TERMS OF REFERENCE
Individual Contractor

1. Assignment Information

Assignment Title:	Improvement of the prisoner case database and installation of the upgraded database in 27 prisons and correctional centers and the General Department of Prisons (GDP) central office.
UNDP Practice Area:	OHCHR Cambodia
Cluster/Project:	OHCHR Prison Reform Support Program (PRSP)
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	Travel required to prisons in the provinces
Contract Duration:	113 days, about 11 months starting in February 2019

2. Project Description

While efforts have been paid by the management of prisons in Cambodia to improve the management of prisoners' case files, the system remains fraught with challenges leading to abuses of prisoners' procedural rights, including excessive detention, ineligibility to apply for sentence reduction or pardon, and even the loss of documents which have been traditionally kept as paper documents only. Challenges increase even more when the concerned prisoners are transferred from/to other prisons or when their cases go to appeal. Some prisoners are detained in excess of their remand warrants, some are not released upon having fully served their sentence, and some others still languish for long time in prison without a final judgment as the authorities have no mean to easily keep track of the details of their specific situation or multiple cases, and where they stand with regard to the different steps of the criminal procedure.

As part of the Cambodia Criminal Justice Assistance Project (CCJAP), a first database has been introduced in the General Department of Prisons (GDP) of the Ministry of Interior and the provincial/municipal prisons and correctional centers (CCs), to improve the management of the prison population. This database has enabled the prisons to record prisoners electronically and produces regular statistics for the purpose of reporting. The database however has proved to lack some crucial features, which would assist the prison authorities in improving the legality of detention in prison, in particular by tracking and allowing the retrieval of specific data and information – such as differentiating among prisoners without a final judgment between those pending appeal and those who just need their first instance verdict; keeping track of multiple charges and sentences and the relevant time limits applicable to prisoners, in particular those detained on pre-trial; monitoring time served as part of the requirement for the applications for sentence reduction and pardon and to ensure timely release; disaggregating such data and information by sex, age or disability etc. Furthermore, it is impossible to provide an alert system when sentence limits are about to expire. All these features would clearly impact on the efficiency and transparency within the prison system, and contribute to its improved accountability and ability to interact with the courts' database system.

Combined with improved case management in the courts, an upgraded database in the prison system would contribute to combating excessive detention, pre-trial or at release time, and avoid

some of the unnecessary delays or procedural abuses currently facing prisoners.

From November 2015 until early April 2016, a freelance consultant had been contracted to work with the GDP and OHCHR on the technical gaps identification and recommendations for the proposed upgrade of the current GDP's database. However, the consultant resigned from the assignment before its completion, and the GDP database has remained the same to date. Following renewed discussions with GDP, the need to complete the database improvements was reconfirmed by the General Director of Prisons, who, in November 2018, requested in writing OHCHR's support in that endeavor.

3. Scope of Work

Building on progress achieved under the previous consultancy, the consultant will assist the Prison Reform Support Programme (PRSP) of OHCHR-Cambodia in improving the current prison database to benefit the GDP central office and all 27 provincial/municipal prisons and correctional centres (CCs) in Cambodia, including the inclusion of biometric data and web-based design. In particular, the new Consultant will organize the following activities:
   a. Re-confirm necessary improvements, test and install the upgraded database at the central office of GDP. (35 days).
   b. Conduct the pilot test and training to CC1 and CC2 to comprehensively identify and fix all potential technical errors. (10 days).
   c. Review and install the post-pilot database version at GDP, CC1 and CC2 and draft a user manual in Khmer. (5 days).
   d. Install and conduct training on the case database in the 25 prisons and Correctional Centres (namely Phnom Penh, Kandal, Takeo, Kampot, Kampong Speu, Preah Sihanouk, Prey Veng, Svay Rieng, Kampong Cham/Tbong Khmum, Kampong Thom, Kampong Chhnang, Pursat, Battambang, Banteay Meanchey, Siem Reap, Koh Kong, PreahVihear, Rattanakiri, Mondulkiri, Kratie, Steung Treng, Pailin, Udor Meanchey, and CC3 and CC4), and conduct on-the-job training/coaching for all relevant prison officers. (59 days).
   e. Finalize the database user manual in Khmer. (2 days).
   f. Prepare overall report on the project in English. (2 days)

