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| **WORLD BANK IN VIETNAM** | **GOVERNMENT OF JAPAN** | **JAPANESE SOCIAL DEVELOPMENT FUND** | **SPECIALIZED PROJECT MANAGEMENT UNIT - MINISTRY OF JUSTICE** |

**TERMS OF REFERENCE**

**FOR THE RECRUITMENT OF 01 INTERNATIONAL EXPERT**

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| **Project name:** | The "Improved Delivery of Legal Aid for the Poor and Vulnerable Project" is funded by the World Bank with the support of the Japan Social Development Fund and implemented from 2023 to July 31, 2026. |
| **Package No. 01.2023:** | Recruitmentof 01 international expert to perform the following activities: Activity 1.1.2.1. Identification of barriers against people's access to legal aid services; Activity 1.2.1.1. Development of training materials on legal aid for community officials who have an important role in the communities such as village elders, village heads, reputable people, etc.; and Activity 2.2.1.1. Development of training materials for legal aid practitioners. |
| **Quantity:** | One (01) person |
| **Objective:** | The international Expert is required to review documents and international experiences and provide recommendations for application in Vietnam to (1) identify barriers against people's access to legal aid services; (2) develop training materials on legal aid for community officials who have an important role in the communities such as village elders, village heads, reputable people, etc.; and (3) develop training materials for legal aid practitioners; and comment on documents prepared by national experts. |
| **Location:** | Hanoi (Headquarters), Dien Bien, Yen Bai |
| **Duration:** | Tentatively 28 working days from the date of signing the contract |
| **Contract supervision:** | Ministry of Justice |
| **Deadline for applications:** | *From 18/09/2023 to 09/10/2023* |

**I. BACKGROUND AND PROJECT INFORMATION**

**1. General project information**

The "Improved Delivery of Legal Aid for the Poor and Vulnerable” Project is funded by the World Bank with the support of the Japan Social Development Fund. The Ministry of Justice is its governing agency. The project is implemented in four years, between 2022 and 2026, in Hanoi, Dien Bien, Yen Bai and other provinces and cities selected during the project implementation.

The project’s approval and implementation are aligned with the policy of social progress and justice, improved people's living standards, hunger eradication and poverty reduction, and economic development in remote and border areas, islands, ethnic minority areas, among others, mentioned in the 13th Party Congress’s Resolution and the National Assembly’s Resolution No. 142/2016/QH13 on the five-year Socio-economic Development Plan 2021-2025; the ten-year Socio-economic Development Strategy 2021-2030; the five-year Socio-economic Development Plan 2021-2025; the Prime Minister's Directive No. 18/CT-TTg on the elaboration of the five-year Socio-economic Development Plan 2021-2025; and the Prime Minister’s Decision No. 1252/QD-TTg dated September 26, 2019, approving the Plan to strengthen the effective implementation of the International Covenant on Civil and Political Rights and the recommendations of the United Nations Commission on Human Rights, in which the Ministry of Justice is assigned to "increase the number of legal aid activities, especially legal aid for vulnerable people, including victims of violations of civil and political rights”.

This legal aid project is relevant to the central goal and orientation of the Legal Aid Innovation Project and the 2017 Law on Legal Aid, according to which legal aid beneficiaries are regarded as the center of the service, the quality of legal aid services is improved, efforts are focused on resolving legal aid cases, and communication is promoted to engage stakeholders in legal aid.

**2. Project objectives**

The overall objective of the project is to improve the delivery of legal aid and promote the legal empowerment of beneficiaries of legal aid services, focusing on selected provinces in the Northern Mountain Region.

Specific objectives:

- To raise public awareness of legal aid and enhance access to legal aid services.

- To improve the quality and efficiency of legal aid services.

- To engage social organizations in legal aid services in accordance with the Vietnamese laws.

**3. Project components**

The project has four components as follows:

+ ***Component 1***: Improving access to legal aid services for local people, especially the poor, ethnic minorities and other vulnerable people in the Northern mountainous region. This component focuses on solving the current difficulties, which are constraining people from accessing legal aid services (although the services are free of charge);

+ ***Component 2***: Focusing on comprehensive capacity building (including legal aid practicing and soft skills) of legal aid practitioners and relevant civil servants such as judges, prosecutors, investigators, etc., in providing legal aid services in order to raise awareness, facilitate coordination, thereby improving the performance of legal aid activities;

+ ***Component 3***: Piloting selected activities to improve legal aid service quality, including engagement of qualified social organizations in the delivery of legal aid services associated with improved livability of legal aid beneficiaries in a sustainable manner, and proposed design of a quality control system for legal aid services.

+ ***Component 4***: Project management, administration, monitoring and evaluation, and information dissemination.

**2. WORK OBJECTIVES**

The international expert, in coordination with the Department of National Legal Aid and national experts, will review documents and international experiences and provide recommendations for application in Vietnam to (1) identify barriers to people's access to legal aid services; (2) develop training materials on legal aid for community officials who have an important role in the communities such as village elders, village heads, reputable people, etc.; and (3) develop training materials for legal aid practitioners; and (4) comment and provide suggestions on documents prepared by national experts.

**3. SCOPE OF WORK**

The Expert is expected to deliver the following activities:

- Reviewing international experiences on how to identify and overcome barriers against access to legal aid services in Vietnam, especially in the selected provinces of the Project.

