TERMS OF REFERENCE
SHORT TERM CONSULTANCY: DEVELOPMENT OF TRAINING CURRICULUM FOR JUDICIAL OFFICERS ON HOW ADJUDICATE TIP CASES – LIBERIA

ABOUT IDLO
The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law. IDLO has over 34 years of experience in improving the capacity of formal and informal justice systems worldwide, particularly in countries with transition economics, to dispense fair and efficient justice through programming that includes legal training and technical assistance on substantive and procedural issues related to access to justice and equality.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

BACKGROUND
IDLO is an inter-governmental organization exclusively devoted to promoting the rule of law. Starting in September 2019, IDLO has been implementing a project that focuses on “Fighting Trafficking in Persons (Tip) In Liberia”, with support from the United States Department of State Bureau of International Narcotics and Law Enforcement Affairs (INL). Given its mandate, IDLO focuses on providing technical and capacity building support to the Government of Liberia to counter trafficking in persons through enhancing the effectiveness of law enforcement and justice actors in their response to trafficking in persons in Liberia. This work builds on current efforts by the Government of Liberia to combat trafficking in persons and expand on the joint achievements of the previously IDLO-implemented: “Strengthening the Capacity of the Police and Other Law Enforcement Agencies to Effectively Respond to Trafficking in Persons Project” (TIP Project).

IDLO’s current project is supporting the efforts of the Government of Liberia to combat trafficking in persons in all its forms, given that Liberia is classified as “Tier 2 Watch List” by the 2019 U.S. State Department report on trafficking in persons. As the report points out, Liberia, sadly, remains both a source and destination country for trafficked persons, especially women and children. The Government of Liberia is cognizant of the challenges of trafficking in persons and has taken some steps to address the issue. For example, in 2018/19, the National Taskforce on Trafficking in Persons’ developed a five-year National Action Plan 2019-2023 (NAP) to address trafficking in persons. The current NAP focuses on four key areas: prevention, protection, prosecution and partnership. With the support of IDLO, the Government of Liberia’s new National Action Plan is a sign of the Government’s commitment and exertion of political will to mount an increasingly robust response to the problem of trafficking in persons (TIP).

While the Government continues to make strides in fighting TIP, convictions are still low and challenges remain in implementing an effective response to TIP in Liberia. For instance, according to the 2019 U.S. State Department report on TIP, the Government of Liberia investigated 5 cases, initiated prosecutions of 2 defendants, and convicted 1 trafficker, compared with 4 investigations, 4 prosecutions, and 4 convictions in the previous reporting period. In other cases, prosecutors may have pursued other charges, including rape, in lieu of sex trafficking. Another challenge has been the lack of understanding of the definition and scope of TIP, in
particular domestic TIP, which is often misreported as gender-based violence or unfair labor practices/child labor.

As past IDLO studies have shown, one major limitation to TIP responses in Liberia has been the lack of standardized information and standards on handling of TIP cases. In furtherance to this, coordination between justice and law enforcement actors in the identification and investigation of TIP cases is needed, and justice and law enforcement officials need additional training on the investigation, prosecution, and adjudication of these cases. One aspect of effective adjudication of TIP cases is an effective bench comprising both judicial officers and court officers. It is hoped that for the Liberian courts to be able to effectively adjudicate TIP cases, they must have sufficient knowledge and skills to do so.

THE ASSIGNMENT
Against this background, IDLO intends to support the development and implementation of a training curriculum for judges, magistrates and other court officers. As part of the curriculum development process, a closer look at the knowledge and skills of Liberian judges especially regarding their ability to effectively adjudicate TIP cases will be done. It is expected that the training curriculum with present both legal and procedural aspects and incorporate as much as possible case studies and legally relevant best practices. The training curriculum will likely include, but not be limited to the following modules; developing fast track procedures that can identify TIP cases, how to prioritize TIP cases in court dockets, including bail hearings, committal hearings, and during trial; ensuring that survivors of TIP can safely testify in criminal cases; revising criminal procedures and court administration processes for TIP cases to allow for the particular vulnerability of TIP survivors; and reviewing current judicial practice or existing procedural requirements that may lead to decisions that alienate survivors from the legal process and lead them to withdraw the case or fail to attend hearings, among others. Using the developed curriculum, the consultant will facilitate a TOT training for judicial officers in Liberia.

