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Term of Reference (ToR) for the Recruitment of two consultants to provide Legal Literacy Trainings

GENERAL INFORMATION

Services/Work Description: Recruitment of two consultants to provide legal Literacy and empowerment trainings

Project/Program Title: Support to Judicial Reform in Ethiopia

Duty Station: Addis Ababa

Duration: 40 Days

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. In order to enhance gender equality and women empowerment is planned to work to minimize the incidences of GBV through; availing access to victim-friendly justice facilities; building capacities and raising awareness; strengthening coordination and referral in promoting the prevention of and response to incidences of GBV. This activity believed to advance the well-being of women and girls thereby addressing part of their development challenge.

The United Nations Development Programme (UNDP) in partnership with the Bill and Melinda Gates Foundations and in collaboration with the Federal Supreme Court(FSC), 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 two consultants to conduct training on gender Sensitization, GBV and access to justice.

The training will be given to key local actors such as Addis Ababa police, experts at one stop centers, support staff of the judiciary, with the aim of enabling them to carry out their respective responsibilities of



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protection, promotion and enforcement of women's rights contributing to the realization of women's access to justice.

II. OBJECTIVES OF THE SERVICE / WORK

The primary objective of the assignment is to strengthen the investigation, prosecution, and decision making bodies' capacity of judges and judiciary staff by equipping them with adequate knowledge of women's rights to access to justice and other legal and social services. Accordingly, legal literacy and empowerment training will be given to key local actors engaged in the field of women's rights, and support staff of the federal courts.

The interventions should involve both providing information on laws on violence against women, civil laws, human rights along with standards for assistance of victims of violence. As to effectively target efforts and ensure greater participation, a sample survey will be conducted to determine the training needs of the trainees, on the basis of which a training module will be developed to guide the trainings.

II. SCOPE OF WORK

The scope of the consultancy work will cover the following: -

1. **Conduct an assessment/survey** to determine the training needs in the areas of GBV, access to justice and civil law and produce assessment report with recommendations for training on the relevant thematic areas.
2. **Develop legal awareness module based on the findings of the needs assessment:**
3. **Conduct the Training on Legal literacy and Empowerment; National and international legal frameworks on women rights, civil law, GBV, and Access to Justice.**
 - Conduct training to key local actors in Addis Ababa: for members of Addis Ababa police, experts form one-stop, shelter centers and Addis Ababa women associations; and and women in the judiciary.
 - Document feedbacks from the training and report the proceeding to the court.
4. **Consultation Forum with Key Actors of the Justice Sector, and CSOs' on Ensuring Access to Justice**
 - Develop and present a discussion Paper (study paper) to identify gaps and recommendations for strengthening the legal and policy Framework on GBV and civil laws, enrich the document with inputs from the training.
 - Finalize the proceeding document and present it to the court's leadership.

III. EXPECTED OUTPUTS AND DELIVERABLES:



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No.	Deliverables / Outputs	Estimated Duration to Complete for each consultant	Review and Approvals Required
I.	Inception Report	3 days	FSC President and Vice President
ii.	Conduct needs assessment,	8 days	
iii.	Develop the module; National and international frameworks on women rights, GBV, civil laws and access to Justice	16	
iv	Conduct the Training in two rounds for local actors and women in the judiciary	4 days	
v	Develop the discussion paper to Identify and Strengthen the Legal and Policy Framework on GBV - Presentation on a consultative forum	5 days	
Vi	Finalize the proceeding document - Presentation to Courts' leadership	4	

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

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Each individual consultant is responsible to arrange her/his working environment. The consultants will be working under the overall supervision and guidance of relevant staff within the FSC and UNDP. The consultant will closely liaise with experts/focal points and the leadership of the FSC and UNDP. The consultants shall submit the required reports to the FSC and UNDP's Governance Unit. UNDP's Democratic Governance and Peacebuilding Unit will be the primary focal point and as such it will manage the overall financial and contractual arrangement with the consultant(s).

V. DURATION OF THE WORK

The overall consultancy period for all activities is 40 working days.

VI. METHODOLOGY

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

The inception report shall comprise of a detailed work plan and clear methodology for achievement of the above-mentioned objectives and deliverables, including desk review of documents, interviews/meetings with stakeholders and analytical work.

VII. QUALIFICATIONS

Functional Competencies:

- In-depth understanding of gender issues;
- Understanding of the Ethiopian legal and judicial system, human rights and rule of law;
- Demonstrated experience in conducting research, training and developing policy and work documents;
- Good communication and presentation skills;
- Good assessment and analytical skills;



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- Be a team player and ability to work/liase 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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Education

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

Experience

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

Language Requirements

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
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none"> ▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		40 pts*
<ul style="list-style-type: none"> ▪ Criteria b. Expertise in the areas of assignment including previous experience and team composition 		30 pts
Financial (Lower Offer/Offer*100)	30%	30



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Total Score

Technical Score * 70% + Financial Score * 30%

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultants will indicate the cost of services for each deliverable in US dollars' **all-inclusive lump-sum contract amount** when applying for this consultancy. The consultants will be paid 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 st Installment	Upon submission, presentation and approval of: - Inception Report	FSC/UNDP	20%
2 nd Installment	Upon submission, presentation and approval of: - Assessment Report with recommendation - Training module	"	40%
3 rd Installment	Upon submission, presentation and approval of: • Discussion paper to Identify and Strengthen the Legal and Policy Framework on GBV • Proceeding document	"	40 %

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, prospective Consultant are given a proposed *Table of Contents*. Therefore, prospective Consultant 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.



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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: 16-Apr-2021

This TOR is approved by:

Name: Cleophas Torori

Designation: Deputy Resident Representative-Programmes

Signature: Cleophas Torori

Date Signed: 18-Apr-2021