**Terms of Reference (ToR)**

**Access to Justice Project Design Consultant**

**DATE OF ISSUE: 29 november 2012**

**DEADLINE FOR SUBMISSIONS: 14 DECEMBER 2012**

**(NOTE: Applications will be reviewed as they are received)**

**SUBMIT Applications as follows:**

**All candidates applying for the position described below please submit your application through the Pact website**

**www.pactworld.org**

**FOR QUESTIONS, EMAIL:**

**Godfrey Mupanga, Access to Justice Program Manager
Please submit questions by email only: gmupanga@pactworld.org**

**Introduction**

Pact Inc., through its office in South Sudan, is seeking applications from suitably qualified individuals for a short term consultancy to assist Pact in designing the extension of Pact’s Access to Justice Program for the US State Department.

**Background**

Pact Inc. is an international non-governmental organization based in Washington, DC, which currently operates in 29 countries.

In South Sudan, Pact has a long history of justice sector work. In particular, Pact has worked closely with the Ministry for Legal Affairs and Constitutional Development/Ministry of Justice, the Judiciary of South Sudan, the Ministry of Peace and CPA Implementation, the South Sudan Police Service and the Prison Service, as well as the Local Government Board (LGB) and Council of Traditional Authority Leadership (COTAL). Pact has supported multiple grassroots actors in their peace, justice, and governance work, including South Sudanese CBOs, traditional leaders, women’s groups and forums, and Peace Committees/Councils.

**Brief Project Description**

The Access to Justice Program is implemented in six rural Counties that typify fundamental rural access to justice issues in South Sudan including Nasir and Renk Counties in Upper Nile State; Akobo and Pibor Counties in Jonglei State; and Ikotos and Budi Counties in Eastern Equatoria State. The program seeks to increase access to justice in rural South Sudan through support to communities and civil society and state actors in the justice sector.

Pact intends to increase the capacity of justice service providers to administer justice, by providing capacity development and material support to county-level justice actors, including conducting legal training and delivering copies of laws to state-appointed judges and traditional leaders. At the same time, the program currently aims to improve citizens’ access to justice through activities like training and setting up community based paralegal groups, establishing and running Legal Aid Clinics and training individuals on their fundamental rights and access to justice options.

**Purpose**

The main purpose of this assignment is to work with the Pact South Sudan country office to undertake a design process and develop a full funding proposal for the extension of the Access to Justice Program to be submitted to the USG as requested by INL. Under the guidance of the Country Team in Juba, South Sudan and in collaboration with the Opportunity Development Team in Washington, D.C. the consultant will review all necessary documents under the current program, evaluate the evidence gathered from the first phase of the program, carry out the necessary consultations, and, based on that, prepare a full proposal, logframe and any other attachments that may be required in line with Pact policies and regulations and in line with the USG’s requirements.

**Key Duties and Activities**

***Desk Review***

The consultant will carry out a desk review of program reports, the Access to Justice Program Evaluation Report and the Access to Justice Assessment Report, other essential documentation and data collected by the Access to Justice Team. The desk review will enable the Consultant to collect and review previous reports, assessments and reports produced by other organizations in order to get a full appreciation of the operating environment as well as the situation of access to justice in South Sudan.

***Interviews***

The consultant will carry out interviews with management of the Access to Justice Program; relevant program and support Staff; and relevant staff of partners that include but are not limited to South Sudan Law Society (SSLS), Universal Network for Knowledge and Empowerment (UNKEA), the International Rescue Committee (IRC) and Institute for the Promotion of Civil Society (IPCS).

***Field Visits***

The consultant may be required to undertake field visits to any number of sites determined by Pact for purposes of collecting any additional data that may be required. Any data collection during field visits will engage local and state government authorities, customary law court chiefs, paralegals, community protection committees, and police and prison officials, individual members of the community, Legal Aid Attorneys and clients and sub-grantee organizations of the Access to Justice Program. Field sites are in rural South Sudan and the consultant should be prepared for difficult conditions during field visits such as limited or no electricity and internet, mobile phone networks, and poor road conditions.

