

Terms of reference (ToR) Consultant to work on
Strategies to sustain the legal task force work – Institutionalization and Registration

1. General Information

Expertise France (EF) is a public agency created on 1st January 2015 and merging 6 French public agencies under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers programme engineering and technical assistance by developing and implementing international cooperation actions worldwide. EF operates in various fields of development and institutional cooperation including safety and security reform, post-crisis/ stability, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programmes, EF can ensure the cooperation between individuals, teams and institutions with very different statuses, cultures and specialties. Besides, EF has acquired a sound experience in administrative and financial management of large-scale international programmes.

2. Context & program background

The 2021 Joint Communication on a “Renewed partnership with the Southern Neighborhood - A new Agenda for the Mediterranean” underlines the importance to give special attention to the promotion of the role of women in society and the economy as part of a renewed commitment to the rule of law, human and fundamental rights, equality, democracy and good governance. In line with EU external and internal policy areas set under the Gender Action Plan (GAP) III which scales up the EU contribution to reach SDG 52 in all EU internal and external policy areas and across the 2030 Agenda, the European Commission has adopted in 2022 the Action “**Women Empowerment Hub in Lebanon (WE HUB)**” financed under the Neighborhood, Development and International Cooperation Instrument (NDICI-Global Europe).

3. Overall and specific objective/s of the program:

The **overall objective** of the program is to promote the advancement and empowerment of women for effective realisation of gender equality.

The **specific objectives** of the program are:

SO1. Increase women’s leadership and participation in political and public sphere;

SO2. Foster an enabling environment for better engagement of women in the workforce;

SO3. Enhance key legislative reform and measures that protect women from all forms of violence.

The **expected results under SO3** are:

- Actors in the line of protection offer better services to GBV-survivor and their coordination with NGOs is enhanced;
- The access to justice of GBV survivors is enhanced;
- The existing legal framework for protection of women from violence is more enforced;

4. Background about the Legal Task Force:

The Legal Task Force was created under the European Union for Women Empowerment Project (EU4WE), financed by the European Union, and lawyers who are members of this task force received a full comprehensive training in the legal strategic litigation for domestic violence based on comparative legal study developed by EU4WE experts. The trained attorneys in the task force will be assisting survivors of domestic violence before Lebanese courts, to enhance the survivors' access to justice.

This Task force's mission is to enhance access to justice before Lebanese courts and authorities for survivors of domestic violence as well as other beneficiaries, via: 1) Providing legal representation services for survivors of domestic violence before Lebanese courts and authorities, as well as other legal services such as legal consultations and awareness sessions, to enhance their access to justice, 2) Providing legal representation services that enhance access to justice before Lebanese courts and authorities on other related matters such as assisting GBV survivors or handling women and children protection matters or human rights violations, or personal status matters, 3) Continue knowledge and information sharing and legal support among its members, 4) Coordinating with local stakeholders for continued enhanced access to justice, including coordination for seeking potential funding. The mission of this task can be evolved based on the sustainable strategy to be developed. While membership in this task force is on volunteering basis and is contingent upon the ethical commitment of each member to uphold the charges/missions of this task force. Therefore, task force members are free to end their membership without any legal and formal obligations and consequences whatsoever.

5. Scope of work and deliverables:

Expertise France is seeking a consultant to work on Strategies to Sustain the legal task force in the aim to institutionalize the LTF and ensure its proper registration with respect of the national Lebanese laws.

The consultant is expected to provide the follow deliverables:

- Methodology specifically tailored to sustain the legal task force work.
- Conduct an inception meeting with Expertise France, program manager, components coordinator and key experts of SO1 and SO3.
- Conduct a comprehensive desk review of relevant national, regional and international best practices, conventions, related national laws.
- Conduct at least 4 focus groups discussions with the four group of the Legal Task Force, with the aim to collect perception, challenges and opportunities existing within the jurisprudence of various Lebanese religious courts.
- Conduct at least 2 focus group discussions with the law students, and young lawyers, with the aim to collect perception, challenges and opportunities from their own point of view as new generation into the justice field.
- Conduct key interviews with different key stakeholders and actors.
- Submit the first draft of the report to Expertise France program manager, component coordinator and key consultant of SO3 component to get their feedback and suggestions.

