



Ref. MOJR/HIRSH/26/04/0017/19

Submission Date: 16/02/2019

Terms of Reference for Technical Advisor

General Information

Title:	Technical Advisor
Duration of the assignment:	3 Months (With possibility of Extension subject to performance and funding)
Type of contract:	Service contract
Duty Station:	Jowhar
Supervisor:	Under the supervision of the Minister (or anyone the Minister may delegate)
Date of Issue:	16/2/2019
Closing Date:	21/2/2019

Duties and Responsibilities

Under the supervision of the Director General the Technical Advisor will deliver the following results:

- a. Develop and finalize an institutional capacity development strategy for the Ministry including a detailed action plan and clear recommendations.
- b. Undertake a training needs assessment and based on this, produce a training plan with options to upgrade the current skill set of the staff of the Ministry.
- c. Contribute and support the establishment of the JM management structure at political and technical level (Council of Ministers of Justice, FMS technical committees, Joint committee)
- d. Coordinate the development and delivery of trainings for the Ministry staff and act as a facilitator or trainer. Conduct a minimum of two trainings on agreed priority topics for Ministry of Justice staff during the period of the contract.
- e. Develop and organize trainings for MOJ staff on public/government financial management system, procurement and human resource management.
- f. Develop detailed organogram and terms of reference including roles and responsibilities for MOJ departments as well as individual staff.
- g. Act as an M&E plan and develop a work-plan for the implementation of the Letter of Agreement (LOA) between UNDP and the Ministry of Justice in close

coordination with all relevant people in the Ministry of Justice and UNDP Joint Justice Programme.

- h. Develop a simple reporting format for capturing progress against agreed deliverables to be used and quality narrative reports using this format.
- i. Ensure timely preparation and submission of monthly, quarterly, annually and ad hoc narrative reports on UNDP support to Ministry of Justice.
- j. Monitor progress of agreement implementation both technical and financial through close collaboration with all relevant people including the leadership of the Ministry of Justice, the admin and finance unit of the Ministry of Justice, staff supported under the LOA and UNDP Joint Justice Programme.
- k. Track and analyse progress towards agreed outputs and activities as per the agreement with UNDP including regular monitoring of the delivery of consultants/advisors and graduate interns.
- l. Highlight risks and challenges that may hinder/delay implementation, and provide recommendations to address those risks and challenges.
- m. Ensure all data collected and reported are dis-aggregated by sex.
- n. Be responsible for monitoring of and reporting against the steps taken to address institutional weaknesses that were outlined in the recent micro-capacity assessment of the MINISTRY OF JUSTICE.
- o. Lead and coordinate the preparation, review and finalization of project proposals, and concept notes as required by Ministry of Justice.
- p. Ensure that gender issues are addressed in all documents and included in trainings and training materials.
- q. Ensure the organization and conducting of meetings/workshops/trainings by MINISTRY OF JUSTICE.
- r. Ensure the individual reports all staff of the ministry of Justice under LOA and submit to the UNDP
- s. Preparation of quality meeting minutes and training/workshop reports.
- t. Document lessons learnt and best practices for use in future support on a monthly basis

REQUIRED SKILLS AND EXPERIENCE

The candidate should have the following qualifications and experience:

- a. Masters Degree in Law, Public Administration or a related field.
- b. At least five years of working experience in coordinating project with multiple stakeholders and working with governmental, UN, and international partners;
- c. Solid and demonstrated knowledge of and work related to justice/Somali Rule of Law Program/Somali Compact;
- d. Skills in collating information, analysing, and report writing;
- e. Proven capacity to work with and establish working relationships with justice institutions in the area;
- f. Ability to take initiative and to work with minimum supervision;
- g. Experience and skills in the Microsoft programs, (MS Excel, Word) and database programs.
- h. Solid knowledge in drafting work plans, facilitate meetings, and advising senior leaders;
- i. Ability to do desk research, collect and analyse data;
- j. Experience working in member state is an asset but not required.

