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**Consultant Terms of Reference**

**1. Consultancy assignment background**

NRC in Bangladesh is in the final stages of obtaining registration as a legal entity (NGO) in Bangladesh. Once this is in place, NRC will be eligible to seek funding in-country, and to significantly scale-up programming. This consultant will ensure that ICLA is poised to start-up as soon as possible once registration is secured. The consultant will support the ICLA PDM in carrying out programmatic analysis of the situation of Rohingya refugees and host communities in Cox’s Bazar district, and in designing and implementing strategy and issue-specific institutions, systems or procedures.

**Duration:** ASAP to 15 December, with possible extension to 31 December.

**Location:** Cox’s Bazar (CXB) with 20% travel within the district.

**Payment terms** for this consultancy contract are calculated on a daily rate for 5 days/week

**2. Objectives and scope of work**

**Objectives**

Carry out an assessment on challenges and opportunities to access justice by both Rohingya refugees and host communities within the displacement context and Bangladeshi civil and administrative legal system, including statutory and traditional dispute resolution mechanisms.

**Scope of work**

* Consultancy will be carried out in Cox’s Bazar, Bangladesh, from NRC’s base. NRC is thus requesting an ***individual consultant*** to be available in-house daily.
* The work will be carried out in English.
* The consultant should d provide his/her own laptop computer. NRC will provide access to printing, and a Bangladesh SIM card with Internet data for the duration of the contract. The consultant may claim reimbursement for phone credit against receipts.
* The consultant will research, analyse and report on:
  + Contextual overview of the access to justice issues in Bangladesh, especially in Cox’s Bazar district as relate to Rohingya refugees and communities that host them;
  + Overview of the essential characteristics and relational complexities of statutory and traditional justice sectors;
  + Applicable national legal framework governing access to justice, with specific focus on housing, land and property issues as they affect women, men, girls and boys and vulnerable and marginalized groups and related civil, economic and social rights;
  + Economic, socio-cultural and institutional obstacles in resolving disputes particularly as they relate to displacement or gender;
  + Assessment of the capacities of stakeholders to address identified challenges;
  + Recommendations for addressing the observed obstacles, improving the legal and institutional framework and NRC’s programmatic response.

**Specific tasks to be completed by the Consultant include:**

* Compile national and international law, regulations and practices relevant to the refugee response in Bangladesh
* Conduct documentation, fact finding and assessment missions and prepare documentation, reports, meeting minutes, statistics and other materials
* Facilitate knowledge management within NRC ICLA and support trainings for external stakeholders (preparing literature, materials, manuals, information and visuals)
* Attend Protection Working Group in CXB and meet individual I/NGO counterparts to gather information about approaches to conflict dispute resolution.
* Facilitate identifying and coordinating NRC ICLA’s strategic advocacy response to prioritized legal issues
* Perform any other tasks as requested by ICLA Programme Development Manager

**Deliverables:**

* Drafting of the research and analysis report (20 page maximum including references)
* Documented account of stakeholder (key informant) meetings with government, UN, INGO and partner agencies
* Documented account of all focus group discussions and case study interviews

**3. Institutional and organisational arrangements**

The Consultant will liaise directly with NRC Bangladesh ICLA Programme Development Manager.

NRC will own the intellectual property rights to all materials submitted by the consultants under the contract. The consultant must therefore ensure that they have possession of any materials provided to NRC as a part of the deliverable. The rights to reproduce the reports will fall to NRC and its contracted agents. NRC will be free to reproduce the materials at will and to grant reproduction rights.

**Duties of the consultant**

Reports should be submitted in Microsoft Word format, in UK English. All data collected under the consultancy must be submitted with the deliverables, in a widely recognised format such as Microsoft Excel.

Everything submitted to NRC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC, and NRC will seek to recover any payments already made.

The consultant will follow NRC’s Code of Conduct and [Ethical Research Involving Children](https://childethics.com/ethical-guidance/) guidance. In addition, all participants in any study or other interaction will be fully informed about the nature and purpose of the interaction and their requested involvement. Informed consent must be obtained for any photographs, audio or video recordings, etc., in accordance with NRC’s policy on consent.

**Duties of NRC**

* NRC will provide transport in Cox’s Bazar district in line with that provided to its staff.
* NRC will arrange for permission to conduct research in the camps from appropriate authorities in advance, through its partner.

**4. Implementation schedule and estimated inputs**

* The Consultant will provide an update on the status of all deliverables to the ICLA PDM weekly.
* Draft Report will be presented to ICLA PDM for review by 10 December.
* A draft handover report and accompanying documents will be presented to ICLA PDM for review by 13 December.

**5. Qualifications of the consultant**

***Experience and qualifications***

* LL.B from a University recognized by the Bar Standards Board
* Experience in legal research and drafting, preferably on human rights, civil and administrative law
* Excellent communication skills
* Good knowledge of the refugee context in Bangladesh
* Experience from working on the similar positions in a humanitarian/recovery/development context
* Documented results related to the position’s responsibilities
* Professional fluency in Bangla and English, both written and verbal
* Good Knowledge of the software programs (MS Word, Excel, Access, PowerPoint)

**6. Submission of applications guidelines**

All interested individuals should submit their proposal in English by 18 November 2018 to [bd.tenders@nrc.no](mailto:bd.tenders@nrc.no) copying [miradije.hodza@nrc.no](mailto:miradije.hodza@nrc.no), mentioning the title of the consultancy and including:

* Letter of interest
* CV describing education, work experience, and other relevant skills and certifications
* Two reference contacts
* Examples of previous work
* Indicative work-plan for completing the deliverables
* Remuneration expectations