



## **Term of Reference (ToR) for the Recruitment of Gender Specialist Consultant on Access to Justice and Legal empowerment**

### **GENERAL INFORMATION**

**Services/Work Description:** Recruitment of two consultants to conduct assessments and develop materials on women empowerment and access to justice

**Project/Program Title:** Support to Judicial Reform in Ethiopia-Main

**Duty Station:** Addis Ababa

**Duration:** 50 Days each

**Expected Start Date:** Immediately after Signing the Contract

### **I. BACKGROUND / PROJECT DESCRIPTION**

Since November 2019 the Federal Supreme Court (FSC) is undertaking reform activities with the aim of restoring public trust. To this end, it has developed a three years' reform project plan, established a Judicial Affairs Advisory Council (JAAC) and revised laws pertinent to judicial reform.

The three years' reform plan has the objectives of: -

- i. Strengthening Judicial Independence and Accountability
- ii. Increasing access to justice and legal empowerment
- iii. Enhance Court Performance through effective and efficient service delivery

Planned activities aimed at increasing gender parity, gender mainstreaming and access to justice for women are among the components contributing to the achievement of the objective on increased access to justice and legal empowerment.

Women empowerment in traditionally male dominated sectors such as the judiciary and ensuring women's access to justice is not a one-time action rather an enduring commitment. But it is prone to be left on the sidelines in institutions where it is not held as a priority issue. Thus, revitalizing the issue on the second year of the reform plan is seen as a means for institutional embedding of gender parity and women empowerment within the judiciary, increased access to justice for women, and to achieve incremental results.

The United Nations Development Programme (UNDP) in collaboration with the Federal Supreme Court, provides support to the implementation of the three years' reform project plan through the 'Support to Judicial Reform in Ethiopia Project'. As part of this support and in response to the request from the FSC, UNDP is recruiting consultants to conduct gender auditing of federal judicial and non-judicial staff, develop a work place anti-harassment and anti-discrimination policy, develop a mentoring and coaching toolkit for women judges, and conduct assessment on the needs of women court users, as per the ToR.

### **II. SCOPE and Methodology OF THE WORK**



The Gender Specialist Consultant will have the following general and specific responsibilities: -

- Prepare an inception report consisting of a work plan detailed assessment methodology, and illustrative list of materials to be reviewed and stakeholders to be interviewed for all assignments;
- Present progress report and findings of the assessment for the leadership of federal courts and during consultation forums;
- Document and incorporate comments and feedbacks from federal courts leadership and consultation forums.

### Specific Tasks:

#### **1. Conduct a disaggregated gender auditing of federal judicial and non-judicial staff**

- Conduct a gender auditing of judicial and non-judicial staff at all federal court levels;
- Produce a gender audit report disaggregated by age, education background, number of service year in the judiciary, job position, and any other relevant ground;
- Provide recommendations with women empowerment plan.
- A draft action plan which stipulates how to implement the recommendations

#### **2. Develop a work place anti-harassment and anti-discrimination policy**

- Conduct perception survey on work place harassment and discrimination in federal courts;
- Produce a background document on the need to have a judicial work place anti-harassment and anti-discrimination policy based on international and national policies, legal frameworks and practices;
- Develop a work place anti-harassment and anti-discrimination policy document.
- Provide action plan which stipulates the implementation policy documents.

#### **3. Develop a mentoring and coaching toolkit for women judges**

- Conduct needs assessment to identify mentoring and coaching needs of junior as well as senior women federal court judges;
- Develop a detailed mentoring and coaching toolkit tailored in line with the need assessment. The toolkit among other shall contain guideline document for matching mentors/coaches with mentee/trainee, ideal timeline, illustrative discussion topics, ground rules/code of ethics, regular reporting template, and final session evaluation form.

#### **4. Conduct Need Assessment on Women Court Users**

- Conduct needs assessment of women court users of the Federal First Instance Court, Federal High Court and Federal Supreme Court;
- Produce a detailed assessment report with a disaggregated data of women court users disaggregated by age, region, education background, region, type of cases, etc.;
- Develop list of interventions, specify targets for each set of interventions, and estimate resource needs as part of the Assessment Report.

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete for each consultant	Review and Approvals Required
I.	Inception Report	3 Working Days	FSC President and Vice President
ii.	Disaggregated Gender Audit Report	15 working Days	
	Action Plan to ensure Gender Parity		



iii.	Background document for work place anti-harassment and anti-discrimination policy	7 Working Days	
	A work place anti-harassment and anti-discrimination policy documents		
	Action plan for the implementation of the policy		
iv.	Mentoring and Coaching Toolkit	10 Working Days	
v.	Need Assessment Report on Women Court Users Need	15 Working Days	
	Develop list of interventions, specify targets for each set of interventions, and estimate resource needs as part of the Assessment Report.		

- Unless otherwise provided, all deliverables shall be produced in Amharic.

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultants have dual reporting responsibility to the FSC and UNDP.

#### V. DURATION OF THE WORK

The overall consultancy period for all activities for each consultant is 50 working days.

#### VI. Methodology

- Both consultants are expected work as a team. Hence, all the deliverables and the duration will be applicable to both.

#### VII. QUALIFICATIONS

##### Functional Competencies:

- In-depth understanding of gender issues.
- Understanding of the Ethiopian legal and judicial system, human rights and rule of law;
- Sizable experience in conducting research and developing policy and work documents;
- Good communication and presentation skills;
- Good assessment and analytical skills;
- Be a team player and ability to work/liaise with various counterparts.

##### Core Competencies: -

- Exhibits professionalism;
- Demonstrates integrity by modelling UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.



### **Education**

- Minimum Master's degree in Gender studies, Social science, law, human rights or related field of study.

### **Experience**

- Eight years of increasingly responsible professional experience in the substantive area.
- Extensive experience in research and policy-level analysis.
- Substantial experience in design, monitoring and evaluation of gender projects

It is mandatory that the composition of the team includes both legal background and gender studies.

### **Language Requirements**

The composition of the consultants shall demonstrate proficiency in English and Amharic.

### **Important Note:**

Only the applicants who hold the above qualifications will be shortlisted and contacted.

## **VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
<ul style="list-style-type: none"> <li>▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		50 pts*
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Expertise in the areas of assignment including previous experience and team composition</li> </ul>		20 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	



## IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **US dollars' all-inclusive lump-sum contract amount** when applying for this consultancy. The consultant will be paid in local currency, **based on the effective UN exchange rate (where applicable), and** only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Upon submission, presentation and approval of inception report, Gender Audit Report  - Action Plan to ensure Gender Parity	FSC President and/or Vice President	30%
2 <sup>nd</sup> Installment	Upon submission, presentation and approval of:  - Background document for work place anti-harassment and anti-discrimination policy - A work place anti-harassment and anti-discrimination policy documents - Action plan for the implementation of the policy - Mentoring and Coaching Toolkit	"	40%
3 <sup>rd</sup> Installment	Upon submission, presentation and approval of:  - Assessment Report on Women Court Users Need	"	30 %

## X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, prospective Consultants are given a proposed *Table of Contents*. Therefore, prospective Consultants Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS



The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of FSC.

**This TOR is approved by:**

**Name:** Shimels Assefa

**Designation:** Team Leader, Democratic Governance and Peace building Unit

**Signature:** Shimels Assefa

**Date Signed:** 27-Feb-2021

**Name:** Cleophas Torori

**Designation:** Deputy Resident Representative - Programme

**Signature:** Cleophas Torori

**Date Signed:** 27-Feb-2021