- k. Previous work experience with the UN or an International NGO working in the justice sector is an asset but not required;
- l. Sound demonstrated understanding of gender issues and principles.

Language required

- a. Fluency in English and the Somali language is essential. Other UN languages are an asset.

Other Skills:

- a. Strong communication and drafting skills;
- b. Experience in researching and analysing security, political and social issues in Somalia is an asset;
- c. Ability to work under tight schedules, stressful environment and multi-cultural context;
- d. Highly motivated with a positive attitude and pro-active problem-solving approach;
- e. Proficiency in the use of computer with common software and internet; good knowledge of Microsoft Office Applications;
- f. Willingness and ability to work closely with governments, international institutions/agencies and communities;
- g. Demonstrated drive for continuous improvement and incorporation of lessons learned and best practices into business process routines;
- h. Demonstration of professional behaviour and personal ethics, transparency and openness to encourage respect and similar behaviour from colleagues in the workplace;
- i. Experience of working successfully with a variety of stakeholders, particularly governments, think-tanks, media and non-governmental organizations;

How to apply:

To apply for this position, please submit the following relevant documents:

- a. CV along with application letter and a copy of passport size photograph;
- b. Verified Copies of academic Certificates with transcripts;
- c. In your application letter, please indicate if you have particular expertise or experience related to the tasks above, as well as if you are available for three (3) Months assignments.

Interested candidates should submit their Documents via these emails mojjhirshabelle@gmail.com copying abdullahi.m.hussein@undp.org not later than (21st February-2019).

Reference of the subject must be **(Ref. MOJR/HIRSH/26/04/0017/19)**

Dowlad Goboleedka Hirshabelle
Wasaaradda Cadaaladda & Arrimaha
Garsoorka



دولة هرشبيلي الصومالية
وزارة العدل والشؤون القضائية

Hirshabelle State of Somalia

Ministry of Justice & Judicial Affairs

Terms of Reference for (Senior Legal Drafter)

General Information

Title:	Senior Legal Drafter
Duration of the assignment:	3 Months (With possibility of Extension subject to performance and funding)
Department:	Legal Drafting Unit
Duty Station:	Jowhar
Supervisor:	Under the supervision of the Director General or the Minister
Date of Issue:	16/2/2019
Closing Date:	21/2/2019

BACKGROUND INFORMATION

With the establishment of the **Hirshabelle** State in 2016, there has been a rise in institutional building. Among the key Ministries in Hirshabelle is the Ministry of Justice and Judicial Affairs.

The Ministry of Justice and Judicial Affairs is to ensure that Hirshabelle as a State upholds the rule of law, good governance take charge of the legal due process for all citizens and residents. Ministry of Justice and Judicial Affairs is tasked to provide services to all the offices of State Government on legal, judicial and constitutional matters and to defend the constitutional and judicial order in Hirshabelle State of Somalia.

The Ministry is to provide legal advice and legal services to the Government, its institutions and to the general public and to support the mechanism that provides the legal framework for good governance. The

Ministry has a long – term mission to promote and facilitate efficient and effective machinery capable of providing laws for good governance and delivery of services and legal advice to all bodies related to Government and the public.

As the institutions of Hirshabelle grew in number over the time, the need for legislations and policies for specific institutions increased, thus the need for a central legal drafting unit for the Hirshabelle state institutions, is important, in order to standardize all state laws and policies. Therefore, the Ministry of Justice is mandated to set up a legal drafting unit to oversee all this state legislation formation processes for uniformity.

The legal drafting unit is responsible for the overall management of issues relating to laws for the Ministry of Justice and state institutions and also provides a comprehensive legal advice to all Ministries in Hirshabelle.

