

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10/IC-021/19
(RE-ADVERTISEMENT)



Date: 19 June 2019

Reference Number:	IRQ10-IC034/19
Title of Consultancy:	Procurement of Individual Contractor: Consultancy on gender equality and women for UNODC
Consultancy type:	National
Duty Station:	Erbil, Iraq
Period of assignment/services:	47 working days over a period of 3 Months.
Estimated Starting Date:	20 July 2019
Proposals should be submitted:	Not later than 03 July 2019, 4:00 AM (EDT Time)

Important Notices:

Request for Clarification: Any request for clarification must be sent in writing and submitted via the e-tendering portal. UNDP will provide a written response, via the same channel, without identifying the source of inquiry.

1. Background of the assignment

The Terrorism Prevention Branch (TPB) of UNODC is one of the United Nations key providers of counter-terrorism technical assistance in the legal and related areas. It delivers assistance globally using the field office network of UNODC for implementation at field level.

The objective of the technical assistance activities of the TPB is to strengthen the legal regime against terrorism. It does this by providing legal advice to States to become parties to the universal legal instruments related to terrorism, by assisting States to incorporate their provisions into national legislations, by providing training to criminal justice officials and assistance to strengthen national institutions dealing with terrorism.

As more countries have adopted appropriate legislation, the need for sustained capacity-building assistance for implementation to requesting countries has increased. UNODC/TPB is therefore increasingly focusing on training criminal justice officials to strengthen the capacity of criminal justice systems for implementing the provisions of the international legal instruments against terrorism, in addition to continuing to provide assistance for ratification and legislative incorporation

UNODC/TPB responds promptly and efficiently to country requests for counter-terrorism legal assistance in accordance with the guidance provided by the Commission on Crime Prevention and Criminal Justice, the Economic and Social Council, the General Assembly and the Counter-Terrorism Committee (CTC) of the Security Council.

The Terrorism Prevention Branch (TPB) of UNODC and UNODC ROMENA propose a programme on “Strengthening the capacity of Women Professionals Working in the Counter-Terrorism Sector in Iraq (2019-2021)” in response to the limited role that women play so far in specifically leadership and decision-making roles in this area and taking into account the overarching mandate under UNSCR 1325 to promote and support women’s participation in peace processes. The project aims to build the capacity and networking skills of female professionals working in the criminal justice response to terrorism in Iraq Federal and KRG institutions to: (a) Ensure that action in post Daesh Iraq includes consistent, cross-sectoral, targeted support to women; (b) Advance criminal justice officials’ individual careers and increase diversity within their respective professions and sectors; (c) To provide gender-responsive perspectives and influence at policy, planning level and in responding to investigation and prosecution of

terrorist offences at technical level and (d) To increase gender-responsive networking within the target group nationally and internationally.

The expected impact of the project will be a larger, empowered, influential and visible cadre of female professionals, assuming higher level of responsibilities with a developed critical understanding of issues related to the criminal justice response to terrorism and violent extremism which is able to influence discussions and decisions and to make a positive contribution to the country's peace and development process.

2. Purpose of the assignment

The purpose of the consultancy is to produce a comprehensive study on the role of women in the criminal justice response to terrorism and extremism in Iraq in the broader context of the ongoing peace process and work on the implementation of the SC1325 resolution. The outcomes will be presented at a stakeholders' meeting. The study aims at providing a gendered perspective on policy, planning and technical levels in response to investigation and prosecution of terrorist offences as well as presenting the current role and the future roles of women professionals in CT sectors. The study will take place until the end of June 2019 and will benefit from the relevant parts of the Implementation of Iraq National Action Plan for UNSCR 1325 2014-2018 to enhance the specialized expertise and improve the capacity of national criminal justice officials to implement the international legal framework against terrorism as well as the Resolution on the Women, Peace and Security agenda UNSCR 2242 which addresses radicalization, terrorism and women, specifically impact of counter terrorism on women.

