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Term of Reference (ToR) for the Recruitment of Consultants to conduct a training on psycho-social support

GENERAL INFORMATION

Services/Work Description: Recruitment of two consultants to conduct a training on psycho-social support to victims of GBV

Project/Program Title: Support to Judicial Reform in Ethiopia

Duty Station: Addis Ababa

Duration: 40 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. In order to enhance women's access to justice, efforts will be made 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 will contribute towards advancement of the well-being of women and girls thereby addressing parts of their development challenges.

United Nations Development Programme (UNDP) in partnership with the Bill and Melinda Gates Foundations and 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 request from the FSC, UNDP is recruiting two consultants to develop training manual and conduct training on psychosocial support and access to justice to relevant stakeholders such as judges and legal practitioners; social workers in the judiciary, police, public prosecutors, one stop



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centers, and GBV survivors' shelter centers to promote reflection, thinking, and problem solving in handling GBV survivors' cases.

II. OBJECTIVES OF THE SERVICE / WORK

The primary objective of this assignment is to provide trainees with the skills and knowledge on how to handle GBV cases and to provide psychosocial support to women affected by GBV. The training is expected to assist professionals who come into direct contact with survivors, in understanding key concepts related to GBV, and apply basic engagement skills that promote the safety and well-being of survivors.

A training module will be developed to equip the trainees with knowledge and understanding of the concepts and importance of guidance, counseling, and psychosocial support to survivors of Gender-based violence.

After conducting the training, a discussion paper will be developed and presented to key actors in the justice sector. The aim of this consultation forum is to discuss challenges in psychosocial support services offered by various service providers and deliberate upon the way forward.

II. SCOPE OF WORK

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

1. *Developing Psychosocial Support Training Module*

- Develop the training module.

2. *Conduct the Psychosocial Support Training*

- Conduct training for social workers in the judiciary, judges, police, public prosecutors, one stop centers and Gender based violence survivors' shelter centers.
- Document feedback from the training and report the proceedings to the court.

3. *Consultation Forum with Key Actors of the Justice Sector and CSOs'*

- Develop and present a discussion paper on '*Challenges in psychosocial support services in the criminal justice system*' to the justice sector and CSOs';
- Finalize the document and submit to the FSC.

III. EXPECTED OUTPUTS AND DELIVERABLES:

No.	Deliverables / Outputs	Estimated Duration to Complete for each consultant	Review and Approvals Required
i.	Inception Report	5 days	
ii.	Psychosocial support training module	20	



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iii.	<p>Conduct two days' training in two-rounds:</p> <ul style="list-style-type: none"> First round for social workers in the judiciary and judges. Second round to the police, public prosecutors, public defenders, experts at one stop centers and Gender based violence survivors' Shelter centers. 	4	FSC President and Vice President
iv.	<ul style="list-style-type: none"> Develop and present a discussion paper. 	7	
v.	Finalize the document and submit to the court.	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;
- Proven experience in conducting research and developing and work documents;
- Good communication and presentation skills;
- Good assessment and analytical skills;
- Be a team player and ability to work/liase with various counterparts.

Core Competencies: -

- Exhibits professionalism;



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- 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 psychology, social work, gender studies, human rights or related field of study.

Experience

- Eight years of increasingly responsible professional experience in the substantive area.
- Extensive relevant experience in research, training and policy-level analysis.

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, the Consultant 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
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



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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: - Training modules and - Conducting two rounds of training for two days each.	"	50%
3 rd Installment	Upon submission, presentation and approval of: • Develop and present a discussion paper. • finalize the document	"	30 %

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 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: 16-Apr-2021



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This TOR is approved by:

Name: Cleophas Toriri

Designation: Deputy Resident Representative-Programmes

Signature: Cleophas Toriri

Date Signed: 18-Apr-2021