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Terms of Reference

Post Title: Senior Legal Consultant

Project Title: Increased Legal Awareness of Citizens on Their Rights Under the Law

Organization: DIGNITY – Danish Institute Against Torture

Duration: Jan 2022 – Nov 2022

About DIGNITY

DIGNITY is an independent human rights and development organization. Our vision is a world free of torture and cruel, inhuman, and degrading treatment.

Founded in 1982 in Denmark, DIGNITY is one of the world's first anti-torture NGOs and specialized treatment centres for torture survivors. For 40 years, DIGNITY has been a leading civil society force in the global fight against torture.

DIGNITY operates in +20 countries in Africa, Middle East, Asia, Eastern Europe, and Central America, where we work in close partnerships with human rights defenders, civil society organizations and government authorities.

In 2008, DIGNITY began working in Jordan on an anti-torture programme engaging with criminal justice institutions and in 2014 Dignity opened its Office in Jordan and widened its scope of work to include also capacity building on human rights and rehabilitation of vulnerable groups among others.

Background and Project Description

The project “Increased Legal Awareness of Citizens on Their Rights Under the Law” is part of the action developed in the framework of the European Union’s support to the Government of Jordan to consolidate the Rule of Law, its effectiveness, transparency, accountability, and accessibility where Legal Aid has been identified as a key area to improve the access to justice. The project is co-funded by the Spanish Agency for International Development Cooperation (AECID) and the European Union (EU). AECID offers its expertise and relevant experience in the country to support the European initiative and implement the technical assistance in this field complementing the budget support to strengthen the Rule of Law.

The project is based on implementing awareness raising campaigns and sessions which will have an overarching theme of access to justice with a focus on the following main topics: rule of law and access to justice, legal aid system and services, and rights of people with disabilities, minorities, and vulnerable groups.



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Project Objectives

The project “Increased Legal Awareness of Citizens on Their Rights Under the Law” aims to achieve the following objectives:

- General objective:
 - Increased awareness of citizens and residents of Jordan of their legal rights.
- Specific objectives:
 - Strengthened CBOs institutional capacities and strategies to include activities related to rule of law and access to justice.
 - Increased number of informed individuals on rule of law and access to justice, legal aid system and services, and rights of people with disabilities, minorities, and vulnerable groups.
 - Increased awareness of residents and citizens of Jordan especially vulnerable groups to access legal aid services through institutions and organizations part of the country-wide system.
 - Increased technical cooperation between partners and strengthened referrals between them on rule of law and access to justice, legal aid system and services.

Scope of Work

The responsibilities of the Senior Legal Consultant will center around the legal know-how and provision of a core legal consultants’ team for Training of Trainers (ToT) sessions, awareness-raising sessions and media campaign. Furthermore, the Senior Legal Consultant will be responsible for the development of legal content for all publications and trainings. The Senior Legal Consultant will also constitute the legal reference for the information shared with local communities during the awareness sessions.

Expected Outputs

In Direct Consultation and Coordination with DIGNITY Jordan Office and Legal Advisors in Copenhagen. The Consultant will be responsible for the following:

- **Output 1: Submit the content of ToT manual**
 - Develop the framework of the ToT manual (including topics, thematic areas..etc.)
 - Cowrite with the legal team the ToT content as per the set schedules.
 - Rigorous revision and quality assurance of the ToT content developed by the legal consultants.



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- Supervise the core legal team and ensure their deliverables are achieved on time and are in alignment with DIGNITY and donor requirements.
- Submit a final high-quality version of the legal ToT manual in timely manner.
- Adhere and comply to donor and partners visibility requirements.