3. Specific tasks to be performed by the consultant

The consultant will carry out the following tasks:

- A) Conduct a research study in English, Arabic and Kurdish on the different roles, in particular leadership and decision-making roles and effectiveness of female professionals working in the CT field in Iraq, while working and collecting information within a wide range of policy, law enforcement, investigation and judicial capacities related to the female cadre in Iraq and KRG. This will include (i) desk research; (ii) undertaking missions in different provinces in Iraq to meet with relevant security and justice sectors for collecting information, (iii) meeting with female civil servants working on CT issues, making interviews, and establishing the facts of the study, and (iv) drafting the research study. The study will inform and substantiate the needs of the target group of the project and the importance of having female instance investigators to collect important information from other sources than when there are only male officials.
- B) Present the outcomes of the study within an organized conference for 20 female criminal justice officers working in CT field from Iraq and KRG, including policy makers, parliamentarians, analysts, investigators, prosecutors and judges, if feasible in one of the MENA countries. This conference will provide a platform to discuss and increase knowledge on various issues on women, peace and security as well as on CT related issues, enhancing their technical capacities as well as increase their skills on operational planning and strategizing. The 20 selected women to attend the conference will form the core group of women with whom UNODC will work during the implementation of the project "Strengthening the capacity of Women Professionals Working in the Counter-Terrorism Sector in Iraq (2019-2021)." One session during the conference will be dedicated to discussing the research study and receive feedback on the research findings from the participants. The consultant may also submit an additional report on the discussions and the debate that took place in the conference, if needed.

C) Assist in the implementation of other tasks related to other projects for Iraq.

4. Expected tangible and measurable output(s) (Deliverables)

- Deliver a research study that is compiled from the collected information of field visits to different provinces in Iraq and meetings with the relevant counter terrorism institutions and female civil servants working on CT issues to make interviews and establish the facts of the study. The study research should present an analysis of the following:

a. Current scope of women in criminal justice systems and their areas of responsibility:

The role of women remains marginal. It is important to underline that a country's commitment to address and cope with the challenges it faces goes hand in hand with the active involvement of both its male and female actors. The study research is expected to examine the current scope of women who currently have access to criminal justice systems (20 female criminal justice officers, 15 law enforcement officers, 15 analysts including financial analysts, 15 civil servants and officials from Ministries and state institutions and 15 judges and trainers from Higher Judicial Institute including Kurdish Institute trained in Baghdad) and explore their current areas of responsibilities and the gaps that need to be addressed. The study as well will cast light on women civil society organizations since they uniquely acquire a thorough understanding of events on the ground and therefore also good source of information for the study.

The study research aims to explain the approaches where women should be empowered to play a crucial role in national counter terrorism efforts. Also, the study research is expected to shed great light on the women that have suffered at the hands of ISIL fighters and suffering from extremely passive role that disqualifies them as potential candidates for countering and preventing terrorism on the one hand, and measures for supporting them in developing their knowledge and capacities and increase their responsiveness to the specific realities facing the Iraqi Government on the other hand.

b. Identification of factors that promote / impede access of female professionals to criminal justice system:

The research study is expected to explore and document the factors/circumstances that facilitate the engagement of female professionals in criminal justice system on the one hand and the circumstances/factors/obstacles/gaps that culminate into impeding and slowing the integration of female professionals in criminal justice systems and instance investigation and thus lead to the marginalization of women's roles in national CT efforts.

c. Proposed actions to increase participation of female professionals in criminal justice:

Proposed actions could comprise providing female professionals with expertise in gendered institutional behavior change; mainstreaming gender into all reforming support, and technical expertise; technical support on forensic investigation and judicial oversight through the bespoke courses offered by the UK to Iraqi investigators and judges. In addition, the research should address the role and effectiveness and Training Needs Analysis of female professionals working in the CT field, as it entails working within a wide range of policy, law enforcement, investigation and judicial capacity within Iraq and KRG. This will be done through the organisation of numerous activities targeting female officials: Parliamentarians, Judges, FIU officials, analysts, investigators, representatives from the relevant Ministries etc. in an effort to encourage and promote female inclusion in counter terrorism work.

d. Proposed actions to empower women in the peace-building process of Iraq/KRG:
Proposed actions could entail activities conducted to build the advocacy capacity of women providing technical expertise in the counter terrorism sector such as financial analysts, judiciary, investigators and Ministry staff.

- Deliver an additional report on the discussions and the debates that took place in the conference, if needed.
- Deliver supplementary documents relevant to the sub- regional conference to support in Arabic language 20 female criminal justice officers working in CT field from Iraq and KRG (including policy makers/parliamentarians/ analysts/ investigators, prosecutors and judges, if feasible) in an event or conference located in sub-region to learn in an international setting.