IDLO seeks the services of an expert to undertake the development of training curriculum for judges, magistrates and other court and facilitate a TOT training for judicial officers on the developed curriculum.

DUTIES AND RESPONSIBILITIES
1. Review existing legal and policy frameworks on TIP, including the U.S State Department 2019 report on Liberia.
2. Review existing curriculum on adjudicating TIP cases, especially cases involving women and children and identify gaps in the existing training curriculums.
3. Develop the draft training curriculum taking into account the training gaps on existing modules, identify and highlight legal and procedural gaps, and policy and legislative review requirements.
4. Facilitate consultations and validation meetings/workshops on the draft training curriculum with key stakeholders. Compile all the input and views from the key stakeholders and incorporate the feedback on the draft training curriculum.
5. Submit the final version of the training curriculum.
6. Conduct TOT training for judicial officers on the final training curriculum.

DELIVERABLES
The consultant shall deliver the following deliverables;
1. An inception report detailing the understanding of the terms of reference, a proposed methodology, layout of the proposed training curriculum plan of action, with a work plan indicating clear milestones and timelines.
2. A draft training curriculum for judges, magistrates and other court officials.
3. Facilitate consultations and validation meetings/workshops on the draft training curriculum with key stakeholders.
4. A comprehensive training curriculum.
5. TOT training for judicial officers on the final training curriculum.

The Expert will, at all times, be guided by these terms of reference and will:
- Carry out the services and perform his or her tasks with reasonable care, skill and in an efficient and professional manner;
- Ensure a high degree of quality in his/her output;
- Observe strict confidentiality;
- Carry out tasks, presenting outputs to IDLO on/or before agreed deadlines;
- Be guided by these terms of reference.

**IDEAL CANDIDATE PROFILE**
1. Required: The ideal candidate must have the following qualifications and experiences;
   a. Hold and advanced University degree in law/social science/education/policing.
   b. Must have a background in adjudication of TIP cases in a relevant context as Liberia.
   c. Experience in adult teaching methods from a recognized institution.
   d. Have at least fifteen years as a judicial officer/judge handling cases on TIP, SGBV, and experience in a family law court.
   e. Demonstrated experience in developing similar thematic training curriculum, judicial bench-books and designing training content.
   f. Demonstrated experience as a TOT trainer/facilitator.

2. Desirable: The following attributes would be an added advantage;
   a. Experience in post conflict country, preferably in West Africa.
   b. Expertise in curriculum development for access to justice, rule of law, sexual and gender-based violence, and human rights, with knowledge and experience on trafficking in person is an added advantage.
   c. Prior experience working as a prosecutor.

**REPORTING AND SUPERVISION**
The Consultant will report to the IDLO Liberia Country Manager on and/or any other reporting line as may be determined by IDLO Liberia.

**ESTIMATED TIMEFRAME**
The assignment will commence on the 1st February 2020 to the 3rd April 2020. The work will be undertaken over a period of 45 (forty-five) working days. The assignment will be undertaken on an output basis at lump sum rate to be spread across the delivery period for the services rendered in furtherance of these terms of reference.

**TERMS AND CONDITIONS**
Terms and conditions will be set according to the assignment needs. Candidates should be able to work and travel to Liberia.

**HOW TO APPLY**
All interested applicants are encouraged to submit the completed IDLO Personal History Form (PHF), resume and a concise two-page Expression of Interest, outlining their clear understanding of the assignment, their proposed approach (including timeline and budget), and the expected fee in USD. Please apply using the following link: [https://www.impactpool.org/jobs/564243](https://www.impactpool.org/jobs/564243)

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

Application deadline is **20th January 2020.**

**DISCLAIMER AND CLOSING DATE**
The above statements are intended to describe the general nature and level of the work being performed by the Contractor assigned to this work. This may not be an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.