

## TERMS OF REFERENCE

### CONSULTANCY TO SET UP AN ONLINE CHILDREN'S RIGHTS CLEARINGHOUSE (PRO BONO MATCHING MECHANISM) IN ROMANIA

#### TERMS OF REFERENCE:

**Location:** Romania – contract with PILnet (the contractor must be able to issue invoices with tax registration)

**Title:** Consultancy to set up a children's rights clearinghouse (pro bono matching mechanism) in Romania (CLEAR-Rights Project)

**Period of the consultancy:** July 2022 – December 2022

**Duration of the consultancy:** 6 months (30 working days)

**Deadline to apply:** July 15, 2022 – *recruitment is ongoing until the position is filled*

**Starting date:** Asap, July 2022

#### 1. Presentation of PILnet

[PILnet](#) is a global non-governmental organization that creates opportunities for social change by unlocking law's full potential. With programs in Europe & Eurasia, Asia, and at the global level, PILnet aims to reclaim and reimagine the role of law so that it works for the benefit of all. PILnet builds networks and collaborations of public interest and private lawyers who understand how law works when it serves the interests of the privileged and then it uses that knowledge to strengthen civil society and the communities they serve. PILnet not only obtains high-quality, free legal assistance for civil society organizations and their beneficiaries when they urgently need it but also helps organizations to capitalize on the full range of specialized legal expertise that can be provided by corporate lawyers, including against ongoing, or even yet-to-be-determined, challenges.

#### 2. Background and context

“CLEAR-Rights: enhancing legal assistance for children in Europe” is a project funded by the Justice Programme of the European Union. This 24-month project runs from January 2021 until January 2023 and is being coordinated by the Regional Office of Terre des Hommes in Europe. It is implemented in partnership with PILnet, the Alliance of Lawyers for Human Rights, Defence for Children Belgium, Defence for Children the Netherlands, and Terre des Hommes Romania. The project's main aim is to improve equal access to a lawyer for children suspected or accused of crime, through strengthening access to quality and specialized government-funded legal aid and pro bono legal assistance, in line with Articles 6 and 18 of Directive 2016/800/EU.

**CLEAR-Rights** seeks in particular to:

1. Build the capacities and improve knowledge of legal aid and pro bono lawyers to provide child-friendly legal assistance to children in conflict with the law, in particular in target countries such as in Belgium, France, Hungary, The Netherlands, and Romania.
2. **Establish a legal assistance network to match the legal needs of non-governmental organisations and children with legal aid and pro bono lawyers** willing to provide legal assistance, as well as share promising practices related to providing legal assistance to children in conflict with the law
3. Increase awareness of policymakers and service providers about legal aid and legal assistance for children in conflict with the law and benefit from a permanent legal assistance system

In the framework of the project, two clearinghouse mechanisms will be set up: one at European level and one in Romania. The clearinghouses will support the matching the need for legal representation of children's rights NGOs and children, especially minors in conflict with the law, with pro bono lawyers. PILnet and the Alliance of Lawyers for Human Rights (AADH) will lead the setting up of the European Child Justice Clearinghouse. PILnet is currently looking for a national consultant/entity to lay the foundation for and support the setting up of the clearinghouse function for matching the legal needs of children and non-governmental organisations working with children and with legal aid and pro bono lawyers in Romania.

### 3. Objectives of the consultancy

The general objective of the consultancy is to **support the setting up and running children's rights clearinghouse mechanism** in a **sustainable manner** in order to facilitate access to justice for children in conflict with the law. The clearinghouse will aim at matching children in need of legal representation or legal assistance, with pro bono lawyers - with the support of relevant non-governmental organizations. The national consultant(s)/entity will work in close proximity with PILnet staff, which will provide guidance, support and direction.

**Geographical scope:** Romania

### 4. Design and methodology

**Location:** Romania - with remote supervision.

**The selected consultant(s)/entity will be closely working with PILnet relevant staff and will cooperate with the CLEAR-Rights Project Partners.**

The selected consultant/entity will be responsible to set up a clearinghouse mechanism, including drafting the necessary documents to activate the clearinghouse (policies, guidelines, intake forms), promoting the clearinghouse within relevant networks (pro bono lawyers and children's rights NGOs), creating a dedicated webpage, and establish a sustainable mechanism to match children in needs of legal support with pro bono lawyers in Romania. The consultant(s)/entity for this activity needs to be an individual or an organization already familiar with clearinghouse mechanisms, experienced in connecting individuals in need of legal support with an existing network of pro bono

lawyers, conscious of the necessary safeguards to put in place and aware of the legal needs of children in Romania.