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Improved database designed, tested and installed at the GDP central office	35 days	22 Mar 2019	Head of PRSP
2	Pilot and training conducted at CC1 and CC2 and adjustment to database	10 days	5 April 2019	Head of PRSP
3	Upgraded database reviewed and (re)installed, and submission of the first draft user manual in Khmer	5 days	12 April 2019	Head of PRSP
4	Upgraded database installed and relevant prison staff provided with on-the-job training in all 25 prisons/CCs	59 days	29 November 2019	Head of PRSP

5	User manual finalized in Khmer	2 days	3 December 2019	Head of PRSP
6	Consultancy report in English submitted	2 days	5 December 2019	Head of PRSP
	Total # of Days:	113 days		

5. Institutional Arrangement

The Consultant will be directly supervised by the Head of the OHCHR PRSP, under the overall supervision of the OHCHR Representative.

The Consultant will be responsible for his/her daily subsistence allowance (DSA) when travelling to the provinces, local travels in Phnom Penh, and taxes where appropriate.

OHCHR will provide transportation separately for the travels to the prisons and correctional centers.

OHCHR will provide an office space for the Consultant when working in Phnom Penh.

6. Duration of the Work

The work will be completed between February 2019 and 5 December 2019. During this period, the Consultant will be paid for 113 days, worked as per agreement with the Head of PRSP.

7. Duty Station

The Consultant's duty station for the contract duration will be Phnom Penh. S/he will be required to travel to prisons/CCs in Phnom Penh and the provinces.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's Degree in Computer Science (A Bachelor's degree in combination with four additional years of qualifying work experience may be accepted in lieu of the Master's degree)
Experience:	• 3 years of experience in development professional database at the national level (7 years if Bachelor's degree) and 2 years of experience in criminal justice system; • Experience in providing training on information management systems.
Competencies:	• Knowledge and experience of developing and installing information management systems; • Knowledge of relevant programming languages and databases such as HTML, XHTML, JavaScript, NET, CSS, PHP, SQL, MySQL, SQL Server and others
Language Requirement:	Fluency in oral and written Khmer and English
Other Requirements (if any):	n/a

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's Degree in Computer Science (A Bachelor's degree in combination with four additional years of qualifying work experience may be accepted in lieu of the Master's degree)	20 points
2 years of experience in criminal justice system	20 points
3 years of experience in development of professional database and installing information management systems at the national level (7 years if Bachelor's degree)	30 points
Experience in providing training on information management systems	20 points
Knowledge of relevant programming languages and databases such as HTML, XHTML, JavaScript, NET, CSS, PHP, SQL, MySQL, SQL Server and others	10 points
Total Obtainable Score:	**100 points**

10. Payment Milestones

This will be an all-inclusive fee. In the computation of contract price, the proposer must factor in his/her fees, daily subsistence allowances, local travel costs within Phnom Penh and taxes as appropriate.

The consultant will be paid in four instalments, upon satisfactory submission of the following outputs/deliverables, as certified by OHCHR head of PRSP.

N	Outputs/Deliverables	Payment Schedule	Payment Amount
1	Reconfirmation of necessary improvements, testing and installation of the upgraded database at the central office of GDP	22 Mar 2019	20%
2	Pilot test and training conducted at CC1 and CC2 to comprehensively identify and fix all potential technical errors, installation of final database version at GDP, CC1 and CC2, and submission of the first draft user manual in Khmer	12 Apr 2019	30%
3	Installation of the improved database and on-the-job training in 13 prisons	28 Jun 2019	30%
4	Completion of the database installation and training in the remaining 12 prisons/CCs, and submission of final user manual in Khmer and final consultancy report in English.	5 Dec 2019	20%