in which male justice practitioners administer the law with female disputants. The research should also include how both men and women perceive themselves and each other to be referenced for bringing changes in their internalized harmful norms and empowering women's groups and potential female and male influencers.

Based on the understanding of the underlying root causes, the project will be able to translate international standards into locally acceptable benchmarks. This approach will prevent any backlash, which may happen by pushing forward the gender equality agenda all together without the local context carefully considered.

B. Objectives

The Objectives of the assignments are to:

- provide in-depth analysis in gender norms and women's access to justice and highlight transformative and comprehensive pathways;
- strengthen the AJCs' capacities in gender-sensitive mediation and improve the quality of the legal and gender justice contents in the AJCs' community outreach activities;
- increase women's legal knowledge and skills to enter and become role models in the rule of law institutions; and
- provide technical advice to the project in the area of Gender Justice as required.

C. Scope of Work

Under the supervision of the Project Manager and/or Head of Governance Unit, the incumbent is expected to perform the following tasks:

- **Strengthening gender-sensitive mediation of Access to Justice Clinics**
 - Assess the capacity of UNDP's partner civil society organization in facilitating gender-sensitive land mediation under Access to Justice Clinics
 - Provide training to the PDO and CSO to strengthen their mediation service to be gender-sensitive per the National Action Plan on GBV, National Action Plan on UN SC Resolution 1325, and international standards
- **Enhancing the AJCs' community outreach programs**
 - Review and provide technical assistance to improve the AJCs' community outreach programs and materials from the legal and gender justice perspectives
 - Enhance the existing programs and materials or develop new ones, including community brochures
- **Legal Education for future and current female legal professionals**
 - Recruit law students and recent graduates (over 50% should be women) and provide a series of training modules on laws to improve their legal knowledge and help them continue pursue their legal career with confidence
 - Provide a series of training modules on key or relevant laws to current female rule of law professionals to strengthen their capacities
- **Providing internship opportunities to future legal professionals (in case of a law firm)**
 - Host law students and recent graduates as interns and mentor them for hands-on experiences in promoting social and gender justice
- **In-depth analysis on gender norms as a barrier in women's access to justice at community and institutional levels**

- Conduct and draft a research paper on gender norms that prevent women from accessing justice at the community level and that result in women's low representation at the justice institutions, root causes of such norms, and recommendations for gender norm transformation
- Facilitate separate workshops/seminars on gender sensitisation, gender equality, survivor-centred approach, women's legal empowerment based on the findings of the said analysis to legal professionals and law students and/or incorporate it into the existing workshops of the Spotlight Initiative

D. Approach and Methodology

The bidder shall suggest the most appropriate approach and methodology for each of the prescribed tasks according to the basic guides and expectations as below. As sensitive as the thematic area is, the approach and methodology must be tailored to the Timorese local context.

The incumbent will closely work with the Public Defender's Office and partnering Civil Society Organizations. The incumbent should provide the services based on the desk review of the existing materials and hands-on observation of the AJCs' mediation and community outreach campaigns in action in the Baucau and/or Suai Judicial Districts.

For the training on laws for the female-majority law students and current female legal/rule of law professionals, the incumbent should determine the participants who have the highest demands and select the topics based on the needs of each group. The incumbent should provide details on the way trainings will be delivered to ensure strong participation and commitment from attendees. Innovative teaching methods, such as the use of simulated case scenarios, are encouraged. Furthermore, the incumbent will share a suggested methodology to monitor/evaluate the increase in capacity of the participants. In case of the incumbent being a local law firm, the incumbent shall make it available for hosting interns and mentoring them.

The research should not repeat what already exist, however build on existing literature and data if any. Once the hypothesis is drawn from desk review, the field work shall be designed to test them and meet the research objectives. Case studies, key informant interviews, and/or community workshops/focus group discussions are expected. Any validation process is highly recommended.

