



TENDER FOR CONSULTANCY SERVICES

Prison law monitoring in BULGARIA

General Information

- **Title:** Monitoring of legal and policy changes on prisons and prisoners' rights in Bulgaria
- **Duration:** 10 February - 31 December 2025
- **Estimated workload:** 7-10 days annually, depending on the estimated volume of legal news
- **Location:** Remote
- **Application closing date:** **20 January 2025 EOD** (applications get reviewed on a rolling basis, earlier applications received will get preferential treatment)
- **Contact:** beranger.dominici@prisonlitigation.org

Background information

The European Prison Litigation Network (EPLN) is a network of 30 European NGOs in 20 European countries that aims to defend and promote the fundamental rights of prisoners across the continent. To this end, we develop our activities in three priority areas: prisoners' access to justice, prisoners' access to health care, and the fight against torture and ill-treatment in prisons and against impunity for perpetrators.

The consultancy is part of the four-year PrisonCivilAct project (2022-2025) funded by the European Union (EU). The project brings together partners from 14 EU countries and Ukraine and aims to strengthen the role of civil society and lawyers in addressing the structural problems of prison systems in Europe and to promote the social rehabilitation of prisoners through more effective and human rights-compliant sentencing 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 most important legal and policy changes in the field of prisons 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. Coordination is provided by the EPLN Secretariat.

Throughout the consultancy period, 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 will be responsible for quality control of language accuracy. The reports should be sent in a way that allows immediate publication.

Methodology

Monitoring and research guidelines will be provided by the EPLN Secretariat to the winner of the tender.

The guidelines will include guidance on the scope of legal monitoring and a model report.

Tentative timeline

Tender closure	20 January 2025
Consultant selection	By 3 February 2025
Start of the consultancy	10 February 2025
Reports submission deadlines (The contract will include a detailed work plan)	5 March 2025 (report covering December 2024 - February 2025) 5 June 2025 (report covering March - May 2025) 5 September 2025 (report covering June - August 2025) 5 December 2025 (report covering September - November 2025)

Selection criteria and evaluation process

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

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, 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

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

The selected consultant will be required to confirm their rate prior to the conclusion of the contract.

Application process

Applications should include the following elements, in English language:

- A letter/email describing in a few sentences your motivation and qualifications for the assignment
- The curriculum vitae of the consultant or of the team involved in carrying out the consultancy
- Two examples of similar work carried out previously (with detailed references)
- A total cost estimate

For legal entities only:

- A brief description of the entity (name, history, mission, expertise)

Applications should be sent by email to beranger.dominici@prisonlitigation.org by 20 January 2025 EOD

Please indicate “Consultancy PRISONCIVILACT 2025 – BG” in the subject line of your email.

This call for tender does not constitute a contract or commitment of any kind. It does not commit the EPLN to award a contract, nor does it commit the EPLN to pay any costs incurred in the preparation and submission of the proposal.