



ANNEX 1

REQUEST FOR PROPOSALS

PROJECT “ZAKHYSNYK”

LEADING EXPERT POSITION

(Odesa-based)

TERMS OF REFERENCE

This call is aimed at contracting a project leading expert. The Civic Organization “DESYATE KVITNYA” reserves the right to draw up a list of a maximum of three eligible candidates who will be contracted under the pooling system, depending on the expertise in hands and availability of the expert(s). The contract with the eligible expert(s) shall be carried out for the duration of up to 55 working days. The daily fee rate proposed by the candidate should be not more than 2 500 UAH (two thousand five hundred hryvnas) per working day. The total amount of the expert fee will be awarded as a lump sum and, upon agreement between the expert and the Organisation, could be paid in one or several installments. Please note that expenses related to expert missions will be covered by the project.

Activity No.1: Region-specific assessment on the access to justice in criminal cases with a specific focus on vulnerable groups. Implementation period: August – October 2018. (23 working days)

Objective: to provide in-depth region-specific analyses on access to legal aid in criminal cases for vulnerable groups and quality of the free legal services provided in Kherson, Mykolaiv and Odesa regions and propose recommendations for the strengthening of the free legal aid system in criminal matters in three pilot regions.

Duties of the expert:

- Draft a methodology for the elaboration of the analyses on access to legal aid in criminal cases for vulnerable groups and quality of free legal services in criminal cases in Kherson, Mykolaiv and Odesa regions.
- Carry out a desk research on the legal framework and local practices on access to justice and quality of free legal aid provided for vulnerable groups.
- With the assistance of short-term experts and project staff to carry out fact-finding missions to 3-5 cities/towns/villages per pilot region to assess the needs of project stakeholders and obstacles to justice faced by the project beneficiaries.
- Carry out an analysis of replies on questionnaire on access to justice for vulnerable groups to be disseminated among project stakeholders and target groups.
- Prepare a report on access to legal aid in criminal cases for vulnerable groups and quality of free legal services in criminal cases in Kherson, Mykolaiv and Odesa regions.
- Present the above-mentioned report at an international conference to be organized in October 2018 in Odesa.



Activity No.2: Support the organization of a two-day international conference on access to justice for vulnerable groups in October 2018. (4 working days)

The aim of the conference is three-fold: to present, discuss and evaluate the findings of the assessment report carried out under Activity No.1; exchange good practices and create synergies with other legal aid centres/bureaus; enhance knowledge on European standards and good practices with regard to the free legal aid provision. The participants of the conference will include representatives of all regional bureaus of Ukraine, representatives of the criminal justice chain institutions, NGOs, academia and international experts.

Duties of the expert:

- Contribute to the identification of topics for discussion, potential speakers and participants;
- Contribute to the preparation of the conference agenda and hand-out materials;
- Be a contact point for international and national experts, assist them in identifying topics for presentations and brief them on the legal framework and practices in Ukraine in the field of free legal aid and/or on expectations of target groups to be present at the conference;
- Moderate the event;
- Draft a short report up to 3 pages on the outcomes of the conference in English and Ukrainian.

Activity No 3: Support to the organization of the three one-day regional seminars on improving the quality of the secondary legal aid in criminal cases, October - December 2018 - at least one per pilot region (6 working days)

The aim of the regional seminars are primarily focused on improving the access to the free legal aid in criminal cases for vulnerable groups at the regional level by strengthening co-operation among criminal justice chain institutions and improving the existing referral mechanisms (early referral and appeal stages) monitoring and evaluation of the free legal aid services. Target groups of the seminars are free legal aid lawyers and staff of the free legal centres/bureaus, judges, prosecutors, police and penitentiary officers, representatives of academia and civil society.

Duties of the expert:

- Contribute to the identification of topics for discussion, potential speakers and participants;
- Contribute to the preparation of the seminar agendas and hand-out materials;
- Be a contact point for international and national experts, assist them in identifying topics for presentations and brief them on the legal framework and practices in Ukraine in the field of free legal aid and/or on expectations of target groups to be present at the seminars;
- Moderate the events;
- Draft a short report up to 3 pages on the outcomes of the seminars in English and Ukrainian.

Activity No. 4: Training activities for defense lawyers, October 2018 - January 2019 (15 working days)

At least 15 training sessions (1,5h-2h per session) should be carried out live, offline or online. The sessions will be carried out by international and national short-term experts both at the basis of the local bar office and legal aid centres/ bureaus, as well as online and offline. The main beneficiaries of the trainings will be local free legal aid lawyers.

Duties of the expert:

- Contribute to the identification of topics for training sessions, potential speakers and participants;
- Contribute to the preparation of the training session schedule and hand-out materials;



- Be a contact point for international and national short-term experts, assist them in identifying topics for presentations and brief them on the legal framework and practices in Ukraine in the field of free legal aid and/or on expectations of target groups;
- Moderate the events;
- Draft a short report up to 3 pages on the outcomes of the training sessions in English and Ukrainian.

Activity No. 5: Support to the preparation of the awareness campaign and elaboration of the project interim and final reports, September 2018 - January 2019 (7 days)

- Provide input to the preparation of the awareness raising campaign of the project by assessing the quality of its content and provide advice on its improvement and tightening it to the needs of project beneficiaries;
- Contribute to the preparation for the project interim and final reports by providing an assessment on the results of the project events, its impact on project stakeholders and beneficiaries, identify potential risks, lessons-learned and propose corrections to the project Work Plan, provide recommendations on ensuring the sustainability of the Action and propose follow-up events.

ELIGIBILITY CRITERIA

Experts shall demonstrate that they fulfil the following criteria:

- University degree in law, political sciences, social sciences, international relations, public administration or related fields;
- At least 5 years of professional experience in the field of criminal justice, legal research, reform of the legal aid system at national level. Experience at the international level is a strong advantage;
- Excellent knowledge of European standards on legal aid, fair trial and criminal justice, anti-discrimination and gender equality;
- Excellent knowledge of English and Ukrainian. Good knowledge of Russian. Knowledge of national minority languages is a strong advantage;
- Experience in carrying out researches, training activities and delivering presentations for legal professionals;
- **Daily fee rate of not more than 2 500 UAH per working day.**

AWARD CRITERIA

Quality of the offer (90%), including:

- Thematic expertise in the relevant area, knowledge of European standards in the areas covered by this call (40%);
- Relevance of the experience in the areas covered by this call, including previous similar assignments with national and/or international organizations (40%);
- Knowledge of the national and local context in areas covered by this call (10%)

Financial offer (10%).

The Organization reserves the right to hold interviews with eligible experts.