PURPOSE OF THE POSITION

The senior legal drafting unit is responsible for the overall management of issues relating to laws for the Ministry of Justice and state institutions and also provides a comprehensive legal advice to all Ministries in Hirshabelle

The Specific Objectives are:

- a. To draft laws for the Ministry of Justice & Judicial Affairs of Hirshabelle state, institutions as per the need, and in conformity with the constitution and the Islamic principles.
- b. To review and revise as appropriate the existing laws and advice accordingly;
- c. To recommend laws required by the Ministries and the state institutions.

DUTIES AND RESPONSIBILITIES

The Legal drafter will:

- d. Drafting and formulation of all the legislations and policies required by the state in consultation with all the stakeholders concerned.
- e. Conduct research and study of the existing laws to and come up with the legal updates required.
- f. Come up the legal requirements of the state research plan with all its requirement and share with the relevant stakeholders.

- g. Collecting and archiving all legislations and policies of Hirshabelle State and federal government of Somalia.
- h. Developing and updating of a website to be uploaded for all legislations to facilitate public accessibility of the Laws
- i. Review all legislations developed by G Hirshabelle institutions to ensure conformity with the legal aspect, in line with the constitution and the Islamic principles.
- j. Lead Justice and Corrections Models and coordinate all activities with stakeholders at federal, member state, UN partners and donors or any other stakeholders.
- k. Assign workload to Junior Legal Drafters and Interns drafting or working on laws and policies and oversee their work to ensure quality outcome in agreed time.
- l. Develop and review important polices of the State as required.
- m. Develop and come up with yearly work plans of legal formations for the Ministry and update in line with state master plan.

1. Other requirements

Besides the specific outputs mentioned the following steps/actions are required to be undertaken throughout the assignment. These are standard requirements for all assignments undertaken through this project:

- a. Transfer of skills: One of the main responsibilities of the Legal Drafter(s), and one which he/she will be measured against, will be to ensure continuous and systematic transfer of knowledge and skills as related to the assignment.
- b. Work plan: A work plan will have to be developed with the Supervisor during the first week of assignment, which will provide clear and time bound activities to successfully implement the outputs of the assignment. This work plan will be shared with the UN Implementing Partner(s). This work plan can be revised during the mid-term review to reflect new developments or changes in strategy.
- c. Mid-Term Review: There will be a mid-term review of the assignment between the incumbent and the beneficiary institution to discuss progress of the assignment and feedback on performance.
- d. Interim and Final Reports: A progress report will be submitted by the incumbent to the Supervisor and to the funding UN partner. Thereafter, a final report will be provided at the end of assignment.
- e. Strong communication and drafting skills;
- f. Experience in researching and analysing legal documents as well as security, political and social issues in Somalia is an asset;

- g. Ability to work under tight schedules, stressful environment and multi-cultural context;
- h. Highly motivated with a positive attitude and pro-active problem-solving approach;
- i. Proficiency in the use of computer with common software and internet; good knowledge of Microsoft Office Applications;
- j. Willingness and ability to work closely with governments, international institutions/agencies and communities;
- k. Knowledge of procedures, reporting requirements and ethical practices of the Ministry and UNDP;
- l. Demonstrated drive for continuous improvement and incorporation of lessons learned and best practices into business process routines;
- m. Demonstration of professional behaviour and personal ethics, transparency and openness to encourage respect and similar behaviour from colleagues in the workplace;

REQUIRED SKILLS AND EXPERIENCE

The candidate should have the following qualifications and experience:

- a) Must have a law degree in legal drafting, especially International law with well-known to sharia
- b) The candidate must possess a master's Degree in law;
- c) At least 15 years' relevant experience in providing legal services at least five (5) of which should be in the area of legal drafting;
- d) Familiarity with, as well as experience concerning, the instruments of Research and should be well versant with the local political context;

Language required:

- a. Fluency in English, Arabic and the Somali language is essential. Excellent communication and presentation skills.

