

REQUEST FOR EXPRESSIONS OF INTEREST

Grant No: TF0B7834

Package 10.2023: Recruitment of 01 international expert to research and develop documents guiding criteria for legal aid quality assessment

1. 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 selected provinces and cities during the project implementation;
2. Executing the 2023 Procurement Plan of the Project issued with Decision No. 750/QD-BTP dated May 19, 2023 by the Minister of Justice, the Specialized Project Management Unit of the Ministry of Justice (the PMU) publishes the recruitment of 01 international expert under the Package No. 10 of the project;
2. The scope of work and requirements for application are provided in the Terms of Reference;
3. The PMU now invites eligible consulting individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services;
4. The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers: Procurement in investment project financing, Fourth Edition, November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest;
5. A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations;
6. For more information, please contact Mr Nguyen Quang Huy by phone 024.6273.9521; email: bqldact.moj@gmail.com;
7. Applications must be delivered to bqldact.moj@gmail.com or in person to the address below from April 15, 2024 to no later than 5pm, May 13, 2024.

Project Management Unit of the Ministry of Justice

Address: Building N3, Ministry of Justice, 60 Tran Phu Street,

Phone: 024.6273.9521

E-mail: bqldact.moj@gmail.com



**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 EXPERT

Project name	The "Improved Delivery of Legal Aid for the Poor and Vulnerable Project" is funded by the World Bank from the support of the Japan Social Development Fund and implemented from 2023 to July 31, 2026.
Package No. 10.2023	Recruitment of international experts to research and develop documents guiding criteria for legal aid quality assessment
Quantity:	One (01) international expert
Objective:	Develop a report on guiding criteria for legal aid quality assessment in other countries
Location:	Hanoi, Vietnam or online
Timing:	Tentatively 15 working days from the signing date of the consulting contract
Contract supervisors:	Ministry of Justice
Deadline for submission of applications:	<i>From April 15, 2024 to 5pm, May 13, 2024</i>

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 from 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/QĐ-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 with 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:

- Raise public awareness of legal aid and enhance access to legal aid services.
- Improve the quality and efficiency of legal aid services.
- 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 of 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

Review regulations and international experiences to develop a Report and share guidance documents on criteria for legal aid quality assessment (international experiences and international treaties).

3. SCOPE OF WORK

- Develop a work plan I to achieve the objectives stated in Section 2;
- Review, synthesize and provide documents and research papers on legal aid quality to inform a Report on criteria for legal aid quality assessment (international experiences and international treaties);
- Develop a Report on criteria for legal aid quality assessment (international experiences and international treaties);
- Provide comments on documents and reports developed by two national experts on criteria for legal aid quality assessment (international experiences, international treaties and Vietnamese regulations);
- Other activities related to the development of a Report on criteria for legal aid quality assessment (international experiences and international treaties).

4. TIME, LOCATION OF IMPLEMENTATION AND EXPECTED DELIVERABLES

4.1. Execution time

The expert works within an estimated time of 15 days from the signing date of the consulting contract and ends within 90 days from that date.

4.2. Location of work

It is optional for the expert to choose a suitable working location for the job and is not required to go to Vietnam. It is possible to work online at the request of the Project Management Unit.

4.3. Expected deliverables and completion time

No	Tasks	Deadline
1	Work plan stated in Section 3 "Scope of Work".	<i>submission to the Project Management Unit no later than five (05) working days from the signing date of the consulting contract.</i>
2	Tentative report outline and relevant references.	<i>submission to the Project Management Unit no later than seven (07) working days from the signing date of the consulting contract.</i>
3	First draft report and related documents on criteria for legal aid quality assessment (international experiences and international treaties) (minimum 15-20 pages, excluding appendices – maximum 50 pages).	<i>submission to the Project Management Unit no later than fifteen (15) working days from the date of approval of the outline.</i>
4	Report on criteria for legal aid quality assessment (international experiences and international treaties) (minimum 15-20 pages, excluding appendices, if any – maximum 50 pages).	<i>submission to the Project Management Unit no later than fifteen (15) working days from first draft report submission, followed by further improvement and finalization as requested by the Project Management Unit within ten (10) working days from the receipt of such request.</i>
5	Specific comments and suggestions for reports and documents on quality assessment developed by the national experts.	<i>Submission to the Project Management Unit no later than ten (10) working days from the receipt of request for comments from the Project Management Unit.</i>

5. PROVISION OF DOCUMENTS AND WORKING FACILITIES AND REPORTING REGIME

The expert shall proactively arrange working facilities and could request the Ministry of Justice's Specialized Project Management Unit to provide reference documents (if any).

The international expert shall be responsible for coordinating with national experts and periodically updating work progress to the Project Management Unit every seven (07) working days.

6. CONDITIONS FOR APPLICATION

6.1. General conditions

- a) Having a nationality and a clear background;
- b) Being sufficiently healthy to deliver the work;
- c) Not being in the period of criminal prosecution.

6.2. Specific conditions

The international consultant should meet the following minimum requirements:

- Have a Master's degree in Law/Sociology or higher;
- Have working experiences in legal related areas for ten years or more which should include experience in quality assessment of legal related services;
- Have experience in the fields related to international treaties, with priority given to experiences related to human rights and legal aid.
- Have experience in reviewing and developing documents on legal aid and human rights;
- Previous participation in project activities to develop human rights documents and/or documents on human rights criteria/indicators is an advantage;
- Experience in working with Vietnamese agencies and international organizations on similar projects is an advantage.
- Being able to listen, read and write English fluently.

7. REMUNERATION, TRAVEL EXPENSES AND PER DIEM

Candidates propose remuneration according to their workload and expertise. After the expert submits his professional proposal and financial proposal, the Project Management Unit bases on the expert's professional qualifications and spending norms to score and discuss specifically the expert's remuneration on the basis of the project's spending norms.

8. SELECTION METHODS

The Project Management Unit will apply the competitive selection procedures for individual contractors in accordance with the World Bank's procurement guidelines, the legislations of Government of Vietnam and the Project Operational Manual.

9. APPLICATION SUBMISSION PROCESS

Applicants shall send an application letter with curriculum vitae in English (print version) together with copies of relevant qualifications via email bqldact.moj@gmail.com to the Specialized Project Management Unit of the Ministry of Justice; or printed copy via address: Building N3, Ministry of Justice, 60 Tran Phu street, Ba Dinh district, Hanoi. For more information, please contact Mr. Nguyen Quang Huy, phone: 024.6273.9521; email: bqldact.moj@gmail.com

Application deadline: From April 15, 2024 to 5pm, May 13, 2024.

Note: The Ministry of Justice's Specialized Project Management Unit will not return any hard copy applications.