



## TERMS OF REFERENCE

<b>Location</b>	Homebased
<b>Application deadline</b>	25 June 2021
<b>Type of Contract</b>	Individual Contractor
<b>Title of the post</b>	Technical Consultant in justice sector strategic planning and implementation
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	100 days over 6 months (July 2021 to December 2021)

### BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of Sustainable Development Goals. At Goal 5 there is commitment to achieving gender equality and empowerment of all women and girls. At Goal 16 there is commitment to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and building effective, accountable and inclusive institutions at all levels. Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development.

The Solomon Islands Access to Justice Project supports the building and strengthening of the capacity of the Public Solicitor's Office (PSO) to enhance access to justice for the people of the Solomon Islands at national and provincial levels, including women, youth and marginalized groups in communities outside urban centers. The project is implemented across the provinces of the Solomon Islands through a two-tiered paralegal initiative (provincial paralegals and community legal advocates).

In 2020, the PSO launched a 5-year Strategic Plan which was developed in line with international law, guidelines and best practices and included a review of the annual corporate planning and financial and human resourcing management to support enhanced efficiency and effectiveness of the PSO. The development of the Strategic plan also included a review of internal statistics, results of access to justice studies, public service rules, institutional mandate, governance, budget, staffing and strategy into the medium terms. The process was consultative with key stakeholders ensuring effective participation and ownership.

The plan sets out strategic objectives and activities to achieve desired outputs with a results framework based on results-based management principles. In addition to a clear mission and vision and implementation and monitoring plan, the plan provides strategic guidance as to how the PSO breath, reach and capacity can be improved by outlining a future direction for the office in line with international standards and outline the resources required to achieve the same. The plan also reviewed how paralegals best integrate with that strategic direction and forecasts the implications of any

significant increase in resources for the office and possible impacts this may have on other agencies, stakeholders, NGOs and service providers.

The purpose of this Consultancy is to provide specialized technical support over a six-month period to the development of a workplan for the 5-year PSO Strategic Plan; to conduct a consultative review of the plan with the PSO lawyers, paralegals and staff; and to support the PSO in undertaking conferences, including a women in justice forum, a justice integration conference and regional legal aid conference which further the objectives of the Strategic Plan.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The Consultant will be required to provide specialized technical support as follows:

- Undertake and facilitate consultation with senior management of the PSO to develop a workplan for implementation of the Strategic Plan, supporting development of workplan and reporting;
- Undertake and facilitate a consultative workshop with PSO lawyers, paralegals and staff to review the Strategic Plan, measure progress against objectives, make recommendations and reporting;
- Undertake, facilitate and support justice sector ministries and agencies to develop concept and convene a women in justice forum in partnership with other development partners, in particular SIJP and SPC, to provide a space for female justice sector leaders to share their experiences and support other women in the sector to address challenges faced in working in the justice space, and reporting is provided.
- Development of concept note and facilitate a justice integration conference with justice stakeholders, provincial governments, private sector and a range of ministries across Solomon Islands with a view discussing the integrated nature of justice in all aspects of society and initiatives which can be undertaken to recognize and address people's justice needs, and reporting is provided.
- Draft a concept note in consultation with national and international partners and host a virtual regional legal aid conference, develop and finalize comprehensive report on the virtual regional legal aid conference for regional distribution is provided.

### Expected Outputs, Deliverables and Timelines:

Expected outputs /deliverables	Payment milestones	Deadline
Workplan for implementation of the Strategic Plan is developed and reporting is submitted.	20%	31 July 2021
Consultative workshop to review the Strategic Plan is facilitated; and reporting is submitted.	20%	31 August 2021

Developed concept note for women in justice forum; facilitated forum; and reporting is provided.	20%	30 September 2021
Developed concept note for justice integration conference; facilitated conference; and reporting is provided.	20%	31 October 2021
Developed concept note for regional legal aid conference; facilitated conference; and reporting is provided.	20%	31 December 2021

### **Institutional Arrangement**

The Consultant will report to the Project Manager, Solomon Islands Access to Justice Project. Reporting by the Consultant will be undertaken aligned to the deliverables. The reporting format will be further discussed between the Supervisor and Consultant. However, is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.

The consultant will be required to provide their own laptop. As the IC is homebased, UNDP will not provide any resources, the consultant is expected to have own computer with access to Skype (or similar communication method) to enable dialogue with UNDP and justice stakeholders as required.

UNDP will provide by email background reading materials, reports and documents on commencement of the assignment.

### **Duration of the Work**

The Consultancy involves a period of work of approximately 100 days over a duration of 6 months.

### **Duty Station**

This is a home-based assignment.

## **COMPETENCIES**

- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## **REQUIRED SKILLS AND EXPERIENCE**

### **Educational Qualifications:**

Masters level, preferably in Law and/or other discipline relevant to the assignment.

### **Experience**

- A minimum of seven (7) years of professional experience in development of organizational documents for government ministries, agencies and the Justice Sector, preferably with some recent regional experience.
- Demonstrated experience in the design and development of Strategic Plans, government policy and related research.
- Demonstrated experience of engaging with senior level government officials in a wide variety of areas including justice, health and education.
- Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English.

### **Language requirements**

Fluency of English language is required;  
Knowledge of Solomons Pidgin would be an asset.

### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

**Deliverable 1:** 20% of total contract amount.

**Deliverable 2:** 20% of total contract amount.

**Deliverable 3:** 20% of total contract amount

**Deliverable 4:** 20% of total contract amount.

**Deliverable 5:** 20% of total contract amount.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology:

### **Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be

computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

#### **Technical Criteria for Evaluation (Maximum 70 points)**

**Criteria 1** - Masters level, preferably in Law and/or other discipline relevant to the assignment. *Maximum 5 points.*

**Criteria 2** - A minimum of seven (7) years of professional experience in development of organizational documents for government ministries, agencies and the Justice Sector, preferably with some recent regional experience. *Maximum 20 points.*

**Criteria 3** - Demonstrated experience in the design and development of Strategic Plans, government policy and related research. *Maximum 20 points.*

**Criteria 4** - Demonstrated experience of engaging with senior level government officials in a wide variety of areas including justice, health and education. *Maximum 20 points.*

**Criteria 5** - Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English (Candidates should submit 2-3 reports in respect of this criteria). *Maximum 5 points.*

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

#### **Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

**Letter of Confirmation of Interest and Availability** using the template provided in Annex II.

**Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

**Financial proposal**, as per template provided in Annex II. Note: International consultants must quote prices in USD.

**High quality reports in English:** Candidates should submit 2-3 reports in respect of criteria 5 above.

Incomplete proposals may not be considered.

#### **Annexes**

Annex I - [Individual IC General Terms and Conditions](#)

Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)

SIGNATURE: 

Grace Kiernan

Project Manager, Solomon Islands Access to justice Project