How to apply:

To apply for this position, please submit the following relevant documents:

- d. CV along with application letter and a copy of passport size photograph;
- e. Verified Copies of academic Certificates with transcripts;
- f. In your application letter, please indicate your particular expertise or experience related to the tasks above, as well as if you are available for three (3) Months assignments.

Interested candidates should submit their Documents via these emails mojjhirshabelle@gmail.com copying abdullahi.m.hussein@undp.org not later than (21st February-2019).

Reference of the Subject will be as follows: (Ref. MOJR/HIRSH/26/04/0018/19)



Terms of Reference for Coordinator of Alternative Dispute Resolution (ADR Center)

General Information

Title:	Coordinator of Centre for Dispute Resolution (ADR)
Duration of the assignment:	3 Months (With possibility of Extension subject to performance and funding)
Type of contract:	Service contract
Duty Station:	Jowhar
Supervisor:	Under the supervision of the Minister (or anyone the Minister may delegate)
Date of Issue:	16/2/2019
Closing Date:	21/2/2019

Duties and Responsibilities

Under the supervision of the Director General the CDR coordinator will deliver the following results:

- U. Support the recruitment and training the management team to run the center.
- V. Ensure equipping and furnishing of the ADR house.
- W. Ensure training of ADR management team on case management support to operationalize the ADR center.
- X. Ensure that elders and sheikhs are trained on taking statements, recording outcomes, etc.
- Y. Lead development of by laws of ADR house. The bylaws should cover the process of electing the chairman and deputies in each case or period.
- Z. Work with UNDP focal point to give inputs for sustainability plan of the ADR center for legal framework on restorative justice. Support the identification and enrolment of elders and sheikhs in the selected districts for piloting.
- bb. Support the development and implementation of public awareness campaigns educating encouraging the public to access formal justice and human rights.
- CC. Lead management team in overseeing cases to include identification, registration, record keeping, monitoring and review of cases.
- dd. Ensure transparent and participative processes that involve all key stakeholders in the establishment of ADR mechanism

- ee. Record and file all the cases that elders and sheiks are adjudicated in the ADR
 - ff. Report to Ministry of justice and UNDP on Month and quarterly bases
 - ff. Manage the running operations of the ADR
 - gg. Manage day to day operations of the ADR
 - hh. Prepare and process all supporting documents to process operation costs of the ADR
- ii. Ensure that all the resources of the ADR are utilized effectively and efficiently.
 - jj. Maintain records and ensure physical existence and well-functioning of the ADR assets.

REQUIRED SKILLS AND EXPERIENCE

The candidate should have the following qualifications and experience:

- m. Bachelor's Degree in law, Public Administration or a related field.
- n. At least three years of working experience in coordinating project with multiple stakeholders and working with courts and justice institutions
- o. Solid and demonstrated knowledge of and work related to justice/Somali Rule of Law Program/Somali Compact;
- p. Skills in collecting information, analysing, and report writing;
- q. Proven capacity to work with and establish working relationships with elders and religious leaders
- r. Ability to take initiative and to work with minimum supervision;
- s. Experience and skills in the Microsoft programs, (MS Excel, Word) and database programs.
- t. Solid knowledge in drafting work plans, facilitate meetings, and advising senior leaders;
- u. Sound demonstrated understanding of gender issues and principles.

Language required

- b. Fluency in English and the Somali language is essential.

Other Skills:

- j. Strong communication and drafting skills;
- k. Ability to work under tight schedules, stressful environment and multi-cultural context;
- l. Highly motivated with a positive attitude and pro-active problem-solving approach;
- m. Proficiency in the use of computer with common software and internet; good knowledge of Microsoft Office Applications;
- n. Willingness and ability to work closely with governments, international institutions/agencies and communities;

How to apply:

To apply for this position, please submit the following relevant documents:

- g. CV along with application letter and a copy of passport
- h. Verified Copies of academic Certificates with transcripts;
- i. In your application letter, please indicate if you have particular expertise or experience related to the tasks above, as well as if you are available for three (3) Months assignments or potential expansion.

