Project Name: Request for Proposals to Perform Indigent Defense Research and Capacity Building/Institutional Development for Newly Established Afghanistan Legal Aid High Commission and Secretariat

Company Name: The International Legal Foundation
Address: 315 W 39th St #507, New York, NY 10018
Contact Person: Ben Polk (bpolk@theilf.org)
Type: Consultancy

**Background:** The International Legal Foundation (ILF) is the leading global advocate for the right to counsel and is a specialist in the provision of quality defense services to marginalized and vulnerable accused in post-conflict and transitioning countries. Established in 2001 in New York as a nonprofit organization, the ILF has operated in Afghanistan since 2003, both as an advisor to the government and as a public defender office, the country’s largest. In 2019, the ILF signed a Memorandum of Understanding with the Afghanistan Ministry of Justice that appoints the ILF as the lead advisor to the Ministry, as well as to the recently established Legal Aid High Commission and the Secretariat that is charged with carrying out the Commission’s decisions.

**Challenge:** The Government of the Islamic Republic of Afghanistan (GoIRA) has recently promulgated a new regulation pertaining to the oversight and provision of legal aid/indigent defense services in Afghanistan. This regulation establishes an independent Commission whose work is carried out by a five-member Secretariat. Both bodies are nascent and need advice and support to develop both core institutional structures and the capacity of their members.

**Project goals and scope of services:** The ILF seeks to hire a Consultant who will:

**Commission & Secretariat Capacity Building**
In close collaboration and consultation with the ILF:

- Review international best practices regarding introductory training for a newly-established independent legal aid/indigent defense commission as well as for a bureaucratic unit charged with supporting said commission;
- Develop an introductory training curriculum for both the Commission and the Secretariat (these may overlap). The curriculum should include a sequence of training modules briefly covering general subjects (such as governance, operations, budgeting, strategic planning, transparency, conflicts of interest, etc.) and covering in more depth subjects specific to the challenges and needs of legal aid entities in particular;
- Identify international experts and practitioners to conduct training sessions. These may include the consultants, but should also include others trainers with identified expertise;
- In partnership with ILF staff, who will be the primary liaison with the Commission and the Secretariat, schedule these series of trainings;
- In partnership with ILF staff, facilitate and manage the trainings
Development of Core Institutional Documents
In close collaboration and consultation with the ILF:

- Review draft policies and procedures and recommend revisions; and
- Identify core institutional documents in addition to the policies and procedures referenced above that should be developed (for both the Commission and Secretariat, as necessary).

**Anticipated selection schedule:** A selection will be made by November 15, 2020.

**Submission of Proposals:** Proposals should be sent to email to jobs@theilf.org no later than October 31, 2020. Top applicants will move on to phone interviews before a final selection is made and may be asked for additional supporting documentation. Please send questions by October 15, 2020. The ILF will send responses by October 22, 2020.

**Timeline:** Anticipated project start date December 1, 2020. The project must be completed by March 31, 2021.

**Elements of Proposal:** Proposals should include a description of qualifications and relevant expertise, vision for the project, and project plan including timeline and budget.

**Evaluation Criteria:** Applicants will be evaluated based on the strength of their past work and the feasibility of their proposal.

**Budget:** Up to a maximum of $80,000.