

TERMS OF REFERENCE FOR DEVELOPING A SPECIALIZED TRAINING CURRICULUM ON ADR FOR CHILDREN JUSTICE

I: Project Overview

The ADR project aims to capacitate the relevant departments for ensuring speedy justice to children in light of JJSO ordinance 2000 through developing curriculum on ADR for children who are in contact or in conflict with law. Under this project assistance will be provided for institutional development and capacity building to ensure effective and speedy provision of justice services to children. The project will also work with formal justice institutions so that dispute resolution is trusted, affordable, accessible, and viewed as fair by the local communities. In doing so, the KPJA will engage with key stakeholders in Khyber Pakhtunkhwa (KP) including the Judiciary, Police, Local Government, prosecution, bar associations, jirgas, CSOs and ongoing (justice) initiatives.

UNICEF supports the KPJA in capacity assessment, curricula development and trainings conduction through elaborating an operational plan to ensure effective implementation of the strategy, including institutional arrangements. This will also enable KPJA to develop a close coordination with other participants in justice system for children. The KPJA will also provide feedback mechanism after the training provisions to assess further the usefulness and practicality of the training approach. Based on the feedback received from the participants, the KPJA will revise and make modifications to the curricula and other ADR techniques to make sure its impact and effectiveness.

2: CONSULTANCY OBJECTIVES, PURPOSE & EXPECTED RESULTS

Overall objective

The overall objective of the assignment is to develop training curriculum in the light of the juvenile justice system-related ADRO for children who are in contact and conflict with law. The materials and the curricula are intended to provide practical direction in ADR for children within the ambit of Pakistan's Juvenile Justice System Ordinance, 2000. The curriculum shall be in English with appropriate illustrations for easy reference, putting into consideration its target users.

Deliverables

The Consultant is expected to deliver the following outputs which will have to be approved by the KPJA. The proposed deadlines and payment schedule for each of the deliverables is contained in section 5 of this ToR.

Project Output 1

Mapping and capacity needs (including trainings) assessment of justice sector institutions and departments, in Peshawar and Swat, conducted to inform

recommendations for the development of Alternative Dispute Resolution (ADR) capacity building curriculum within the ambit of justice for children

Project Output 2

Curriculum for capacity building of justice sector professionals on Alternative Dispute Resolution (ADR) developed and endorsed by the Technical Working Group

Project Output 3

60 participants from justice sectors institutions and departments from Swat and Peshawar trained in ADR while measuring its effectiveness for finalization and institutionalization of the draft ADR Curriculum.

The Consultant will, in addition, be responsible for:

- Reviewing and reporting on the major findings of relevant laws, regulations and policies.
- Conducting of interviews/consultations with relevant officials at various districts.
- Preparing report of the Technical Working Group Meeting
- Consultancy Report.

3. LOGISTICS AND TIMING

3.1 Commencement date & Period of execution

The period of execution of the project will be from 1st Nov 2014 to 31st July 2015. However, this consultancy will be assigned on daily basis for 123 working days from the date of contract execution with rate of Rs, 8,000 per day. The distribution of the days is as follows:

Tools development: 10 days, Conducting TNA and mapping (6days for each district) 15 days, Report compilation TNA and mapping: 8 days, Curriculum development and consultations (35) days ,Validation of Tools and curriculum and TWG participation: 7 days, Training coordination and facilitation: 12 days, Revision and finalization of Curriculum 15 days, Framing ADR mechanism messages for display 10 days and Assessment for assessing the usefulness of the training 11 days.

4: Expertise required

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

- a) Postgraduate qualifications in Law and a discipline relevant to this assignment with a minimum of five years' work experience on Justice for children and ADR.

- b) Competence and experience in developing training manuals for relevant government departments and district officials.
- c) Knowledge and experience in capacity building.
- d) Proficiency in English, Urdu and Pashto.
- e) Excellent report writing skills.

5: PAYMENTS AND QUALITY ASSURANCE

The KPJA will make progress payments based on the percentages of the contract price set forth below upon submission of deliverables provided hereunder and acceptance. Progress payments will be made within five days of acceptance of each deliverable.

N ^o	Deliverable	Period	Percentage payment
1.	<ul style="list-style-type: none"> • Conduct literature review and develop tools and action plan for mapping and assessment of justice sector institutions and departments in district Swat and Peshawar • Support the validation of tools and action plan for mapping and assessment by the Technical Working Group (TWG) • Conduct mapping and assessment in Peshawar and Swat as per the endorsed action plan by the Technical Working Group • Interviews with parents and children in two districts who are in conflict or in contact with law in order to assess their stratification and dissatisfaction from the process and system. • Compilation of the mapping, interviews and capacity needs assessment report and its finalization in light of the review by the stakeholders • Support the validation of the recommendations made in the mapping, interviews and capacity needs assessment report by the Technical Working Group 	1 st Nov- 15 th Jan 2015	Advance payment 40%

2	<ul style="list-style-type: none"> • Develop curriculum and resource materials (considering the needs of both participants and facilitators) on the Alternative Dispute Resolution within the ambit of justice for children • Finalization of the draft curriculum (and resource material) in light of the review and feedback by the Technical Working Group • Assist the endorsement of the draft curriculum and resource materials by the Technical Working Group including an action plan for trainings of participants from Swat and Peshawar • Conduct TOT for 15 selected master trainers on developed curriculum who will be trained to deliver the ADR training to the intended participants 	16 Jan- 10 th March 2015	Additional payment 30%
3	<ul style="list-style-type: none"> • Conduct two trainings (5-days each) in the Judicial Academy for 60 participants from justice sector institutions and departments from Swat and Peshawar. • Review of the curriculum on ADR in light of the findings and recommendations received at both trainings and the endorsement of final product by the Technical Working Group • Support to KPJA in conducting launching ceremony for the dissemination of ADR Curriculum after its endorsement by the Technical Working Group • Develop tools for measuring the effectiveness of ADR Curriculum and its usefulness after 6 months of the trainings in consultation with KPJA and UNICEF • Compilation of summery report on the effectiveness of the ADR Curriculum and 	11 March 31 st July 2015	Final payment 30%

	framing recommendations for its province wide rollout and institutionalization in consultation with UNICEF.		
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ToRs Developed by _____

ToRs certified by _____

ToRs Approved by _____