

# Terms of reference

## GENERAL INFORMATION

**Title:** Consultant for Development of National Action Plan and Strategy Whitepaper

**Project Name :** UNODC Sub-Programme 3

**Reports to:** National Programme Officer

**Duty Station:** Homebased

**Expected Places of Travel (if applicable):** Malang, Bandung, Bogor

**Duration of Assignment:** 42 working days, starting September 2017 –March 2018

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
x	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

x	Completed CV and P11 with at least three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

## Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be based in Jakarta during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting request by the supervisor.

☐ intermittent (explain) :

☐ full time/office based (needs justification from the Requesting Unit)

## Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name>

## I. BACKGROUND

UNODC Programme Office in Indonesia (POIDN) assists the Government of Indonesia (GoI) to support the implementation of strategies and effective interventions to enhance the justice system's responses to a myriad of challenges. One of the current concerns of the GoI is the risk of correctional facilities as incubators for terrorism and violent extremism. Indonesia has seen cases where violent extremist prisoners (VEPs) reengage in high-profile terrorist attacks after their release. The GoI understands the need for prisons to better manage, rehabilitate, and reintegrate VEPs, to reduce the

threat of recidivism. UNODC is working with the GoI, specifically the Directorate General of Corrections (DGC) and the National Agency for Counter-Terrorism (BNPT), to enhance prison management, and the management of VEPs.

However, the management of VEPs is a very complex field that involves: de-radicalisation and disengagement strategies, rehabilitation and reintegration programmes, and well-run prison administration structure. Considering the broad range of areas involved, VEP management, cannot be tackled by DGC and BNPT alone. A high level of involvement from other government entities and civil society organizations is necessary. In response to this need, DGC and BNPT, with support from UNODC, held a Strategic Coordination Meeting (SCM) where various government entities, civil society organizations, and international partners met to discuss strategies and best practices currently being used for VEP management.

During the meeting, one of the main concerns raised by participants was the lack of an overarching strategy and action plan in regards to management of VEPs that all stakeholders can refer to in the development of their own strategy and activities.

UNODC will support DGC and BNPT to produce a *National Action Plan and National Strategy Whitepaper* by:

- a. Producing a National Strategy Whitepaper on VEP management that reflects the values and ideas of national counterparts and aligns with international standards;
- b. Facilitating the drafting process of the National Action Plan that reflects the values and ideas of national counterparts and aligns with international standards.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

**Under the direct supervision of the National Programme Officer for Criminal Justice, and the overall supervision of the Country Manager, the consultant will:**

- a. Develop a *National Strategy Whitepaper* on VEP Management
  - Conduct a preliminary meeting with the Directorate General of Corrections, BNPT and relevant stakeholders (these will be determine later);
  - Conduct a desk review of international and national guidelines on managing violent extremist prisoners;
  - Facilitate discussion with relevant stakeholders on the development of the national strategy at a coordination meetings;
  - Produce the first draft of a strategy for improving the management of VEP, based on the consultation meeting with the key stakeholders;
  - Facilitate a consultation workshop with relevant stakeholders to finalize the development of a national strategy;
  - Produce a final draft of the *National Strategy Whitepaper*, that is endorsed by UNODC, DGC , and BNPT in Bahasa and English; and,
  - Perform any other tasks deemed necessary to ensure the success of the project.
- b. Draft a *National Action Plan for Managing VEPs* (NAP), based on the results of an expert working group and ensure that the NAP is based on national guidelines and aligned with international standards
  - Conduct a desk review of international and national guidelines on management of VEPs,

including but not limited to the following documents: *2013 National De-Radicalisation Blueprint from BNPT*, *UNODC's Handbook on Management of VEPs*, etc.;

- Facilitate two (2) high level working group sessions with relevant stakeholders on the development of the NAP;
- Produce the first draft of consulted national action plan based on discussion at a stakeholder coordination meeting in November;
- Present subsequent drafts produced with the working group at coordination meetings with international and national stakeholders;
- Produce the final draft of national action plan on management of VEPs which are endorsed by UNODC, DGC, and BNPT in Bahasa and English; and,
- Perform any other tasks deemed necessary to ensure the success of the project.

#### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Submission of talking point and agenda for the expert working group meeting	2 working days	20 September	Programme Officer Criminal Justice
Submission of gap analysis on regulation and policy in regards to management of VEP, including a draft action plan as part of a recommendation	5 working days	25 September	Programme Officer Criminal Justice
Facilitation of expert working group	3 working days	30 September	Programme Officer Criminal Justice
Submission of first draft of <i>National Strategy Whitepaper</i>	10 working days	3 November	Country Manager and Programme Officer Criminal Justice
Consultation on the first draft of <i>National Strategy Whitepaper</i> and the <i>National Action Plan</i> at a stakeholder coordination meeting scheduled in November	3 working days	18 November	
Submission of second draft of the NAP and agenda for the expert working group discussion	2 working days	7 January	Programme Officer Criminal Justice
Facilitation of second expert working group discussion on NAP	2.5 working days	10 February	

Submission of the third draft of the NAP	1.5 working days	16 February	Programme Officer Criminal Justice
Submission of second draft of the <i>National Strategy Whitepaper</i>	8 working days	28 February	Country Manager and Programme Officer Criminal Justice
Presentation of the <i>National Strategy Whitepaper</i> and NAP draft at stakeholder coordination meeting	3 working days	16 March	
Submission of the final National Strategy Whitepaper	1 working day	23 March	Country Manager and Programme Officer Criminal Justice
Submission of the final National Action Plan	1 working day	23 March	Country Manager and Programme Officer Criminal Justice

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The consultant will perform its work under the supervision of, and report directly to, the National Programme Officer of Criminal Justice of UNODC Indonesia. The UNODC Country Manager will provide overall guidance and supervision

During their contract period, the consultant is expected to coordinate closely and liaise with key counterparts (DGC, BNPT, and other government stakeholders)

The project will provide the necessary budget allocation to convene a consultative meeting with stakeholders. The consultant will develop a TOR and budget in advance, aligned with UNODC/UNDP regulations. Support will be provided by the National Programme Officer of Criminal Justice.

#### **Duration of the Work**

32 working days, starting October 2017 to March 2018

#### **Duty Station**

The consultant will be based in Jakarta during his/her consultancy with possible travel to Bandung, Bogor, Malang.

No requirement to attend daily to the office, however to be available for meeting requests by the supervisor.

#### **Travel Plan**

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Bandung	Once during the whole assignment	3 days 2 nights, including travel
2	Bogor	Once during the whole assignment	3 days 2 nights, including travel
3	Malang	Once during the whole assignment	3 days 2 nights including travel

#### **IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

##### Academic Qualifications:

- Master's Degree in the Social Sciences, Development Studies, Law, Business Administration or any other related field .

##### Years of experience:

- Minimum 10 years of experience in related areas such as rule of law, corrections, human rights, institutional development, and conflict prevention in different contexts;
- Minimum of three (3) years working with Directorate General of Corrections on prison population management;
- Strong knowledge on national and international guidelines on management of violent extremist prisoners;
- Extensive knowledge and experience in implementing Mandela Rules, Bangkok Rules, Beijing Rules, and Rome Memorandum;
- Research background (supervising and conducting), in the fields of prison management, is an advantage.

##### III. Competencies and special skills requirement:

- Fluency in English and Bahasa Indonesia with excellent written communication skills and strong experience writing reports
- Experience in formulating development strategies and policies;
- Experience in facilitating high level working group and coordination meeting;
- Ability to work under pressure and handle multiple tasks simultaneously;
- Demonstrated ability to work with persons of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills;
- Ability to operate MS-Office;
- Ability to work in a team; and
- Effective planning and organisation skills

## V. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; [70%]

\* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		
<b>Criteria A: qualification requirements as per TOR:</b>	40%	40
1. Minimum a Master's Degree in the Social Sciences, Development Studies, Law, Business Administration or any other related field.	10	10
2. Minimum 10 years of experience in related areas such as rule of law, corrections, human rights, institutional development, and conflict prevention in different contexts;	5	5
3. Minimum three (3) years of experience in working with Directorate General of Corrections and/or BNPT on related topics	5	5
4. Strong knowledge on national and international guidelines on management of VEPs	10	10
5. Have experience in conducting and writing systemic reviews	5	5
6. Proficient in English and Bahasa languages, spoken and written.	5	5
<ul style="list-style-type: none"> <li><b>Criteria B: Brief Description of Approach to Assignment.</b></li> <li>Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner</li> <li>Important aspects of the task addressed clearly and in sufficient detail</li> <li>Logical, realistic planning for efficient project implementation</li> </ul>	60%	60%