**TERMS OF REFERENCE AND PROCUREMENT NOTICE** 

Date: April 30, 2021

**Country: Azerbaijan**

**Description of the assignment:** Lead legal consultant (Train local legal consultants on legal counselling support for family and individuals experienced GBV)

**Project name:** “Economic Empowerment for Entrepreneurship and Employment” (E4)

**Period of assignment/services:** May 2021- December 2021

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than May 7, 2021, 18.00 local time.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Associate will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND:**

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| “Economic Empowerment for Entrepreneurship and Employment” (E4)  In 2015 UNDP launched the “Economic Empowerment for Entrepreneurship and Employment” (E4) Activity with the financial support from USAID. The overall goal of the E4 Activity is to support economic empowerment for entrepreneurship and employment among rural women and youth, as well as to support and strengthen the community-based mechanisms to address gender-based and domestic violence (GBV/DV). The goal of the GBV Component of the E4 Activity is to support and strengthen community-based mechanisms to address gender-based/domestic violence and build community resilience through women’s economic empowerment and broad attitudinal change. The project works in partnership with the State Committee for Family, Women and Children Affairs and local executive authorities in these regions. The project will build on UNDP experiences and results accumulated in the course of implementing similar projects and will use the already tested approaches and models, such as Women Resource Centre (WRC) platform. The key results will include: establishment of a new WRC in Sumgait; capacity building of WRCs in 10 regions for improved GBV services and “small data” management; increased number of women-led businesses; greater awareness on GBV issues, changed gender norms and decreased GBV incidences among target communities; sensitivity to GBV issues among public officials at the local level.  The project works with the WRC, GBV Task Forces and Family and Child Support Centres to identify GBV survivors of all genders, provide referrals and counselling and create community resources. The project trains local women in rendering psychosocial support to GBV survivors (females and males), facilitating peer-support groups and training service providers in ethical and sensitive GBV response. To extend services to the remote locations, the project includes mobile clinics to deliver free psychological and legal support. |

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| **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**  **SCOPE OF WORK OF THE ASSIGNMENT:**  In the scope of this project, UNDP will contract services of the Lead legal consultant for capacity building of local legal consultants for legal counselling to GBV survivors within the project. The Lead legal consultant will work closely with local legal consultants and WRC coordinators. The Lead local consultant shall coordinate activities with the Project officer recruited by the project.  The Lead legal consultant performs the following tasks:   1. Develop training materials, referral forms, reporting forms and other related recommended materials for local legal consultants during legal counselling sessions to GBV survivors. 2. Support capacity building by providing 2 days’ training to local legal consultants in 2 regions of Azerbaijan. 3. With support from WRC coordinator and Project officer lead regular online case review meetings with local legal consultants and case conferencing meeting. 4. On as needed basis provide hourly mentoring sessions to troubleshoot more complex cases and ensure best support for the beneficiary. 5. At the end of assignment submit report on observations, lessons learned and share recommendations to Project Officer/Project manager. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Minimum qualifications and experience

I. Academic Qualifications:

-University Degree in Law; - **20 points**

-Member of the Azerbaijani Bar Association-**20 points**

II. Years of Experience:

-More than 10 years professional and extensive experience as a lawyer-**20 points**

-Professional experience on rendering legal rendering to vulnerable groups of population-**10 points**

-Experience as trainer on gender sensitive legal counselling-**10 points**

III. Competencies:

-Fluency in written and spoken Azerbaijani languages is mandatory; - **10 points**

**-**Expertise in gender sensitive legal frameworks and policies-**10 points**

**-**Builds solid client relationships with strong networking and advocacy skills; focuses on impact and results;

-Excellent organizational skills and ability to work effectively in teams, delivering through and with others;

**-**Self-management, including conflict management/negotiating skills

Note: Maximum possible score is **100 points**. In order to be eligible, the candidate has to score at least **70 points** (70% of maximum possible score)

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Personal CV  2. Financial proposal; |

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| **5. FINANCIAL PROPOSAL** |
| Financial proposal:  **The Financial proposal should include all the costs incurred by the Lead legal consultant in provision of the services. It should specify a) lump-sum fee or fee per day including transportation costs. The payment will be made based on the deliverables as specified in TOR, Section 8. Payment Schedule.**  **Travel**  Training sessions will be conducted in 2 regions of Azerbaijan. All participants are provided with training materials, lunches and coffee breaks during the training course. Accommodation and meal will be provided during the trainings. |

**6.EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

*a). Lowest price and technically compliant offer*

*b) responsive/compliant/acceptable, and*

*c) offering the lowest price/cost*

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**7. TIMEFRAME FOR COMPLETION OF DELIVERABLES**

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| |  |  | | --- | --- | | **Deliverable 1**   * Develop training materials, referral forms, reporting forms and other related recommended materials for local legal consultants during legal counselling sessions. | 4 days May 2021 | | **Deliverable 2**   * Support capacity building by providing 2 days’ training to local legal consultants in 2 regions of Azerbaijan. | 2 days – May 2021  2 days -May 2021 | | **Deliverable 3**   * With support from WRC coordinator and Project officer lead regular online case review meetings with local legal consultants and case conferencing meeting. | 9 days-June-December 2021 | |

**8. PAYMENT SCHEDULE:**

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| Payment will be done in four installments upon completion of deliverables:  1st installment – Deliverable 1-May 2021  2nd installment - Deliverable 2-May 2021  3rd installment – Deliverable 3-June December 2021  The payment will be made based on the actual time spent, adequate to the nature and scope of the provided support, as requested by the Project and confirmed by the Project Manager/Project Officer. |

**9. MONITORING AND EVALUATION:**

Project Manager and Project officer are responsible for monitoring and evaluation of all deliverables.

**10. LOCATION**

Training activities will take place in 2 regions of Azerbaijan due to COVID-19 restrictions. The regions will be selected from those where WRCs are located (Sabirabad, Neftchala, Bilasuvar, Khazar, Qusar, Salyan, Zagatala, Khachmaz and Masalli)

**11. REPORTING**

The consultant will provide assessment results, reports on deliverables and recommendations to Project Manager. The consultant will report at the end of the contractual period to Manager of the project as well as to Program Analyst, UNDP.

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| **Cost Components** | **Unit of measure** | **Unit Cost** |
| 1. **Professional fee** |  |  |
| **Deliverable 1:** |  |  |
| Development of materials | Daily fee |  |
| **Deliverable 2:** |  |  |
| Conducting Trainings | Daily fee |  |
| Khachmaz or any other regions in North of the country where we have WRC |  |  |
| Masalli or any other regions in South where we have WRC |  |  |
| **Deliverable 3** |  |  |
| Regular review meetings (online) | Daily fee |  |
| **Cost Components** | **Unit of measure** | **Unit Cost** |
| 1. **Professional mentoring fee** | Hourly fee |  |
| On as needed basis provide hourly mentoring sessions to troubleshoot more complex cases and ensure best support for the beneficiary. |  |  |