

## Request for Proposals (RFP)

### Introduction

The Hague Institute for Innovation of Law (HiiL) invites relevant companies and /or individuals to submit a proposal for conducting a political economy analysis (PEA) on access to justice at the community level in Imo State, Nigeria.

HiiL is currently implementing a multi-year programme in the 6 main regions of Nigeria, focused on developing the different elements of a people-centred justice programme, in close collaboration with the Ministries of Justice, and other stakeholders.

As part of this programme, HiiL will execute a Justice Innovation Lab (the Lab) to develop a bankable project proposal for increasing access to justice at the community level in Imo State, Nigeria. The Lab will bring together partners from the public and private sector with the aim of getting commitment from at least 50% of the stakeholders to implement this community justice pilot at scale.

HiiL is looking for a researcher to support the preparatory phases of the Lab through the implementation of a political economy analysis with a view of gaining a better understanding of the drivers and barriers to access to justice at the community level in Imo State, Nigeria.

### HiiL in Nigeria

HiiL (The Hague Institute for Innovation of Law) is a social enterprise devoted to user-friendly justice. That means justice that is easy to access, easy to understand, and effective. In the past 15 years, HiiL has developed a unique data-, research- and innovation-driven approach for delivering our mission. We worked in close collaboration with our national partners to ensure that what we do is closely connected with the national needs, knowledge, and political realities. Nigeria being a vast federation, HiiL has undertaken also a state-by-state approach, as recommended by the local stakeholders.

In Nigeria, HiiL undertook the JNS study in 2018. Findings of the Nigerian Justice Need and Satisfaction Survey 2018 focussing on Imo state show that:

- 71% Imo people experienced one or more legal problems;
- 64% of Imo people find their legal problem completely resolved, that leaves 37% without a complete resolution or even anything;
- The most pressing legal problems people face are related to: money, neighbour disputes, employment problems, crime, and housing;
- 87% of Imo people seek information and advice for their problems, mainly through their personal network, less than 20% of the people seeking help go to the formal justice system.

These findings were the foundation of realising a real change 'on the ground'. Based on these findings, a Justice Transformation Lab was conducted in Imo state, Nigeria where a coalition of justice leaders worked on driving innovations that contribute in making justice accessible to all people facing legal problems in their daily lives

### Objectives of Political Economy Analysis

- To identify the key power relations, dynamics and trends in governance systems, structures and processes related to people-centred justice in Imo State. This should include overt and covert power brokers, values and norms for decision making, as well as enabling institutions both formal and informal.
- To undertake a stakeholder mapping and power analysis for access to justice at the community level in Imo State with a view to identifying overt and covert power brokers, structures and systems that enable these power brokers, incentives and rewards for the power brokers and the formal and informal institutions enabling the perpetuation of the perceived or real power of these power brokers.
- To identify and highlight the current roles of women, youth, key populations and other groups in decisions and actions related to accessing justice at the community level in Imo State.
- To provide recommendations on both immediate and long term approaches/strategies that HiiL and other stakeholders – governments, communities, media, researchers, investors and civil society – can use to develop sustainable solutions for increasing access to justice

#### **Services requested**

<b>Service</b>	<b>Details</b>
<b>Political Economy Analysis</b>	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>○ Works together with the HiiL experts in The Hague and Nigeria in line with relevant HiiL guidelines and protocols</li> <li>○ Data collection and analysis</li> <li>○ Develops research methodology</li> <li>○ Effectively consult relevant stakeholders to validate PEA findings</li> <li>○ Stakeholder mapping and analysis</li> <li>○ First draft by 1 December 2022</li> <li>○ Final report on Political Economy Analysis together with original data by 10 December 2022</li> </ul>

#### **Profile of the contractor**

The contractor is experienced in working with various research methods. The contractor knows the legal profession and is not afraid to expand research to other fields of work. The contractor speaks and writes English on a fluent level.

The professional background of the contractor is in the legal- or social sciences field. The contractor has a network that includes various legal professionals in Nigeria.

### **Contractor Requirements:**

- A advanced degree in law, social science, international relations, or similar
- Extensive political economy analysis experience is desirable;
- In-depth understanding of formal and informal governance systems, justice pathways and actors in Nigeria and the Imo State;
- Proven experience in conceptualising and conducting research on people-centred justice in Nigeria
- Proven experience of working with government authorities as well as civil society organisations and academic institutions.
- Considerable proficiency in Google Workspace Office.
- Problem-solving skills and critical thinking skills
- Excellent verbal and written communication skills in English

### **Timeline**

We ask for a commitment of 24 hours per week. A weekly check-in on progress with Zainab Malik Program Manager, JIL is included.

The proposed time period for the engagement is from 1 September to 31 October 2022. Note that the timing may shift due to the pandemic or political developments.

### **The proposal**

We kindly request you to submit your CV, portfolio with examples of 2 previous research assignments and a quotation for providing the services outlined above.

Proposals may be submitted on or before **25 October 2022 at 17:00 hrs (CET)** only through email to the following email address: [zainab.malik@hiil.org](mailto:zainab.malik@hiil.org) and with the subject line: "JIL/proposal/name of company".

**The maximum budget for this opportunity is up to 5000 EUR (incl taxes)**

### **Tender details**

The tender details are as follows;

Date publication RFP	
Deadline for submissions	<b>25 October 2022 at 17:00 hrs (CET)</b>
Deadline for questions	<b>20 October at 17:00 hrs (CET)</b>
If any, submit questions in writing to: <a href="mailto:zainab.malik@hiil.org">zainab.malik@hiil.org</a>	

Questions will be answered through: [zainab.malik@hiil.org](mailto:zainab.malik@hiil.org)

Proposals shall be submitted in English, signed by the company/individual, and with the subject line: "Researcher/name of company/Individual". All proposals must be accompanied by a CV and an overview with examples of 2 previous research assignments.

## **EVALUATION**

The criteria for awarding contracts resulting from this tender are based on "best value for money". For the purpose of all tenders, HiiL defines "best value for money" as:

a complete assessment of technical, organisational and pricing factors (quality, previous experience, reputation, delivery time, and other criteria related to the specifics of the research project)

### **Technical evaluation (total points =100) (counts for 70 %)**

To be technically acceptable, a proposal must meet or exceed the requirements and specifications in the Request for Proposals as listed below.

The following specifications will be considered :

<b>Technical criteria</b>	<b>Documents required</b>	<b>Max score</b>
A proposal that contains plans to address the objectives of the PEA (see "Objectives of PEA") -	Proposal	100

Only proposals that score a minimum of 80 points for the technical evaluation will go to the commercial evaluation.

### **Commercial evaluation (total points=100) (counts for 30%)**

<b>Commercial criteria</b>	<b>Documents required</b>	<b>Max score</b>
Cost/competitiveness	Price quotation for services offered	100

## **Award of contract**

The RFP does not commit HiiL to award a contract or pay costs incurred in the preparation or submission of proposals or costs incurred to make necessary studies for a proposal, or to procure services or goods. Any proposal will be considered as an offer made by the bidder and not an acceptance by the bidder of an offer made by HiiL. No contractual relationship will exist between HiiL and the bidder until the conclusion of a written contract document signed by an authorized representative of HiiL and the successful bidder.

### **Notification of contract award**

HiiL will notify the successful bidder of the decision on their proposal in writing as soon as possible after the tender has been opened.