



## TERMS OF REFERENCE (TORS)

“Engagement of Firm/Individual(s) Consultant(s) for

**Development of Training Manual(s) on Specialized Courses—Gender Justice, Cyber Crime, Consumer Laws and Intellectual Property Laws—for Judicial Officers in the Khyber Pakhtunkhwa**

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### **1. Introduction:**

The proposed activity is being executed by the Khyber Pakhtunkhwa (KP) Judicial Academy (Academy). Established in March 2012 through a provincial statute—the KP Judicial Academy Act, 2012—the Academy is a specialized institute, having a statutory mandate to impart training to judicial officers and court personnel and the personnel of all those departments, organizations, bodies and institutions, which are directly or indirectly connected with the system of administration of justice like Police, Prosecutors, Government Pleaders, Probation Officers, Medico Legal Experts and others. The Academy has also a fully functional research wing, with a view to conduct specialized researches/studies on issues related to the administration of justice in the province. Towards the strengthening of the administration of justice in the province, the Academy is also collaborating with various UN agencies, such as, the UNDP, UNODC, UNICEF, the World Bank and other NGOs.

The proposed activity aims at developing training manuals in specialized areas, such as, Gender Justice, Cyber Crime, Consumer Laws and Intellectual Property Laws, for judicial officers. It is part of the UNDP support under the ‘Strengthening the Rule of Law in Malakand’ (SRLM) project.

In the short run, the assistance will help enhance the capacity of the Academy to have a more nuanced approach to its curriculum designing task. In the long run, the activity will contribute to the State’s constitutional obligation to administer quick and inexpensive justice through regular capacity building of the District Judiciary and its staff. The activity will conclude with state-of-the-art specialized training toolkit(s), covering judicial officers’ (and the personnel of other justice sector department concerned with the selected specialized areas) pre-and in-service training needs in the selected specialized areas, and ensuring compatibility with international standards of judicial training in such areas.

### **2. Objective/Purpose:**

The main objective of the training manuals is help the Academy fulfill its basic statutory obligation of imparting training to judicial officers and the personnel of all those departments whose responsibilities are directly or indirectly related to the administration of justice.

### **3. Beneficiaries of the Activity:**

Several layers of beneficiaries could be identified. While the ultimate beneficiary is the litigant public, the principle beneficiary is the Subordinate (usually called District) Judiciary and the Academy. Others include all those associated directly or indirectly with the administration of



justice. The Academy is emerging an academic icon, a lighthouse to position and lead the judiciary in the right direction. By means of international standard training manuals, the Academy will benefit significantly to explore the current quality level of its training curriculum and to update them as per the requirement of the judiciary itself, on the one side, and the challenges of the society, on the other.

#### **4. Scope of Work:**

The UNDP under its SRLM project intends to hire the services of a firm/individual(s) consultant(s) who has considerable field level experience in justice sector, most preferably, in designing training manuals.

The proposed activity will involve proper understanding and appreciation of a range of issues surrounding the training manuals, for example: the need and significance of the manuals, their style and format, compatibility of the manuals with international standards, challenges to training under the manuals and ways and means for addressing such challenges and future prospects for the manuals.

#### **The Firm/Individual(s) will be required to perform the following tasks:**

The Firm/Individual Consultant(s) is expected to deliver the following outputs, which will have to be approved by the Academy in consultation with the UNDP:

- Review literature on designing of training curriculum;
- Study critically the 2012 TNA conducted for exploring gaps in capacity building of judiciary and court staff with focus on pre-service as well as specialized trainings;
- Propose the nitty-gritty of administering training under the manuals, such as,
  - Aims and objectives of the training
  - Key learning outcomes of the training
  - Trainings' daily schedule (Time allocation and management)
  - Resource Persons (expertise, time management, quality of teaching)
  - Evaluation (pre-and post-and overall; on job application of skills)
  - Compatibility with international standards.
  
- Visit selected districts in the KP to conduct interviews and/or consultations with judges;
- Study critically the database of the previous trainings based on the manuals;
- Report the major findings of the literature review, the critical study of training database and field visits; and
- Submit final report and drafts of manuals.

#### **5. Duration of project:**

**IN DAYS: 15 working days**

#### **6. Qualification:**

At least postgraduate qualifications in Law and a discipline relevant to the assignment

#### **7. Experience:**

The following attributes are required for the selection of the applicant:

- a) At least five years work experience in justice sector, particularly, curriculum designing;
- b) Strong research and analytical background in the selected specialized areas;
- c) Knowledge, competence and experience in training curriculum, preferably judicial training curriculum.

**8. Skills required:**

- Command on English and Urdu;
- Strong reporting writing skills;
- Strong presentation and interpersonal skills;
- Excellent IT and Ms. Office and research software skills.

**9. Right/ Permission to work:**

The Academy has an open door policy for all interested candidates including employees of public or private organizations. Any such interested candidate may check with his/her employer for the issuance of an NOC for the purpose of applying to the position.

**10. Deliverables:**

*Quality assurance and Payment*

The individual consultant will be paid on the percentages of the work done and contract price set forth in the table below and upon submission of deliverables mentioned therein.

SN	Deliverable	Period	Percentage of work and payment
1	Undertake review of literature, including the 2012 TNA report.		
2	Develop tools and/or standards and action plan for developing the training manuals.		
3	Validation of tools and/or standards and action plan and assessment by the Academy (or its focal person or a Technical Working Group (TWG) in consultation with the UNDP		
4	Designing and arranging visits to selected districts of the KP for interviews /consultations with judges and court staff per the endorsed action plan by the Academy (or its focal person or the TWG.		
5	Compilation of the report of interviews.		
6	Compilation of consolidated report of literature review, critical study of the drafts and proposed new manuals.		
7	Validation of the recommendations made		

	in the consolidated report by the Academy (or its focal person or the TWG) in consultation with UNDP.		
8	Submission of final drafts of the manuals and its approval by the Academy (or its focal person or the TWG) in consultation with UNDP.		