



## Terms of Reference

### Develop a Training Manual and Online Curriculum to Empower Young Advocates to Adopt Ethical and Corruption-Free Standards

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#### 1) About the Pan African Lawyers Union (PALU)

The Pan African Lawyers Union (PALU) is the premier continental membership forum of and for individual African lawyers and lawyers' associations in Africa. It was founded in 2002 by African Bar leaders and eminent lawyers, to reflect the aspirations and concerns of the African people and to promote and defend their shared interests. Its membership comprises of the continent's over five regional lawyers' associations (RLAs), over 54 national lawyers' associations (NLAs) and over 1,000 individual lawyers spread across Africa and in the Diaspora, working together to advance the law and the legal profession, rule of law, good governance, human and peoples' rights and socio-economic development of the African continent.

To realise a united, just and prosperous Africa, built on the rule of law and good governance, PALU has adopted three core areas of thematic focus, namely institutional development, development of the legal profession, and the rule of law and good governance.

The present consultancy assignment inscribes itself within the strategic goal of the **Rule of Law and Good Governance Theme**, which is to strengthen the standards of adherence to the just rule of law and good governance in Africa. Here, we design and implement programmes that catalyse the development and practice of African international law; build a practice around law, peace and security in Africa; advocate for the promotion and protection of human and peoples' rights in Africa; and champion democracy, elections and governance in Africa that increases the levels of integrity in Africa's economic governance.

#### 2) Background of the Project

Through its African Lawyers Initiative on Compliance in Business Relations, PALU developed and adopted the Code of Ethics on Anti-Corruption and Professional Compliance Standards for Lawyers Working in Africa, which was disseminated to all Lawyers Associations in Africa, which was disseminated through four regional training seminars for private and public-sector counsel working primarily in the energy sector, and two continental conferences of Regional and National Lawyers Associations in Africa. A total of 39 African Lawyers' Associations and 220 individual lawyers participated in this exercise, making this the farthest-reaching continental outreach effort towards the legal profession. The Code of Ethics was formally adopted on 8th July 2017 by PALU's General Assembly.



Developing a uniform Code for all lawyers in Africa was a of course complex process. Consideration needed to be given to the diversity of legal traditions in Africa and the differences in legal practice management. Additional efforts were also required to ensure that all views were incorporated in the Code.

Despite the adoption of a continental Code of Ethics, African lawyers are yet to take a moral value position on their role in combating corruption. Lawyers' Associations need to be empowered to implement lasting change, starting by training a new generation of ethical lawyers. This project therefore aims at institutionalizing Lawyers' Associations and Law Schools curriculum on anti-corruption and compliance standards to effectively reach out to aspiring advocates at the point of entry to the profession, championing the culture of combating corruption and compliance for modern lawyers.

As such, by providing aspiring advocates entering the profession with the highest ethical standards, the legal profession will be better placed to strengthen compliance in the legal sector and uphold the highest ethical standards to contribute lasting change to how business relations are conducted in Africa.

### **3) Description of the Assignment**

To this aim, PALU is looking for an experienced, expert consultant to assist in developing a Training Manual to be used by Lawyers' Associations and Law Schools in discharging their mandate highlighted above, and produce an online curriculum which PALU will be utilising to provide a Continuous Legal Education (CLE) accredited seminar.

In doing so, the Consultant will undertake the following specific tasks in developing the Training Manual:

- i. Defining the scope, structure and basic elements of the Training Manual, especially in terms of applicable laws and standards;
- ii. Develop the training modules be used to train the lawyers on the systematic application of ethical and corruption-free standards;
- iii. Without limitations to the final scope, and in coordination with the PALU lead person, develop the following modules for inclusion in the Training Manual:
  - a. AU and RECs Legal Framework for combatting and preventing corruption in Africa.
  - b. Corruption prevention though international best practices in law firm management, and recourses available to advocates; Fiscal and anti-Money Laundering compliance, and its implications on lawyers' due diligence commitments.



- c. General Presentation of the Code of Ethics on Anti-Corruption and Compliance Standards for African Lawyers and its relevance to the legal profession in Africa.
- iv. Identify possible additional areas of collaboration between Lawyers Associations and PALU, based on the Memorandum of Understanding Between PALU and Lawyers Associations on the Code of Ethics.
- v. Conduct a series of virtual focused group discussions/meetings with PALU Secretariat, Lawyers Associations, Expert committee and stakeholders
- vi. Convene validation meetings to present the Training Manual to Lawyers Associations, PALU Secretariat, Experts committee and Legal stakeholders.

#### **4) Deliverables and Timelines**

The consultant/Expert is expected to produce the following deliverables:

- i. Training Manual, containing required and agreed upon modules, as per the inception meeting;
- ii. Exit Report.

The duration of the assignment is up to a total of 36 working days to include inception meeting with PALU Secretariat, online research, development of the training manual, virtual focused group discussions with PALU Secretariat, Lawyers Association and Stakeholders, virtual validation meeting and Exit meeting with PALU Secretariat. The assignment will commence on 17<sup>th</sup> May 2021.

#### **5) Experts Profile**

PALU seeks to find an expert knowledgeable in anti-corruption mechanisms and compliance practices in the legal profession.

The desired qualifications and professional experience are as follows: -

- i. A minimum of a master's degree in law;
- ii. Proven minimum of 10 years of professional postgraduate experience in drafting
- iii. In-depth knowledge of existing international, regional and sub-regional legal instruments, policies and best practises on anti-corruption;
- iv. Strong interpersonal skills and ability to work in a team in a consultative and collaborative manner;
- v. Strong communication (Written and Verbal) and reporting skills; and,
- vi. Fluency in English. Knowledge of French is an asset.



Applications that meet the above requirements need to be submitted by e-mail to [secretariat@lawyersofafrica.org](mailto:secretariat@lawyersofafrica.org) not later than 4<sup>th</sup> May 2021, 1700 hrs. The applications should include the following information: -

- i. A proposed methodology;
- ii. A detailed work plan with timeframes;
- iii. Financial Proposal indicating the consultancy fees;
- iv. Detailed profile of the applicant with previous experience;
- v. At least one copy of a completed similar assignment.

References must be available on request. Only short-listed candidates will be contacted. PALU is an equal opportunity employer that encourages applications from women and minorities. All applications will be considered strictly confidential.