



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE:	Consultant in Preventing Violent Extremism – to produce a Research paper on Off-Ramps, Prisons, and Returning Terrorist Fighters
AGENCY/PROJECT NAME:	Preventing Violent Extremism through Promoting Tolerance and Respect for Diversity, UNDP BRH
COUNTRY OF ASSIGNMENT:	Home based with travel.
Duration:	1 February 2019 – 30 June 2019

1) GENERAL BACKGROUND

In 2018, UNDP in Asia and the Pacific and the European Union (EU) began work on a new project that aims to address the root causes of violent extremism and promote tolerance and respect for diversity in Southeast Asia. The project includes three major outputs, the first of which is detailed below:

Regional network of practitioners that conducts research, holds forums and develops policy recommendations for preventing violent extremism in Asia established

To better understand the regional context of the specific drivers and potential mitigation strategies of violent extremism in Southeast Asia, UNDP commissioned two sub-regional analytical papers in 2016, updated in 2017. The key message to come out of both pieces of research was further analysis and partnerships are needed to ensure research is successfully transferred into policy and programming on the ground.

Current state of research

Violent extremism in Southeast Asia poses an increasing risk yet increasing evidence shows that PVE policies that are not grounded in research or evidence can have harmful impacts on the communities they target. Furthermore, the evidence base for effective preventing violent extremism interventions is very limited. South-East Asia is home to a large number of research institutions and policy centres working on various issues related to security, preventing violent extremism, and peacebuilding. Yet there is little coordination amongst actors and a large gap lies in nationally-led research in countries affected by extremism. Research in such countries remains under-resourced, disconnected, and distant from community-level PVE programming. UNDP's Regional PVE project seeks to address these gaps by improving the research base on the issue, strengthening academic networks, and creating greater connections between research and PVE interventions in communities.

As a result of the above UNDP's regional PVE project will commission research on violent extremism, bring together various stakeholders to discuss the existing state of research and policies address these gaps by improving the research base on the issue. The research will focus primarily on regional synergies, Indonesia, Malaysia, Philippines and Thailand.

In October 2018, UNDP organised an expert meeting in Bangkok to discuss a new strategy for PVE research in the region. The meeting included 5 senior level practitioners who will make up a core advisory group and will produce up to 4-5 thematic research papers that will be compiled into a Regional PVE study for Southeast Asia.



UNDP requires the services of an experienced consultant to explore the extent of the returning terrorist fighter (RTF) phenomenon in the region, focusing on three countries (Malaysia, Indonesia and Philippines). The research will analysis the statistics of RTF in each country, the question of RTF families, possible networking at the regional and local levels, and potential threats posed to security in the region. With the aim of steering policies in the region and assisting governments in avoiding potential threats, research will also examine the role of detention facilities and deradicalization programmes as a response to the issue.

2) OBJECTIVES OF THE ASSIGNMENT

To support the overall delivery of the UNDP PVE project, the objectives of the assignment are to:

1. Develop a strong evidence base for UNDP PVE project activities;
2. Connect PVE-related policies being developed in the region to up-to-date research and analysis;
3. Increase the effectiveness of future PVE programming in the region, particularly in areas affected by ongoing crises

3) SCOPE OF WORK

The consultant will conduct the following activities under the supervision of UNDP Governance and Peacebuilding Advisor and the Regional PVE Research Coordinator:

Research will be split into 20 days desk-based research and writing, and 20 days of field work:

- Conduct desk research to collect secondary data and identify existing gaps;
- Conduct interviews, meetings, and gather relevant quantitative data in target countries to gather data for research;
- Access and interview key individuals and families for UNDP interviews on extremism as part of the regional study;
- Drafting research paper on agreed PVE area of interest to UNDP;
- Provide policy recommendations, based on the research, that are in line with UNDP principles and approach to PVE

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration

The period of the assignment is estimated to be from 01 February 2019 – 30 June 2019, up to a maximum of 40 working days.

Duty station:

Home based with travel

Expected places of travel

Indonesia, Malaysia and the Philippines. Any necessary missions must be approved in advance and in writing by the supervisor.



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5) Expected Deliverables

The consultant will be responsible to deliver:

1. Research paper on Off-Ramps, Prisons, and Returning Terrorist Fighters (Font in Calibri size 11; using UNDP referencing style);
2. Transcript of key interviews and meetings conducted during research;
3. Written interviews with 20 individuals and/or families for UNDP extremism interview series as part of the regional study;
4. List of policy recommendations based on research;
5. 700-900 word blog/op-ed on main research paper and findings

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under supervision of UNDP's Programme Advisor for Governance and Peacebuilding and the Regional PVE Research Coordinator.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant should possess the following expertise and qualifications:

Education:

- Master's Degree, or equivalent preferably in political science, human rights, security, or other relevant social science studies.

Experience:

- At least 8 years of experience in researching preventing violent extremism, international development, and/or peacebuilding;
- 5 years of working experience in Asia;
- Academic experience on religious extremism based in Asia;
- Excellent writing and communications skills in English;
- Previous experience with the United Nations is a strong asset.

Language:

- Fluency in written and spoken English.
- Fluency in written and spoken Malaysian is a strong asset

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 7 days.



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9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X NONE PARTIAL INTERMITTENT FULL-TIME

This assignment is home-based with travel required.

10) PAYMENT TERMS

The consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, communications, consumables, and any other applicable cost to be incurred by the consultant in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables/ Outputs	Target Due Dates	Percentage of payment
<u>First payment</u> Draft outline of research strategy, interview list, framework for research paper	01/03/2019	10%
<u>Second payment</u> Transcript of key interviews and meetings conducted during research;	01/05/2019	20%
<u>Third Payment</u> List of policy recommendations based on research and 700-900 word blog/op-ed on main research paper and findings	14/05/2019	10%
<u>Fourth payment</u> Draft research paper produced	01/06/2019	20%
<u>Fifth payment</u> Final research paper produced (Font in Calibri size 11; using UNDP referencing style);	30/06/2019	40%

All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal.

The consultant will be responsible for making his/her own mission travel arrangements in line with UNDP travel. The consultant is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.



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In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

11) RECOMMENDED PRESENTATION OF OFFER

Candidates wishing to be considered for this assignment are required to submit the following documents interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV, indicating all past experiences from similar projects, as well as the contact details (email, and telephone number) of the candidate and at least three (3) professional references;
- c) Financial Proposal that indicates the daily rate/fee of the candidate, in US dollars;

Incomplete proposals may not be considered. The short-listed candidates may be contacted and the successful candidate will be notified

12) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the cumulative analysis. The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 100 points)

- Criteria 1: Relevance of Education – Max 20 points;
- Criteria 2: Relevance working experience – Max 20 Points;
- Criteria 3: Experience and knowledge of the Asia region – Max 20 points;
- Criteria 4: Academic experience on religious extremism based in Asia – Max 20 points;
- Criteria 5: Excellent writing and communications skills in English – Max 20 points

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.