Project name: ILF Myanmar Case Management Database and Juvenile Justice Standards
Company name: The International Legal Foundation
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Type: Consultancy

Background: Established in 2001, the ILF is a leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions. Headquartered in New York, the ILF has current programs in Afghanistan, Indonesia, Myanmar, Nepal, Palestine, and Tunisia. We work with ministries of justice, bar associations, lawyers, prosecutors, and police to expand access to justice for vulnerable people. By bringing international criminal defense experts together with local lawyers to provide professional mentorship and exchange, the ILF is raising up a new generation of public defenders. Our work prevents torture and mistreatment, promotes alternatives to detention, encourages positive youth development, and builds fair and credible institutions.

About the project: The ILF tracks its program activities and outcomes quantitatively through the use of case management systems as a tool for supervision and measuring quality of legal representation. It has a dedicated software for this in its offices in Afghanistan, Palestine and Nepal. For its newest offices, in Myanmar and Tunisia, the ILF is tracking its quantitative data through the use of Excel/Google spreadsheets. To date, these spreadsheets track a vast quantity of data, but lack the mechanism to conduct meaningful analysis, including to best understand program impact and needs by gender, age, and other identities. The ILF measures its impact against indicators of quality representation, and it is currently developing specific standards for juvenile clients and cases tailored to individual country contexts. For this project, the ILF is seeking a consultant to implement a short term analysis solution to incorporate these juvenile standards and efficiently and effectively conduct analysis related to them. The consultant will also advise on how the spreadsheet should be maintained in preparation for eventual case management software that will allow for deeper, more sophisticated analysis of these clients in the future as the ILF’s juvenile justice work expands.

As part of this project, the Myanmar spreadsheets should be formatted to strongly connect with an identified analysis solution. This includes proper data cleaning and entry guidance for data to be read and analyzed correctly, and the integration of data best practices. It should be noted that data entry may be done by non-English speakers, and so solutions should be presented with this in mind such as validating data entry and the use of drop down menus with key selections that show options in both English and the local language. The project will include information gathering, including several informational interviews with the ILF’s program staff, including Myanmar’s data management and juvenile justice teams, in order to inform the consultant on the analysis needed
in order for the data spreadsheet and analysis solution to be set up to meet this need. As a final project deliverable, the ILF should be provided with a finalized Excel/Google spreadsheet that is fully connected to the analysis solution and ready for immediate use. The final product should include a guidance document on the continued use and maintenance of the system that has been set up, including guidance on how data should be entered based on the final formatting and on adding fields. To complement the guidance document, the consultant will provide a tour and training of this new system to the ILF’s program team and country database managers. The consultant will also advise the ILF on potential long term software solutions and next steps that would be a strong fit based on what they have learned during this project.

**Project goals and scope of services:** The ILF seeks to hire a Data Science expert to work with ILF NY and Myanmar staff to:

- Format the current Excel/Google spreadsheet, including necessary data cleaning and validation to adequately connect with an analysis solution for the ILF’s analysis needs and to be user friendly for local data entry and management staff.
- Complete the connection to the spreadsheet, and properly set up its interface as a user friendly mechanism that can be used to assess the Excel/Google spreadsheet based on the needs identified.
- Provide a virtual tour and training to relevant ILF headquarter and Myanmar country office staff.
- Provide a guidance document to supplement this training, to be used as a tool for any current or future ILF staff to be prepared to enter data and use this mechanism strongly to assess juvenile clients as the ILF’s juvenile justice work continues to expand in Myanmar.
- Advise the ILF on potential long term software solutions and next steps that would be a strong fit based on what they have learned during this project.

**Qualifications of Consultant:**

All reputable consultants are eligible to apply. The ILF is committed to growing the representation of small and/or diverse businesses among our suppliers. We strongly encourage candidates of all identities, orientations, experiences and communities to apply.

Consultants shall ensure that neither they, nor any of their employees and personnel, exposes any intended beneficiary, including children, to any form of discrimination, abuse or exploitation and that they, and each of their employees and personnel, complies with the ILF’s policies in relation to protection of children as advised by the ILF from time to time.

**Submission of Applications:** Applications should be sent by email to jobs@theilf.org no later than January 21, 2021. Top applicants will be contacted for phone interviews before a final decision is made, and may be asked for additional supporting documentation.

**Timeline:** Anticipated consultancy start date is February 1, 2021 and must be completed by March 31, 2021 based on current funding.
Elements of Applications: Applications should include a resume and a cover letter explaining the applicant’s relevant past experience and interest in the consultancy.

Budget: $5,000 - $8,000 (includes any possible software/license costs)