Interested candidates should submit their CV along with their support documents via email mojjhirshabelle@gmail.com copying to abdullahi.m.hussein@undp.org not latter then 21/02/2019

Reference of the subject should be (Ref. MOJR/HIRSH/26/04/0019/19)



Terms of Reference for (Mobile Court Coordinator)

Under the direct supervision of the Minister of Justice (or anyone he may delegate to), the Technical Coordinator will perform the following duties and responsibilities.

1. Supervise and coordinate and report against the operation of Mobile Courts.
2. Form Mobile Court teams in Hirshabelle and a special team to handle cases.
3. The teams shall include judges and clerks, prosecutors, and legal aid lawyers. The composition of each Mobile Court team should be one judge for ordinary criminal and civil cases, a panel of 2 judges for assize cases and cases in front of the Ministry of Justice, one prosecutor, one legal aid lawyer and registrar.
4. Prepare a plan to prioritize cases relating to women and children for hearing at the Mobile Court.
5. Combine awareness sessions with Mobile Courts in the target areas prior to Mobile Courts' hearings and explain to citizens how they can file a case with the Mobile courts.
6. Prepare and share with UNDP and other relevant stakeholders a timetable and a monthly work-plan with detailed budget for the Mobile Courts indicating travel dates and all necessary details.
7. Maintain properly organized case files and records for all cases registered and processed by Mobile Courts.
8. Facilitate for UNDP and all interested parties to observe random hearings of Mobile Court sessions.
9. Hold all cases publicly and in accordance with the Constitution and international standards of fair trial.
10. Make prior public announcements on upcoming Mobile Courts sessions and ensure information reaches target locations in advance of missions.
11. Establish referral mechanisms to ensure local community representatives are aware of how to contact judicial representatives in advance of Mobile Court visits.
12. Compile and share monthly narrative report with UNDP on Mobile Court activities including the cases undertaken and the trials conducted. Reports should also include (a) the names and profile of legal aid clients; (b) the facts of the case for which they are standing trial and the stage of the legal proceeding; (c) a certified copy of the interlocutory and final judgment of the court where appropriate; (d) any follow-up required and recommendations for future interventions.
13. Prepare quarterly financial reports on Mobile Court operations substantiating the use of the provided funds with supporting documents.
14. Develop a work-plan for the implementation of the Letter of Agreement (LOA) between UNDP and the Ministry of Justice of Justice in close coordination with all relevant people in the Ministry of Justice and UNDP Rule of Law Project.

15. Develop an M&E plan for the monitoring and evaluation of the activities under the Letter of agreement between the Ministry of Justice and UNDP in close coordination with all relevant people in the Ministry of Justice and UNDP Rule of Law Project.
16. Develop a simple reporting format for capturing progress against agreed deliverables to be used and quality narrative reports using this format.
17. Ensure timely preparation and submission of monthly, quarterly, annually and ad hoc narrative reports on UNDP support to Ministry of Justice.
18. Monitor progress of agreement implementation both technical and financial through close collaboration with all relevant people including the leadership of the Ministry of Justice, the admin and finance unit of the Ministry of Justice, staff supported under the LOA and UNDP Rule of Law Project.
19. Track and analyze progress towards agreed outputs and activities as per the agreement with UNDP including regular monitoring of the delivery of consultants/advisors and graduate interns.
20. Highlight risks and challenges that may hinder/delay implementation, and provide recommendations to address those risks and challenges.
21. Ensure all data collected and reported are dis-aggregated by sex.
22. Ensure that gender issues are addressed in all documents and included in trainings and training materials.
23. Ensure the organization and conducting of meetings/workshops/trainings by the MINISTRY OF JUSTICE.
24. Preparation of quality meeting minutes and training/workshop reports.
25. Document lessons learnt and best practices for use in future support on a monthly basis.
26. Be responsible for producing financial reports on the implementation of the agreement with UNDP.
27. Be responsible for managing the financial aspects of meetings, workshops and trainings.
28. Be responsible for carrying recruitment and procurement activities in line with Somalia National Systems policies and international standards