- Draft the bylaw of the Legal Task Force entity and submitted to expertise France program manager, component coordinator and key consultant of SO3 component for feedback.
- Initiate and follow the registration of the legal task force entity.
- Submit the final report and the registration certificate of the legal task force.

The consultant should present his/her work within a presentation session for open discussion to validate the report to ensure accuracy, reliability, and alignment with the objectives of this consultancy.

5. Time Schedule

Expertise France shall contract the consultant for the anticipated consultancy agreement term covering a duration of 6 months, estimated to 25 working days. The deadline for the completion of the consultancy is by the end of February 2025.

6. Skills and Experience required:

- Degree in law, social sciences. International development, NGO management or equivalent background
- A minimum 7 years of proven experience in undertaking consultancies on management, and experience in gender equality issues, or supporting civil society and institutional actors working on gender equality.
- Experience with projects focusing on legal services, GBV, Protection.
- Knowledge and experience in the field of women's rights and gender equality.
- Sharp research and interview skills
- Ability and willingness to work simultaneously on multiple tasks, under tight deadlines.
- Ability to analyze complex legal issues and provide sound advice and recommendations.
- Proficiency in legal research methodologies, and the concerned applicable laws and the ability to gather and analyze legal and related information from various sources.
- Capacity to identify challenges and develop innovative solutions to address them.
- Strong attention to detail, as well as organizational and communication skills.
- High level of professionalism.
- Fluency in Arabic and English Languages with excellent written and spoken skills in both languages.

7. Payment Rate and Schedule:

Three payments based on deliverables:

- 20% after the finalization of the focus groups and submission of the FGDs findings report.
- 40% upon submission of the first draft report and the draft bylaw of the legal task force entity.
- 40% upon submission of the final report and the certificate of registration of the legal task force.

8. Required Documents to be sent / How to apply:

For Companies

- Annex I – complete Legal entity form including MOF registration and VAT number.
- Annex II – complete financial identification form.
- Financial offer proposal in USD
- Narrative proposal (including the methodology and a provisional timeframe)
- A Cover Letter.
- Relevant experiences and samples of reports, publications, studies ...
- Stating two references with contact details

For Individuals (freelance consultants)

- Annex II – Complete financial identification form.
- Financial offer proposal in USD
- Narrative proposal (including the methodology and a provisional timeframe)
- A Cover Letter.
- Relevant experiences and samples of reports, publications, studies ...
- Stating two references with contact details

Applications are to be sent the following email address: lebanon.procurement@expertisefrance.fr under the title Consultant on Strategies to sustain the legal task force work – Institutionalization and Registration

Deadline for submission: 23/09/2024. Applications received after the closing date will not be considered.

1- Bids Comparison

The selection of the consultant(s) is based on the proposal's economic viability (***Criterion 1 – Price of the Services***), the soundness of the workplan (***Criterion 2 – Technical Offer***) and deliverables and the consultant's portfolio (***Criterion 3 – Experience***).

Bids will be assessed separately in accordance with the following criteria by awarding a score up to the maximum number of points per criterion as set out below:

Sub-criteria for assessing the technical quality	Points
Criterion 1. Rate cost versus nature of suggested activities within the proposal	15
Criterion 2. proposal reflecting understanding of Legal Task Force role and methodology of work to be undertaken	15
Criterion 3. previous experience in similar type of work and proven records	10
Criterion 4. Understanding of GBV case management and legal support requirements	15
Criterion 5 . proven experience in facilitation and negotiations	10

TOTAL	65
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The remaining 35 points are attributed to the financial offer.