

Terms of reference



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GENERAL INFORMATION

Title: Consultant for the Development of Critical Incident Management for Criminal Justice System

Project Name: UNODC Sub-Programme 3

Reports to: Criminal Justice Coordinator

Duty Station: Homebase

Expected Places of Travel (if applicable): Jakarta (if consultant is not Jakarta-based)

Duration of Assignment: 72 working days, (August 2019 – March 2020)

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be homebased 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

Indonesia's position on a large grid of tectonic plate and right on the "ring of fire," a horseshoe-shaped area around the edges of the Pacific Ocean, makes it particularly vulnerable to natural disaster. In 2018 alone, the National Coordination Board of Disaster Management (BNPB) stated that the total number of disasters occurring in Indonesia reached 3.397¹ with the most recent earthquake and tsunami in Central Sulawesi caused 2.081 casualties and 206.219 misplaced, along with losses and damages of more than 13,42 trillion rupiah². Currently the criminal justice system is not a component that is built into BNPB's disaster response. The omission is glaring when one considers the need to maintain security and order following these incidents. Typically, police reinforcements are sent to affected areas but only to secure critical infrastructure and guard against looting.

As part of its effort to assist the Government of Indonesia to address one of its current concern on managing violent extremist prisoners with relation to critical incident management, the United Nations Office on Drugs and Crime Programme Office in Indonesia (UNODC POIDN) with the Directorate General of Corrections has been developing a Standard Operation Procedures of Critical Incident Management for Correctional Facility. Critical Incident Management is a systematic approach which includes policies and operational procedures. The policies and procedures designed to be able to minimise the damage or consequence arising from the incident. The Standard Operation Procedures (SOP) consists of a set of written instruction in the framework of critical incident management, including preparedness, evacuation, and aftermath action for correctional facility.

The Standard Operation Procedures (SOPs) will detail the steps that must be taken when emergency occurs including on how to alert the system and manage crisis. In order to review the compatibility of the SOPs and the prisons environment, field tests must be conducted before the enforcement of the SOPs throughout Indonesia. Enhancement of staff's capacity and capability is also needed to implement the SOPs. At the end of this programme, every prison warden must develop their own critical incident management plan within the guidance of the SOPs.

To achieve this goal, UNODC is currently looking for an experienced consultant capable to extract the SOPs into a training module, develop the critical incident management training, develop the system alert in emergency situation and guide the prison warden to develop their critical incident management plan.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Specific task to be performed by the national consultant:

- Engage in consultation with relevant national counterparts if needed to obtain in-depth information and feedback on practical challenges on the implementation of standard operating procedures;
- Assist UNODC and Directorate General of Corrections (DGC) to conduct field test at the correctional facility;

¹ Data Informasi Bencana Indonesia, Badan Nasional Penanggulangan Bencana, 2018, <http://bnpb.cloud/dibi/tabel1b>, accessed on 23.05.2019

² Badan Nasional Penanggulangan Bencana, 2018, <https://www.bnpb.go.id/1999-kejadian-bencana-selama-tahun-2018-ribuan-korban-meninggal-dunia>, accessed on 29.01.2019

- Finalise the SOP with field test's result;
- Develop System Alert on the Critical Incident Management between correctional facility, DGC HQ, BNPB, BMKG, and local reinforcement power (TNI and Police);
- Develop critical incident management training module along with the table top exercise scenario;
- Deliver the training on critical incident management for DGC official, prison warden, and staff;
- Assist UNODC to conduct several seminars with national stakeholder to disseminate the standard operation procedure on critical incident management.

Expected Outputs and Deliverables

All documents must be submitted in English and Bahasa.

Deliverables/ Outputs	Estimated number of working days	Completion deadline
1) Submission of the System Alert Design for Critical Incident Management	4	16 August 2019
2) Submission of the field test report 1	4	30 August 2019
3) Submission of the final field test report and final revision of SOP according to field test result	8	10 September 2019
4) Submission of the draft of Critical Incident Management Training Module and table top exercise scenario based on curriculum consultation	6	25 September 2019
5) Deliver 2 (two) pilot exercise on the Critical Incident Management with Table Top Scenario	10	30 October 2019
6) Submission of the material for the dissemination of Critical Incident Management Standard Operation Procedures	6	14 November 2019
7) Submission of the final revision of the Critical Incident Management Training Module and Table Top Exercise Scenario according to pilot training result	4	9 December 2019
8) Deliver 2 (two) Critical Incident Management training for Prison' Staff	10	31 January 2019
9) Deliver 2 (two) Critical Incident Management Training for Ministry of Law and Human Rights Provincial Office	10	28 February 2020
10) Deliver 2 (two) Critical Incident Management training for Prison' Staff	10	30 March 2020

III. WORKING ARRANGEMENTS

Institutional Arrangement

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

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

UNODC will provide the necessary budget allocation to convene a consultative meeting with stakeholders. Support will be provided under the guidance of National Programme Officer.

Duration of the Work

72 working days, August 2019 – March 2020

Duty Station

The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for meeting requests by the supervisor.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic and Work Qualifications:

- Master degree in disaster risk management, natural resources management, environmental management, social work or public policy.
- Minimum 10 (ten) years of combination working experience in disaster risk management, humanitarian affairs, emergency preparedness, crisis/emergency relief management.
- Proven experience in operating complex humanitarian affairs in natural disaster.
- Proven experience in developing and facilitating training for law enforcement officers.
- Experienced working with national stakeholder (DGC, BNPB, BPBD, BMKG, TNI).

III. Competencies and special skills requirement:

- Proven analytical skills to conduct research and analysis, identify issue and recommend solution;
- Demonstrated ability to work with persons of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills;
- Ability to work under pressure and handle multiple tasks simultaneously;
- Proficient in English and Bahasa Indonesia languages, spoken and written;
- Ability to operate MS-Office;
- Ability to work in a team;
- Effective planning and organising 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

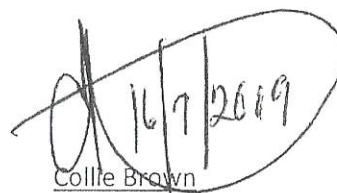
Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	60%	
1. Master degree in disaster risk management, natural resources management, environmental management, social work or public policy	15	
2. Minimum 10 (ten) years of combination working experience in disaster risk management, humanitarian affairs, emergency preparedness, crisis/emergency relief management	15	
3. Proven experience in operating complex humanitarian affairs in natural disaster.	10	
4. Proven experience in developing and facilitating training for law enforcement officers.	10	
5. Experienced working with national stakeholder (DGC, BNPB, BPBD, BMKG, TNI)	10	
Criteria B: Brief Description of Approach to Assignment.	40%	
• Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.	15	
• Important aspect of the task addressed clearly and detailed.	15	
• Logical, realistic planning for efficient project implementation.	10	
Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by



Avezia Geby Ariane
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Approved by



Collie Brown
Country Manager