5. Dates and details as to how the work must be delivered

The consultant will perform the assigned functions under the overall guidance of the Chief of Section III and the direct supervision of the Programme Officer in charge of the project “Strengthening the capacity of Women Professionals Working in the Counter-Terrorism Sector in Iraq (2019-2021)”. The consultant will be requested to work 47 working days over a 3-month period from 20 June to 20 September 2019.

A monthly remuneration will be paid, determined by HRMS on the basis of the level of the functions to be performed and the level of qualifications of the consultant. The consultant will receive payments upon the satisfactory submission of the relevant outputs and approval by UNODC as per schedule of payments below.

6. Indicators to evaluate the consultant’s performance

All the outputs should meet the satisfaction of the designated staff of TPB/ISS III according to the following criteria. Substantive quality and quantity of contributions provided and timely completion of assigned tasks. Assessment of performance as at least fully satisfactory by the supervising staff. Feedback from UNODC field offices and TPB/UNODC experts will be taken into account whenever appropriate. Effectiveness of planning and coordination, as well as quality and efficiency of inputs provided. Quality and timely completion of outputs and submissions.

<i>Output</i>	<i>Scheduled delivery date</i>	<i>Payment (number of working days)</i>	<i>Estimated Date of Payment (4 installments)</i>	<i>Remuneration %</i>
Activity 1 (Preparation of materials to the Study and its logistics)				
1.1 Preparatory work for the field study: research, surveys, questions, study plan; communicating with relevant Iraqi authorities to be visited; and complete relevant security trainings;	July 2019	7	30 July	15%

1.2 Conduct visits to relevant agencies to Erbil and Baghdad;	August 2019	15	30 August	30%
1.3 Finalize drafting the study and its conclusions	September 2019	15	30 September	30%
Activity 2 (Sub-regional national training for Iraq)	October	10	20 October	25%
1.4 Preparatory work (supplementary documents) to the conference to be held in June 2019 after the study.				

7. EVALUATION

Individual consultants will be evaluated based on the following methodology:

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%

8. Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required)

- a) Academic
 - Master's degree in international law, political science or a related field;
- b) Experience
 - Good knowledge of the universal instruments against terrorism and the mechanisms of international cooperation in criminal matters;
 - A minimum of 5-years professional experience, preferably in gender and women empowerment studies, with knowledge of the operating criminal justice system in Iraq, including legal research and analysis, preferably dealing with terrorism or other relevant areas. Work experience within the United Nations system and UNODC is highly desirable;
 - Sound planning and organizing skills;
- c) Language
 - Fluency in Arabic and English with excellent drafting skills is required. Knowledge of Kurdish is essential.

A. Technical Proposal: (which will include the following):

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- **Personal CV** including past experience in similar projects and **at least 3 references.**

B. Financial proposal:

The financial proposal will specify the monthly fee payments are made to the Individual Consultant on monthly basis.

Important note: the consultant is required to specify the daily fee in his proposal.

Selection Criteria

The Individual consultant will be evaluated based on the following methodology:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) responsive/compliant/acceptable, and
- b) Achieving the highest combined score (financial and technical).

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation.

Criteria		Max. Point 100	Weight
Technical	<ul style="list-style-type: none">• Master’s degree in international law, political science or a related field.	15	70%
	<ul style="list-style-type: none">• Good knowledge of the universal instruments against terrorism and the mechanisms of international cooperation in criminal matters	10	
	<ul style="list-style-type: none">• A minimum of 5-years professional experience, preferably in gender and women empowerment studies, with knowledge of the operating criminal justice system in Iraq, including legal research and analysis, preferably dealing with terrorism or other relevant areas. Work experience within the United Nations system and UNODC is highly desirable	10	
	<ul style="list-style-type: none">• Sound planning and organizing skills	10	
	<ul style="list-style-type: none">• Experience in legal drafting and legal analysis is essential	20	
	<ul style="list-style-type: none">• Extensive knowledge in the field of criminal justice in general, and on legislative reforms in particular is an asset	10	
	<ul style="list-style-type: none">• Experience working in the Middle East and North Africa region is essential	10	
	<ul style="list-style-type: none">• Fluency in Arabic and English with excellent drafting skills is required. Knowledge of Kurdish is essential	15	
Financial	Lowest Offer / Offer*100		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

Annexes:

Annex 1 – Procurement Notice-Terms of Reference

Annex 2 - Template Confirmation of Interest and Submission of Financial Proposal.

Annex 3 – Individual Consultant General Terms and Conditions.