***Design process***

The Project Design consultant will be expected to lead a design process and workshop with the Pact South Sudan team to analyze the evidence, consider all options and develop the best design for the access to justice program.

***Proposal Design and Writing***

The Design Consultant will be expected to:

* Work closely with the Country Team in Juba to develop a full proposal, logframe and other accompanying documents for submission to the USG;
* Write all sections of the proposal and all accompanying documents in accordance with the USG requirements and in line with Pact policies;
* Prepare a donor-quality results based Lessons Learned/ Impact Analysis report drawing from internal Pact reporting, M&E, evaluations, etc.
* Edit and incorporate the input of the Country Team in Juba and/or partners into the proposal;
* Work closely with the South Sudan Country Office Deputy Country Director to ensure coherence between narrative and budgetary elements in the proposal.

**Accountabilities and Responsibilities**

In facilitation of this assignment Pact can provide the following support to the consultant throughout the period of this consultancy and will pay directly:

* International travel e.g. flights to and from Juba and home station;
* Visa and permits ;
* Accommodation in South Sudan;
* All domestic travel associated with this assignment;
* Thuraya, if and when the consultant travels to field sites that do not have telephone services;
* Mobile phone credit up to a limit determined by Pact;
* Security in the field.

Pact will provide the consultant with transport and office space as required. The Access to Justice Program Manager will be responsible for the following tasks:

* Provide guidance to the consultant and approval of all deliverables;
* Avail relevant project documents and reports;
* Oversee all logistics and administrative aspects during the process;
* Organizing internal meetings;
* Review of draft and final proposals and all attachments thereof as required;

The consultant shall be responsible for the following, without exception:

* Laptop computer
* Mobile phone
* Medical and any other insurance (including international evacuation insurance)

**Deliverables & Timeline of Critical Activities**

a) Initial literature review;

b) Interviews and field visits;

c) Completion of draft proposal;

d) Presentation of draft proposal for Review by Pact and partners;

e) Edit and incorporate input by Pact and partners;

f) Presentation of final proposal that includes a theory of change, or project logic, which clearly outlines how the proposed project will contribute to the desired results.

The consultant will be expected to start by 7 January 2012 and complete the assignment by 28 February 2013. This is planned as a 30 day consultancy with at least 25 of those days in South Sudan.

**Required Skills and Experience
*Awareness of the context***

The successful consultant should be familiar or be able to become rapidly familiar with:

* The operating context in South Sudan, Pact South Sudan Program approach and current programs;
* The challenges of access to justice in South Sudan and strategies for responding to these challenges;

***Technical Background***

The successful consultant shall:

* have experience working with access to justice programs;
* be familiar with global approaches to access to justice and emerging trends in the field;
* be familiar with methods of measuring access to justice and the impact of access to justice programming;
* Have excellent analytical skills with the ability to synthesize information from multiple sources.

***Donor and Sector Awareness***

 The successful consultant should demonstrate strong experience and familiarity with (or the ability to gain quickly):

* The requirements and formats of donors that include the US State Department;
* Demonstrated experience in writing proposals for major donors including the USG (US State Department specifically a plus)Department;
* Writing skills that ensure that the tone, content, and design of the proposal correspond to the requirements of the US State Department;
* Working against tight schedules but still being able to deliver a quality product.

***Other Competences***

* Demonstrated experience working with INGOs and international donors;
* Strong writing skills proven through publication;
* Experience working with people of different cultures;
* Ability to work as part of a team;
* Flexibility;
* Sense of humor.

***Qualifications***

* At least 5-7 years of demonstrable experience of working in protracted conflict and post-conflict settings, in the following areas: access to justice, democracy and governance, conflict prevention, peace building, protection and long term humanitarian programming (such experience in South Sudan will be considered a plus);
* Demonstrated experience using data for decision making in relevant programming;
* Fluent English – written and spoken is essential and knowledge of Arabic and/or other South Sudanese languages are desirable.
* Previous knowledge of South Sudan’s legal system, constitution, development plan, government policies, laws and programs preferred;
* Master’s Degree or equivalent in a relevant area, preferred;