

TERMS OF REFERENCE

LAWYER

OVERVIEW

PROJECT BACKGROUND

The “Active Communities” project is a 5 years’ programme being implemented by FHI360 and its partners ACTED, Fergana Valley Lawyers without borders. This project is located in Chui and Osh provinces of Kyrgyzstan.

The project has four sub-purposes (SPs):

1. Improved collaboration between civic, government and private sector actors to address issues of local concern including linkages between diverse actors with common goals;
2. Increased network access to financial, human and intellectual assets;
3. Applied ongoing learning and adaptation for more effective civic participation that resonates with people, particularly at the local level;
4. Strengthen citizens' understanding of their rights and increase demand for rule of law. ACTED will lead activities under SP 4, which are aimed at promoting legal empowerment and enhancing social justice through strengthened legality of administrative and dispute processes.

OBJECTIVE

Lawyers will carry out the work under the direct supervision of the Project coordinator (FVLWB). The main task of the lawyers is to provide legal advice to the beneficiaries of the “Jigerduu Jarandar ” project, their redirection to the appropriate procedures / services and represent them in courts or before government agencies. The Lawyer services are considering frequent visits to targeted communities.

DUTY STATION AND QUANTITY

Chui Oblast, Orlovka town (1 Lawyer)
Chui oblast, Kyzyl Tuu AO (1 Lawyer)
Osh Oblast, Kurshab AO - (1 Lawyer)
Osh Oblast, Ak-Zhar AO - (1 Lawyer)
Osh Oblast, Kara-Tash AO - (1 Lawyer)

TIMING AND DURATION

August – September 2020, with possible of extension

CHAIN OF COMMAND

Under the authority of:

Citizen Rights Specialist/Project Manager

Line management:

Fergana Valley Lawyers without borders (FVLWB)

FUNCTIONS

Legal advice will be provided on a wide range of legal issues

In particular, lawyers will be responsible for:

- Provide free legal aid to marginalized citizens
- Provide mobile legal service
- Outreach campaign to support citizens to access identity documents and other civil documents
- Representation in various state procedures, including in courts
- Redirection and support of applicants to relevant procedures and organizations, including state and others, for further resolving their legal issues
- Preparation and presentation of a substantive report on the implementation of assigned tasks
- Train Community Mobilizers and Peer Educators

REQUIRED SKILLS AND COMPETENCIES

The Applicant will be evaluated based on the relevancy of experiences in regards to the above-mentioned responsibilities and duties as well as the qualifications, skills and competencies listed below:

Education:

- University degree in law (jurisprudence or equivalent);
- The additional education on advocacy, the protection of human rights, as well as other training courses for professional development is an asset.

Working Experience:

- At least 5 years of experience in the specialty;
- At least 2 years of experience working in civil society organizations or legal assistance projects;
- Experience with international organizations is an asset;
- An advocate license is an asset.

Professional competence and skills:

- Wide knowledge of national legislation and orientation ability in the legal acts system;
- Applied knowledge and skills of legal writing and analysis;
- Knowledge and experience of representation in various state procedures, including in courts;
- Knowledge of computer programs and applications for word processing and electronic communication;
- Knowledge and experience in using the Toktom and Advisor information and legal database systems;
- Awareness of age, gender and diversity issues and how to apply these considerations to the legal work.

- Fluency in oral and written Kyrgyz and Russian (English and other languages of Central Asia an asset).

Personal Competences:

- Able to work with little supervision, focused, well organized, detail oriented;
- Able to prioritize work, multi-task and meet deadlines;
- Strong interpersonal skills and flexibility, responsibility, integrity, team work

SELECTION PROCESS

Candidates will be selected on a contest basis, taking into account the above requirements

TO SUBMIT BY THE APPLICANT

- CV
- Passport Copy
- Patent copy or certificate of registration