- **Output 2: Submit content for the media campaigns and awareness-raising sessions**
 - Develop the framework of the media and awareness-raising content (including topics, thematic areas..etc.)
 - Cowrite with the legal team the media and awareness-raising content as per the set schedules.
 - Rigorous revision and quality assurance of the media and awareness-raising content developed by the legal consultants.
 - Supervise the core legal team and ensure their deliverables are achieved on time and are in alignment with DIGNITY and donor requirements.
 - Submit a final high-quality versions of media content in timely manner.
 - Submit a final high-quality version of awareness-raising content in timely manner.
 - Revise and quality assure the podcast episodes before broadcasting.
 - Revise the plan for distributing publications and digital content.
 - Adhere and comply to donor and partners visibility requirements.

- **Output 3: Conduct three ToT sessions in the North, Centre and South**
 - Revise applications developed by DIGNITY for the assessment of CBOs and selection of ambassadors (in cooperation with NHF).
 - Oversee the selection process of ambassadors and assure their competence.
 - Attend, monitor and ensure the quality of all ToT training sessions conducted.
 - Oversee and ensure the performance of all staff members and core legal team assigned.
 - Supervise the core legal team and ensure their deliverables are achieved on time and are in alignment with DIGNITY and donor requirements.
 - Ensure activity remain within scope, schedule, and defined costs.
 - Develop and submit field visits reports for ToT sessions.
 - Adhere and comply to donor and partners visibility requirements.

- **Output 4: Conduct 54 awareness-raising sessions across the Kingdom**
 - Supervise the legal team conducting the 54 awareness-raising sessions across the Kingdom and ensure a satisfactory implementation.
 - Attend and monitor (6-9) awareness-raising sessions in the governorates.
 - Deliver 8 awareness-raising sessions in the Correctional and Rehabilitation Centers, if applicable.
 - Coordinate with DIGNITY to deliver 6 awareness-raising sessions in the universities.
 - Develop and submit evaluation tests for ambassadors and activity-based reports.
 - Adhere and comply to donor and partners visibility requirements.



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- **Output 5: Coordination and Cooperation**

- Ensure close collaboration and coordination with cooperating partners and all relevant parties to guarantee smooth implementation of activities and achievement of results as specified by DIGNITY and Donor.
- Facilitate and coordinate with all parties relevant to the conducting of awareness-raising sessions in Correctional and Rehabilitation Centers.
- Oversee all relevant project activities and be the main contact point for the partners and the staff.
- Coordinate and manage communication between all staff members and core legal team assigned.
- Ensure project remains within scope, schedule, and defined costs.
- Oversee the development and execution of required project deliverables in accordance with the specified timelines.
- AOB related to the project.

- **Output 5: Reporting**

- Responsible for developing progress and narrative completion reports per DIGNITY and Donor guidelines.
- Responsible for submitting progress reports, narrative completion, and financial reports in a timely manner according to donor reporting schedule.

Deliverables and Timeline

No	Tasks/Outputs	2022										
		1	2	3	4	5	6	7	8	9	10	11
1	Write up of the legal content (ToT manual)	x	x									
2	Selection of trainers (legal and ToT trainers)	x										
3	Selection of 48 ambassadors (with NHF)		x									
4	Core ToT in the Center (trainers + ambassadors)			x								
5	Core ToT in the North (trainers + ambassadors)			x								
6	Core ToT in the South (trainers + ambassadors)			x								
7	Write up of the legal content for awareness sessions and media on the three thematic areas			x	x							
8	Conduct 6 awareness-raising sessions on legal rights and legal aid in the universities					x	x	x	x	x	x	
9	Supervision and quality assurance of ambassadors performance during awareness raising sessions					x	x	x	x	x	x	
10	Development and submission of reports for each activity	x	x	x	x	x	x	x	x	x	x	x
11	Development and submission of the progress report	x		x				x				x



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Duration of Work

The tasks assigned are expected to be finalized during 11 months, starting in January 2022 and ending in November 2022.

Proposal Submission

Interested applicants are requested to submit their CV/ company profile along with a financial proposal to ingoemploymentjo@gmail.com no later than January 22nd, 2022.

Only shortlisted candidates will be notified.