More specifically, the selected consultant(s) will be expected to:

1. Support the set up of a children’s rights clearinghouse in Romania by contributing to the methodology and the establishment of the mechanism together with PILnet staff;
2. Contributing to the drafting and translating from English into Romanian of the necessary documents to set up and run the clearinghouse, including:
  - a. Guidelines for users of the clearinghouse;
  - b. Safeguarding Policy
  - c. Intake form
  - d. Memorandum of Understanding between NGOs users and the clearinghouse
3. Contributing to the creation of a dedicated webpage to promote the mechanism and allow access to the clearinghouse, with the support of PILnet;
4. Create and maintain a list of specialised pro bono lawyers and of children’s rights NGOs subscribed to the clearinghouse, with the support of PILnet;
5. Pilot 2 matter-requests in collaboration with PILnet and a children’s rights NGO to test and further refine the mechanism;
6. Support with the promotion of the clearinghouse at relevant events (including the PILnet Global Forum in Dublin in October 2022 and the Regional Advocacy event in Brussell in December 2022 - travel expenses covered by PILnet and other CLEAR-Rights Partners)
7. Strategize, with the support of PILnet, on a sustainability plan and be in the position to successfully continue running the clearinghouse after the consultancy is completed.

## 5. Roles and responsibilities

To ensure the smooth implementation of the mandate, the consultant(s) will report to Giulia Patane, Consultant at PILnet, and cooperate with other CLEAR-Rights Project partners. This will include online meetings, communication via emails, and participation in two in-person meetings (one in Dublin and one in Brussell, in October and December, respectively).

The consultant(s)/entity must sign the project lead’s Terre des hommes [Child Safeguarding Policy and Code of Conduct](#) and be willing to adhere to its principles and standard practices. If a breach of the policy or code of conduct takes place, the consultancy will be terminated immediately without any financial burden on PILnet or on Terre des hommes.

## 6. Activities and Timeline

	Activity	Expected delivery	Level of effort
1.	Meetings with PILnet team and other CLEAR-Rights Partners	Ongoing	4 days

2.	<b>Contributing to the drafting and translating from English into Romanian of the necessary documents (Guidelines, Safeguarding, Intake and MoU)</b>	10th October 2022	10 days
3.	<b>Contributing to the creation of a dedicated webpage</b>	10th October 2022	2 days
4.	<b>Create and maintain a list of specialised pro bono lawyers and children’s rights NGOs</b>	Ongoing - 10th October 2022	2 days
5.	<b>Pilot 2 matter-requests in collaboration with PILnet and a children’s rights NGO to test and further refine the mechanism</b>	August-November 2022	4 days
6.	<b>Support with the promotion of the clearinghouse at relevant events</b>	October and December 2022	4 days
7.	<b>Strategize, with the support of PILnet, on a sustainability plan</b>	November and December 2022	4 days

## 7. Expected deliverables

The selected consultant will be expected to produce the following deliverables:

- A. First draft of the necessary documents (Guidelines, Safeguarding, Intake and MoU) by September 15, 2022;
- B. Final draft of the necessary documents (Guidelines, Safeguarding, Intake and MoU) by October 15, 2022;
- C. Dedicated webpage for Romanian Children’s rights clearinghouse by 10th October 2022 - to be launched online in November 2022;
- D. Present the clearinghouse at two promotional events (in Dublin and Brussell in October and December 2022).

## 8. Consultant profile

- Demonstrated experience in setting up, running and developing legal brokerage.
- Proven experience in managing/brokering pro bono relationships, or matching legal needs to pro bono actors, especially for vulnerable populations.
- Extensive existing network of and relationships with pro bono lawyers, law firms and legal professionals in Romania.
- Connections to and existing relationships with the NGO field, particularly within children’s rights organizations.
- Knowledge of child justice and legal aid projects and networks in Romania is an asset.
- Excellent oral and written skills in Romanian and in English.

## 9. Budget and resources

The consultant is expected to work for 30 working days within the about 6 months duration of this consultancy. The payment will be issued in three instalments:

1. 25% upon signature of the contract;
2. 30% upon deliverable B
3. 45% upon deliverable C and D

## 10. How to apply

The contractor must be able to issue invoices with tax registration. All candidates should please send the following documents to: Giulia Patane, [gpatane@pilnet.org](mailto:gpatane@pilnet.org) and Ágnes Almádi, [aalmadi@pilnet.org](mailto:aalmadi@pilnet.org) by the **15th of July 2022**:

- ⇒ A **Cover Letter**, specifying your experience
- ⇒ **Updated CV, or organisational profile documenting experience and profile** in English,
- ⇒ **A financial offer in EURO stating daily fee**

Please include “**CLEAR-Rights, Consultancy for Childre’s Rights Clearinghouse in Romania**” in the subject line of the application email.

*Due to an anticipated high number of applications, PILnet is not in a position to respond to every applicant individually. Please note that only shortlisted candidates will be contacted for an interview.*



CLEAR-Rights is co-funded by the Justice Programme of the European Union (2014-2020).