E. Expected Outputs and Deliverables

The expected outputs and deliverables are outlined in the below table:

Outputs/Deliverables	Estimated Duration to Complete And Target Due Dates	Breakdown of the Payment	Review and feedback	Review and Approvals Required
Deliverable A1: <ul style="list-style-type: none"> Submission and approval of a detailed work plan with approaches and methodologies Submission and approval of a research plan with research questions, hypothesis, scope, etc. 	11 January 2021	10% (upon submission of Deliverable A1)	AAJAT	AAJAT Project Manager and/or Head of Governance Unit
Deliverable A2: <ul style="list-style-type: none"> Recruit law students and recent graduates (over 50% should be women) and develop training modules and materials on laws Commence of a series of training 	11 February 2021	10% (upon submission of Deliverable A2)	AAJAT	AAJAT Project Manager and/or Head of Governance Unit
Deliverable A3: <ul style="list-style-type: none"> Submission of a concept note with a training agenda for gender-sensitive mediation training for AJCs based on a capacity assessment Submission of community outreach programs, materials, and community brochures Conduct of the gender-sensitive mediation training to the PDO and CSO Continuing the training for female-majority law students and recent graduates 	11 March 2021	20% (upon submission of Deliverable A3)	AAJAT	AAJAT Project Manager and/or Head of Governance Unit
Deliverable A4: <ul style="list-style-type: none"> Submission and approval of the first draft research 	11 April 2021	20% (upon submission of Deliverable A4)	AAJAT	AAJAT Project Manager and/or Head of Governance Unit

<ul style="list-style-type: none"> Continuing the training for female-majority law students and recent graduates Host of interns and mentorship provision 				
Deliverable A5: <ul style="list-style-type: none"> Develop training modules and materials on key or relevant laws to current female legal and rule of law professionals and commence training 	11 May 2021	20% (upon completion of Deliverable A5)	AAJAT	AAJAT Project Manager and/or Head of Governance Unit
Deliverable A6: <ul style="list-style-type: none"> Submission and approval of the final research paper Conduct of the series of training on laws for female rule of law professionals 	20 June 2021	20% (upon completion of Deliverable A6)	AAJAT	AAJAT Project Manager and/or Head of Governance Unit

The payment will be processed upon the submission and approval of the above deliverables developed by the incumbent.

F. Key Performance Indicators and Service Level

Key Services	Minimum standard of services acceptable	Indicators (Baseline and Target)
Gender-sensitive mediation training for the AJCs	<ul style="list-style-type: none"> Aligned with international standards Aligned with existing national guidelines, if any 	% of increase in participants' knowledge of gender-sensitive mediation (Target: to be proposed by the bidder)
Technical assistance to improve the AJCs' community outreach program, materials, and community brochures	<ul style="list-style-type: none"> Tailored to the local context Aligned with international standards as well as national laws 	Quality outreach program materials developed on the formal justice system and gender justice/women's legal empowerment (Baseline: 1 per partner CSO, Target: Updated/ revised version with quality per partner CSO)
Research on gender norms and women's access to justice	<ul style="list-style-type: none"> Meets the research objectives Uses most appropriate qualitative and/or quantitative tools and methodologies Meets the research ethics 	Quality research paper (Baseline: 0, Target: 1)
Training for female-majority law	<ul style="list-style-type: none"> More than 80 % of the participants satisfied with the training provided 	# of female students benefitted from the support schemes to enter the legal training center and % of increase in

students/graduates on laws		participants' knowledge of the provided topics (Baseline: 0, Target: to be proposed by the bidder)
Training for female rule of law professionals on laws	<ul style="list-style-type: none"> • More than 80 % of the participants satisfied with the training provided 	# of female rule of law professionals benefitted from the training on laws and % of increase in participants' knowledge of the provided topics (Baseline: 0, Target: to be proposed by the bidder)
Internship and mentorship for law students/graduates	<ul style="list-style-type: none"> • More than 80 % of the interns satisfied with the internship and mentorship provided 	% of male and female law students of the internship programme have better understanding of gender and social justice (Baseline: 0, Target: to be proposed by the bidder)

F. Governance and Accountability

- The incumbent will report directly to the Project Manager/Office in Charge, and the Head of Governance Unit will also review the tasks as a lead of quality control.
- The contractor will work closely and collaborate with UNDP partnering Civil Society Organization(s), Public Defender's Office, and Ministry of Justice.

G. Facilities to be provided by UNDP

UNDP will provide any coordination and logistical support with the justice institutions, Civil Society Organizations, UNDP youth project and any other relevant UNDP projects.

H. Duration of the Assignment

The expected duration of the work is for 6 Months for a maximum of 120 days from 21 December 2020 to 20 June 2021.

I. Duty Station

Dili, Timor-Leste, for the entire period of the assignment with field works as required to undertake the tasks. A few field trips are expected especially to conduct the research on gender norms and the work with the AJCs of AAJAT. The AJCs are currently established within the PDO premises in Baucau and Suai and the community outreach campaigns and mediation services take place across eight municipalities within the jurisdictions of the Baucau and Suai Judicial Districts.