Competencies

- Demonstrates integrity, impartiality, fairness, honesty and truthfulness in daily activities and behaviours.
- Demonstrates strong oral and written communication skills.
- Leads teams effectively and shows mentoring as well as conflict resolutions skills.
- Demonstrates ability to share knowledge, mentor and coach people so as to transfer skills.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.
- Understanding of gender issues highly desirable.
- Demonstrates competence on promoting gender transformation in institutional culture and practices

Required Qualifications

- Advanced university degree in law from a recognized university.
- At least 5 years of work/professional experience in the field of law or judiciary
- Strong experience in operating Mobile Courts.
- Fluency in English and Somali is required.

Interested candidates should submit their CV along with their support documents via email mojihirshabelle@gmail.com copying to abdullahi.m.hussein@undp.org not later than 21/02/2019

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CALL FOR APPLICATIONS
YOUNG GRADUATE INTERNSHIP PLACEMENT

INTRODUCTION

The Ministry of Justice of Hirshabelle State of Somalia is seeking for people who have recently graduated from a recognized tertiary institution in the field of Law, Public Administration, or related discipline, and who are highly motivated and wish to build a successful career within the justice sector.

The Graduate Internship Program aims to provide recent graduates with extensive exposure to the operations of the courts and ministry of justice, and act as a springboard to a career in public service in general and specifically Justice Sector Institutions.

TRAINING AND DEVELOPMENT:

The successful applicants will be attached to the Ministry of Justice of Hirshabelle State. People with talent; commitment and drive that have tertiary qualification in a related field are encouraged to apply. The Internships provide an excellent opportunity for the right people for career development and to obtain promotional skills and opportunities for entry into public service.

The Ministry of Justice & Religious Affairs of Hirshabelle State is seeking four **(2)** Young Graduate Interns to support the ministry carry out its mandate. The internship program will be One year. The opening application date is **16-02-2019** and closing application date is **21- Feb- 2019**.

SELECTION CRITERIA: (KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED)

1. Excellent knowledge of research methods, the ability to analyse issues and write quickly, clearly and concisely and the ability to provide rapid, comprehensive and impartial oral and written briefings;
2. Understanding of the system of government in the Republic of Somalia;
3. Strong oral and interpersonal skills to communicate effectively with members of the Judicial Service Commission, and senior public officials and a range of stakeholders;
4. High standards of integrity and the ability to handle confidential matters and provide impartial advice;
5. Demonstrated capacity to participate effectively in small teams and a commitment to collaborative work practices;
6. Good information management skills including ability to use and manage a range of computing software;

GENDER MAINSTREAMING

The Ministry of the Justice of Hirshabelle State is an equal opportunity employer and women young graduates are strongly encouraged to apply.

LOCATION AND WORKING CONDITIONS

The Interns will work the office of the Ministry in Jowhar and other areas of Hirshabelle State if needs come to.

DURATION OF the WORK

The Internship program will be for (11 months), from the period **February-2019 to December - 2019**.

APPLICATION DOCUMENTS:

Applicants who have **(Law of Bachelor Degree)**, for the Graduate Internship Opportunities must submit/send their full documents in (PDF) form to this e-mail (mojjhirshabelle@gmail.com), by giving a copy/CC (abdullahi.m.hussein@undp.org), make sure to submit all of the following documents.

1. CV outlining academic qualifications, any work experience and two (2) academic or work referees;
2. Certified copy of the official university certificate and record of results.
3. Valid secondary certificate.
4. Cover page providing why the candidate should be selected and meets the selection criteria.

Copy of valid Somali passport. ((Reference of the subject should be **(Ref. MOJR/HIRSH/26/04/0021/19**