



TENDER FOR A CONSULTANCY

Prison law monitoring in BULGARIA

General Information

- Title of Consultancy: Monitoring of legal and policy changes on prisons and prisoners' rights in BULGARIA
- Consultancy period: 15 February – 31 December 2024
- Estimated total amount of working days: 7-12 annually
- Location of consultancy: Remote
- Application closing date: **31 January 2024 EOD** (applications get reviewed on a rolling basis, earlier applications received will get preferential treatment)
- Contact person: beranger.dominici@prisonlitigation.org

Background information

The *European Prison Litigation Network* (EPLN) is a network of 30 European NGOs aiming to defend and advance prisoners' fundamental rights across the continent. To this end, we develop our action in three priority areas: prisoners' access to justice, prisoners' access to healthcare, as well as the fight against torture and ill-treatment in prison and against impunity for perpetrators.

The consultancy takes place in the framework of the **four-year project PrisonCivilAct (2022-2025)**, funded by the European Union (EU). The project gathers partners from **14 EU countries and Ukraine** and aims to increase the role of civil society and lawyers in addressing the structural problems of prison systems in Europe and promoting the social rehabilitation of prisoners through more effective and human rights compliant sentence adjustment mechanisms.

Objectives and Deliverables

The **aim of the consultancy** is to contribute to a **coordinated monitoring of domestic prison legal news in 14 EU countries and Ukraine** by providing regular information on the main legal and policy changes on prison and prisoners' rights in BULGARIA.

The final output is a **compilation of domestic prison legal news** published on a quarterly basis on our website and disseminated via mailing lists and social media to civil society activists, researchers and practitioners in 18 countries. The coordination is ensured by the EPLN Secretariat.

Throughout the consultancy, the consultant is expected to **submit 4 legal monitoring reports** (one per quarter).

All deliverables are to be submitted in English, via email, in Word format, in accordance with the guidelines and deadlines communicated. The consultant is responsible for quality control of language accuracy. The reports should be sent in a way that directly enables publication.

Methodology

Monitoring guidelines will be communicated by the EPLN Secretariat to the winner of the tender. The guidelines will include guidance on the scope of the legal monitoring and a template report.

Tentative timeline

Tender closure	<i>31 January 2024</i>
Consultant selection	<i>By 7 February 2024</i>
Start of the consultancy	<i>15 February 2024</i>
Reports submission deadlines <i>(The contract signed with the consultant will include a detailed work plan)</i>	<i>4 March 2024 (report covering December 2023 – February 2024)</i> <i>3 June 2024 (report covering March – May 2024)</i> <i>2 September 2024 (report covering June – August 2024)</i> <i>2 December (report covering September – November 2024)</i>

Selection criteria and evaluation process

The applicant can be either a **legal entity** (NGO, University, Bar association...) or an **individual expert**.

Whether a legal entity or individual, the applicant should be able to demonstrate:

- Adequate **qualification** (education and experience background) in a relevant academic field (penal and prison law, human rights law, European law);
- In-depth **knowledge of European human rights law** (in particular of the case law of the European Court of Human Rights), **Bulgarian penal and prison law** and **prisoners' rights**;
- Knowledge/experience in **human rights legal monitoring**;
- Perfect command of **written Bulgarian and English** (C1 level);
- Ability to work under **strict deadlines**;
- Ability to guarantee **complete confidentiality**.

Two criteria will be taken into account during the application review process:

- Qualification and previous experience (80% of the total evaluation)
- Overall cost (20% of the total evaluation)

Remuneration and costs

Candidates should provide a detailed breakdown of the estimated costs, including the estimated number of days worked and their standard daily rate (inclusive of taxes and other charges).

The selected consultant will be required to confirm his/her rate before the conclusion of the contract.

Submission process

Applications should include the following elements, in English language:

- A letter/email describing your motivation and qualifications for the assignment in a few sentences;
- The curriculum vitae of the consultant or of the team involved in the implementation of the consultancy;
- Two examples other similar works (with detailed references) that have been undertaken previously;
- A total cost estimate;
- For legal entities only: a brief description of the entity (name, history, tasks, expertise).

Applications should be sent via email by 31 January 2024 EOD to

beranger.dominici@prisonlitigation.org

Please indicate “Consultancy PRISONCIVILACT 2024 – BG” in the subject of your email.

Questions related to the services and the selection procedure can be sent until 15 January 2024 COB to

beranger.dominici@prisonlitigation.org

This announcement shall not be construed as a contract or a commitment of any kind. This call for tender does not obligate the EPLN to award a contract, nor does it commit the EPLN to pay any cost incurred in the preparation and submission of the proposal.