J. Professional Qualifications of the Successful Contractor and its Key Personnel

A team of 2-3 members can be formed to provide the required service. Key staff qualifications are delineated as below:

Team Leader (Submission of his/her CV required)

- a. Academic Qualifications:
 - Bachelors' Degree in Gender Studies, Law, Political Science, Development Studies, Social Science, or related field
- b. Years of experience:
 - Five years or more of professional experience in project management in the areas of gender or social justice with a strong focus on gender
 - Excellent knowledge of women's participation and empowerment programming
 - Experience in the design and implementation of training materials with a focus on Gender Based Violence and/or GBV prevention and response
 - Experience in delivering or developing training and ToT curricula
 - Experience in strengthening partnership with national institutions and Civil Society Organizations
 - Strong interpersonal, oral and written communication skills
 - Experience in practicing law or legal advisory services, especially on gender justice is an asset.
 - Experience working with UNDP, other UN entities, donor organizations or development organizations is an asset.
- c. Language requirements
 - Fluency in English and Tetun (both oral and written)

Technical Lead - Law (Submission of his/her CV required)

- a. Academic Qualifications:
 - Bachelors' Degree in Law
- b. Years of Experience:
 - Three years or more professional experience in practicing law or legal advisory services in the civil law system
 - Experience in and excellent knowledge of criminal justice system, especially dealing with GBV cases
 - Experience in and excellent knowledge of legal aid and Alternative Dispute Resolution, including gender-sensitive mediation
 - Experience in delivering or developing training and ToT curricula is an asset.
- c. Language requirements
 - Fluency in Portuguese and Tetun (both oral and written)

Technical Lead - Research (Submission of his/her CV required)

a. Academic Qualifications:

- PhD or DPhil in Gender Studies, Social Studies, Cultural Studies, Social Science, Anthropology, Development Studies, Law, or related field
- Master’s Degree or equivalent in Gender Studies, Social Science, Anthropology, Development Studies, Law, or related field with minimum three years of research experience

b. Years of Experience:

- Experience in conducting social or justice research
- Excellent knowledge of gender norms, gender equality, women’s access to services, and social changes
- Good knowledge of Timorese local context, especially the gender dimension
- Excellent technical research report writing skills; knowledge of quantitative and qualitative analysis; a high level of computer literacy (competent in MS Office)

c. Language requirements

- Fluency in English and Tetun (both oral and written)

Team Leader and one of the Technical Lead positions could be merged and held by one individual equipped with required experience and knowledge. Additional staff can be

K. Price and Schedule of Payments

The contract price is a fixed output-based price which will be paid to the contractor based on achievement, approval and submission of report for each deliverables.

Deliverables	Duration	Percentage of payment
Deliverable A1: <ul style="list-style-type: none"> • Submission and approval of a detailed work plan with approaches and methodologies • Submission and approval of a research plan with research questions, hypothesis, scope, etc. 	11 January 2021	10%
Deliverable A2: <ul style="list-style-type: none"> • Recruit law students and recent graduates (over 50% should be women) and develop training modules and materials on laws • Commence of a series of training 	11 February 2021	10%
Deliverable A3: <ul style="list-style-type: none"> • Submission of a concept note with a training agenda for gender-sensitive mediation training for AJCs based on a capacity assessment • Submission of community outreach programs, materials, and community brochures 	11 March 2021	20%

<ul style="list-style-type: none"> • Conduct of the gender-sensitive mediation training to the PDO and CSO • Continuing the training for female-majority law students and recent graduates 		
Deliverable A4: <ul style="list-style-type: none"> • Submission and approval of the first draft research • Continuing the training for female-majority law students and recent graduates • Host of interns and mentorship provision 	11 April 2021	20%
Deliverable A5: <ul style="list-style-type: none"> • Develop training modules and materials on key or relevant laws to current female legal and rule of law professionals and commence training 	11 May 2021	20%
Deliverable A6: <ul style="list-style-type: none"> • Submission and approval of the final research paper • Conduct of the series of training on laws for female rule of law professionals 	20 June 2021	20%

The payment will be delivered in instalments which shall be payable on the completion of each deliverable set out. The confirmation that a deliverable has been completed and a payment instalment is due shall be made by the Project Managers and/or Head of Governance Unit.

Form for Submitting Self-Declaration

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Yours sincerely,

⁴ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*