



Scope of Work (SoW) for Traditional Court Capacity Building

Purpose

Catholic Relief Services (CRS) is implementing the Building a Culture of Social Cohesion and Peace (BCSCP) program funded by the European Union under the instrument contributing to stability and peace (IcSP) in Greater Jonglei. The program is designed to address the drivers and triggers of conflict in Ayod, Uror, Duk, and Pibor counties in Greater Jonglei, South Sudan. The goal of BCSCP is that communities in Greater Jonglei develop and sustain their resilience against recurrent conflict by 2022.

CRS seeks the services of a national consultant to provide training to judges and court clerks in traditional courts in Greater Jonglei.

The specific objectives of the consultancy are to:

1. Develop simple training materials and guide to standard court procedures and justice systems for traditional courts.
2. Train traditional court officials including court clerk on court procedure, the South Sudan justice system, case documentation and record keeping.

Key Tasks for the Consultancy

The consultancy will focus on the following key tasks:

1. Develop simple training materials and guides for court procedures as used in Greater Jonglei.
2. Conduct training for 140 judges from targeted courts on court process, justice system, on the registration and documentation for judicial proceedings, equality before the law, customary law and competence of the courts, divorce, inheritance and family law and the rules governing customary land
3. Conduct training for 40 clerks from 20 selected traditional courts on case documentation, record keeping, tracing, and referencing.
4. Conduct training for CRS program staff on court procedures and the traditional justice system.
5. Produce a final report.

Key deliverables expected from the consultant

1. Training material and guides as described above
2. Training schedule
3. Training report

Experience and qualifications expected

- Advanced university degree in Law, master's degree preferred.
- 3-5 years' professional work experience in South Sudan judiciary system.
- Work experience in Duk and Pibor counties.
- Knowledge of traditional dispute resolution mechanisms within and between South Sudanese communities.

- Familiarity with South Sudan’s traditional and customary judiciary system.
- Capacity to work and travel and engage with local community justice systems in Greater Pibor and Jonglei State.
- Fluency and concision in written English.

CRS Responsibilities

- CRS will cover the costs of transport to and from necessary training in the implementation areas.
- CRS will be responsible for providing the consultant with a safety briefing and the consultant will comply with CRS security protocols for the duration of the field assignments.
- Obtain informed consent from the consultant) to comply with CRS codes of conduct, including the protection against sexual exploitation and abuse (PSEA).

Reporting arrangements

The consultant will work directly with the BCSCP Social Cohesion Program Manager olivierasseke.assek@crs.org and the BCSCP Team Leader george.oguna@crs.org

Place of performance

The consultancy will be based in Bor and will be travel to project location in Pibor, Pajut, Padiet

Proposed period of performance

March 12th – April 9th, 2021

Table 1: Consultancy Timeline

Date	Activity	Duration	Location
Friday 12 th – 15 th March	<ul style="list-style-type: none"> • Finalize training materials with BCSCP Social Cohesion team • Finalize training plan with BCSCP Social Cohesion Team • One day training workshop for BCSCP Capacity Building team in Bor 	4 days	Bor
Tuesday 16 th - Tuesday 23 rd March	<ul style="list-style-type: none"> • Travel to Pibor aboard UNHAS flight, attend briefing with the FAC • Conduct 2 sessions of training (2 days/session/30 participants/session) on standard court procedures and justice system for the traditional court official in Pibor 	7 days	Pibor
Wednesday 24 th , Wednesday 31 st March	<ul style="list-style-type: none"> • Travel to Pajut, attend briefing with the FAC • Conduct 2 sessions of training (2 days/session/30 participants/session) on standard court procedures and justice system for the traditional court official in Pajut 	8 days	Pajut
Thursday 1 st Thursday 9 th March	<ul style="list-style-type: none"> • Travel to Padiet, attend briefing with the FAC • Conduct training (2 days/session/30 participants /session) on standard court procedures and justice system for the traditional court official in Padiet 	8 days	Padiet

Monday 8 th – Wednesday 9 th March	<ul style="list-style-type: none"> • Depart Padiet • Debrief 	2 days	Bor
	Total # of days	29	

Disclaimer: This scope of work is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application

National consultants are highly encouraged to apply. Please submit the following items to this email address: southsudanvacancies@crs.org or Drop the quotation at CRS tender box located at the entrance clearly marked **“BSCSP SoW for Traditional Courts Consultancy”**.

DO NOT CC anyone

By 16 March 2021:

1. Consultant’s CV
2. Sample of relevant wok
3. Technical plan, including the methodology and timeline for this consultancy, which reflects Commodity Management System Development.
4. Financial plan

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. All CRS consultants are required to abide by the Code of Conduct & Ethics and follow safeguarding policies and procedures.