

Request for Proposal

Implementation Specialist in Nigeria

The Hague Institute for Innovation of Law (Hiil), a social enterprise that works to enhance access to justice through innovation, is looking for an Implementation Specialist in Nigeria to work on improving and promoting evidence-based working methods in the justice sector in Ogun State, Nigeria.

The successful candidate will contribute to developing evidence-based tools, such as the Land and Family Justice Catalogues in Nigeria. Most importantly, you will contribute to the promotion of evidence-based working methods (such as Hiil's justice guidelines), with the goal to advance the quality of justice care.

Context

For decades, Ogun State has been a place of interest for investors to set up and conduct business. As a satellite state of Lagos – Nigeria's largest commercial hub – Ogun State plays an important role in the economic and justice development of Africa's most populous nation. Business and justice are not usually viewed from the same perspective yet here they are inextricably connected. In an effort to improve the civil justice journeys and experiences of Nigerians, and thus improve the ease of doing business in Ogun State, in 2021 Hiil initiated a series of stakeholder dialogues (Justice Transformation Labs) to offer meaningful ideas on how to make the justice sector affordable, accessible, and easy to understand. The Justice Transformation Strategy Document was developed as an outcome of the transformation process and identified 4 goals along with the game changing pathways to achieving them. The implementation plan will be implemented in Ogun State to operationalise the pathways identified through promoting an evidence-based approach to justice.

The key responsibilities:

- Develop plans for implementation of evidence-based working, which are self-sustainable
- Develop methods to apply implementation science and practices to evidence-based working, in the justice sector
- Explain and substantiate the added value of evidence-based working in the justice sector to relevant stakeholders
- Work with organisations of judges, lawyers, social workers and providers of legal help, to develop strategies for evidence-based working
- Explore and develop approaches to stimulate informal justice providers to work with guidelines and best practices

- Collect data about the way best practices are implemented and increase effectiveness
- Developing activities, training materials, timelines, and useful connections while ensuring activities and training materials meet stakeholder requirements and expectations
- Monitoring progress and making adjustments as needed to ensure successful completion
- Managing experts, trainers and stakeholders, including identifying, assessing, and mitigating risks around them
- Facilitating communication and collaboration among project stakeholders, including team members, customers, vendors, and partners

Qualifications:

- Has a Bachelor's or Master's degree in social sciences, change management, empirical legal studies or health care management
- Has profound knowledge and 5-10 years experience in consultancy, in providing justice, health care or other professional services in the public domain
- Has at least 3 years of working experience in implementing evidence based working in the field of health care, therapy, in corrections or another relevant profession
- Affinity with evidence-based working is a strong asset
- Possesses solid communication skills and can bring concepts to life
- Excellent analytical skills and is able to think, assess and analyse fast. Does not get lost in complexity
- Is strong in coordinating processes and holds an ability to manage a variety of tasks
- Has excellent interpersonal skills. Highly developed cultural sensitivity is modest.
- Is IT savvy
- Has political awareness, -sensitivity, -astuteness, and -discretion where needed
- Fluency in English, in verbal and in writing
- Is results oriented, a team player, independent, hands-on and holds a strong sense of responsibility

Timeline

We ask for a commitment of 24 hours per week. Regular check-ins on progress with Tim Verheij Justice Sector Advisor are included.

The proposed time period for the engagement is 6 months (June to December 2023). Note that the timing may shift due to the pandemic or political developments.

Remuneration

The remuneration for this opportunity is **up to 12,000 EUROS inclusive of VAT. payable monthly in 6 tranches** and upon successful delivery of the work.

The proposal

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

Proposals may be submitted on or before **9th June 2023 at 17:00 hrs (CET)** only through email to the following email addresses: tim.verheij@hiil.org and sanaz.jahanshahi@hiil.org with the subject line: "Implementation plan Nigeria Specialist/proposal/name of company/individual" .

Tender details

The tender details are as follows:

Date publication RFP	12 May 2023
Deadline for submissions	9th June 2023 at 17:00 hrs (CET)
Deadline for questions	9th June 2023 at 17:00 hrs (CET)
If any, submit questions in writing to: tim.verheij@hiil.org and sanaz.jahanshahi@hiil.org	
Questions will be answered through: tim.verheij@hiil.org / sanaz.jahanshahi@hiil.org	

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

Technical criteria	Documents required	Max score
A proposal that demonstrates experience in evidence based justice	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%)

Commercial criteria	Documents required	Max score
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.