- Providing training materials from selected countries for officials who have an important role in the communities such as village elders, village heads, reputable people, etc., to help connect legal aid with people; suggesting and commenting on the training materials sent to national experts for reference.

- Providing papers, research articles, books and skills training materials from selected countries for legal aid practitioners (including skills training materials for particular groups such as the poor, people of ethnic minorities, victims of domestic violence, victims of human trafficking) and suggesting the training materials sent to national experts for reference.

- Sharing comments on documents developed by national experts such as (i) survey methodology and tools, survey forms, questionnaires, studies and relevant documents in identification of barriers against people's access to legal aid services; reports on barriers against people's access to legal aid; (ii) drafts of skills training materials for legal aid practitioners; and (iii) drafts of training materials on legal aid for groups of officials who play an important role in the community such as village elders, village heads, reputable people, etc.

- Performing other related activities to successfully meet the defined objectives.

**4. DURATION, LOCATION OF WORK AND EXPECTED DELIVERABLES**

4.1. Duration

Estimated 28 working days from the date of signing the contract.

4.2. Location of work

The Expert will choose the right workplace for the task and is not required to be present in Vietnam.

4.3. Expected deliverables

- Comments and suggestions on the application of international experiences on research methodology, identification of barriers and difficulties that people are facing for Vietnam and selected provinces of the project for reference, focusing on vulnerable groups (such as the poor, people of ethnic minorities, victims of domestic violence, victims of human trafficking) and people residing in mountainous, remote and disadvantaged areas, in access to legal aid public services.

***Deadline:*** *sent to the Specialized Project Management Unit (PMU) within 10 working days from the date of receiving the request from national experts or the PMU;*

- Comments and suggestions on documents developed by national experts such as (i) survey forms, questionnaires, report outlines in identification of barriers against people's access to legal aid services; (ii) skills training materials for legal aid practitioners; (iii) training materials on legal aid for groups of officials who play an important role in the community such as village elders, village heads, reputable people, etc.:

***Deadline:*** *sent to the PMU within 05-10 working days from the date of receiving the request, documents from national experts.*

- Suggestions and recommendations on how to reduce barriers and overcome difficulties in accessing legal aid in Vietnam, especially in provinces participating in the Project based on surveys and overall reports of the national experts:

***Deadline:*** *sent to the PMU within 10 working days from the date of receiving survey results and overall reports on legal aid’s barriers from national experts.*

- Suggestions, comments, sharing of international experiences and findings, suggestions, and recommendations for Vietnam in training on methods, skills, and legal aid training for groups of key officials in the community such as village elders, village heads, clan heads, reputable people village elders, village heads, reputable people, etc.:

***Deadline:*** *sent to the PMU within 25 working days from the date of signing the contract.*

- Suggestions, comments, sharing of international experiences on developing programs, documents, methods and ways to organize skills training for legal aid practitioners and findings, suggestions and recommendations for Vietnam:

***Deadline:*** *sent to the PMU within 30 working days from the date of signing the contract.*

- References to the activities listed in Section 3.

- Proofreading documents in English.

The deliverables are written in English and must include the PMU’s input.

**5. RESOURCES AND REPORTING ARRANGEMENTS**

The Expert is responsible to arrange his/her own office space and communication means. Reference documents (if any) will be provided when requested for the Expert to carry out this assignment.

The Expert is required to coordinate with national experts and periodically update work progress to the PMU every 15 days.

**6. APPLICATION REQUIREMENTS**

**6.1. General requirements**

a) Having a nationality and a clear background;

b) Being sufficiently healthy to deliver the work;

c) Not being prosecuted or tried.

**6.2. Specific requirements**

- Master degree or higher in Law, Public Policy or relevant Social Sciences;

- At least 5 years of proven experience and knowledge in the field of legal aid;

- International experience in researching, sociological surveys, training and capacity building for adults, including legal aid practitioners;

- Working experience in the field of legal aid in Vietnam or ASEAN countries is an advantage;

- Ability to work in person or online as requested by the PMU;

- Fluency in spoken and written English;

- Working experience with ethnic minority groups, especially ethnic minority groups in Vietnam is an advantage.

**7. PAYMENT**

The Expert should submit technical and financial proposals to the PMU. The proposals shall serve as the basis for selection and discussion of the Expert’s total payment.

**8. SELECTION**

The expert will be selected using Open Competitive Selection of Individual Consultants (IC) following the World Bank Procurement Regulations for IPF Borrowers, the legislations of Vietnamese Government and the Project Operational Manual.

**9. APPLICATION**

Interested applicants should submit their technical proposal (including cover letter, CV, and copies of relevant qualifications) and financial proposal to [bqldact.moj@gmail.com](mailto:bqldact.moj@gmail.com) or to the Project Management Unit of the Ministry of Justice at the address: Building N3, Ministry of Justice, 60 Tran Phu street, Ba Dinh district, Hanoi.

For more information, please contact Mr. Nguyen Quang Huy, by phone: 024.6273.9521 or email: [bqldact.moj@gmail.com](mailto:bqldact.moj@gmail.com).

Deadline for submission: ***From 18/09/2023 to 09/10/2023.***

*Note: Hard copies of application will not be returned./.*