

Terms of Reference (ToR)

International Short Term Expert for the Study Tour to Spain

REF: (STSP/CO2013)

Project Title:	Technical Assistance for the Improvement of Civilian Oversight of Internal Security Sector Project Phase II (ICOISS II)
Location:	Madrid & Home-based
Application Deadline:	1 November 2013
Portfolio:	Democratic Governance
Type of Contract:	Individual Contract (IC)
Reporting Language:	English
Contract Starting Date:	15 November 2013
Expected total working days for the assignment:	10 days + 1 contingency days
Duration of the Contract:	15 November 2013-1 January 2014
Reference Code:	(STSP/CO2013)

1 Background and Context

UNDP Turkey will support the Ministry of Interior of Turkey for "Improvement of Civilian Oversight of Internal Security" through an EU funded technical assistance project. The overall objective of the project is to structurally embed expanded enjoyment of civil rights by Turkish citizens and democratic control of internal security in the regulatory system and public administration practice of Turkey.

The project is composed of 3 components:

Component A - Legislative Framework: This component aims at enabling the Ministry of Interior and the public administrators (governors and sub governors) to exercise civilian oversight over law enforcement bodies.

Component B - Capacity Building: This component aims at increasing the capacity at the Mol to realize its mission as regards the administrative management of security forces at the

central and local level and establishment of institutional structures needed in order to meet the EU standards for HR protection and for a strengthened civilian oversight.

Component C - Civil Society and Media: This component aims at contributing to strengthen independent oversight on law enforcement bodies and increase citizens' participation in oversight

2 Scope & Required Field of Specialization

The Short Term Expert will support the realization of the activity '**B.2.8 Conduct five study tours, one for each major focus of the project**'.

The present assignment covers the organization of the 3rd study tour of the project, which is Spain, Madrid. The study tour will take place at the end of November 2013. The main objective of the study tour to Spain is to study the oversight of Internal Security Forces by the Ministry of Interior and the Parliament. The study tour will be led by the Undersecretary of the Ministry of Interior (Mol) to a group of participants, which include governors, high-ranking officials of the Ministry of Interior, high-ranking police and gendarmerie officials and possibly members of Grand National Assembly of Turkey.

Work Program

The study tour to Spain will involve several meetings. The intended program is as follows:

- 1) Visit to Intelligence Center for Organized Crime (CICO): The central organization, as well as examples of mechanisms for the steering and coordination of police and gendarmerie
- 2) Visit to Directorates of Police and Guardia Civil: The central organization, as well as examples of mechanisms for the steering and coordination of police and gendarmerie,
- 3) Visit to Secretary of State for Security: The central organization, as well as examples of mechanisms for the steering and coordination of police and gendarmerie
- 4) Inspection system for police and gendarmerie,
- 5) Visit to the Parliament: The role of the Parliament for oversight of the internal security forces (in particular, committee in charge of Internal Security).
- 6) Visit to The Defender of Rights,
- 7) Visit to Provincial Security Board: The coordination mechanism of internal security forces at provincial level.
- 8) Other suggestions by the Spanish authorities.

3 Duties and responsibilities of the Individual Consultant (IC)

Based on the scope of work provided above, the tasks and responsibilities of the International Short Term Expert will be as follows:

Activity Name in Description of Action of the Project	B.2.8 Conduct five study tours, one for each major focus of the project		
No.	Activities	Duty Station	Working Days

United Nations Development Programme

1	Accompany the Turkish Delegation during the entire duration of the study tour in Spain (25 November–29 December 2013) and participate to the meetings	Madrid	5 w/days
2	Contribute to the further design and development of the work program for the study visit / Prepare and submit a power point presentation on the political context of the country and main oversight mechanisms of ISFs.	Madrid	1 w/days
3	Preparation of a detailed "Assignment Report", which will include the following: 1) a brief overview of the study visit including a list of meetings held and persons contacted; 2) coordination laws and mechanisms by Ministry of Interior over law enforcement bodies both at central and local level; 3) structures and mechanisms for parliamentary oversight of ISF, 4) conclusions reached at each meeting; and 5) a general assessment involving best practices and other recommendations for the improvement of coordination of ISFs by Ministry of Interior and Parliamentary oversight.	Home-Based	4 w/days
Contingency days			1 w/days
TOTAL			11 w/d (10 w/d+1 contingency days)

4 Deliverables and Reporting

Deliverables	Deadlines	Estimated Working Day*
Accompany the Delegation in Spain	30.11.2013	5 w/days
Preparation and submission of the power point presentation and preparation of the list of information for the study tour	28.11.2013	1 w/days
Submission of the Assignment Report	29.12.2013	4 w/days
Contingency days**		1 days
TOTAL		11 w/d (10 w/d+1 contingency days)

United Nations Development Programme

*The payment conditions indicated herein represents the maximum amount to be paid for the particular deliverable and will be based on the actual number of working days invested for the development of each deliverable.

Contingency: Depending upon the additional requirements of the assignment, UNDP may/may not request investment of additional **1 w/days during the same period. Use of contingency days is bind to approval of Project Administrator. Without the approval contingency days are not subject to use.

Reporting Line

The consultant will be responsible to Democratic Governance Programme Manager, and Chief Technical Advisor, Key Expert of the relevant Component and Project Administrator of the Improvement of Civilian Oversight of Internal Security Sector Project Phase II for the completion of the tasks and duties.

Reporting Language

The reporting language is English.

Title Rights

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TORs will be vested exclusively in UNDP.

5 Timing Duration

Contract Start Date: **15 November 2013**

Contract Completion Date: **1 January 2014**

Total expected w/d to be invested: 11 days (**10 days + 1 contingency days**)

6 Duty Station

Duty station of the expert will be Madrid.

7 Terms and Payment

The international short-term expert will be hired under an Individual Contract (IC) or a Reimbursable Loan Agreement and be paid in USD upon submission and approval of the all deliverables listed above. The international short term expert shall provide IC timesheet together with the deliverables in order to proceed with the payment.

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. Assignment-related travel and accommodation costs outside of Madrid will be borne by UNDP upon submission of documentation.

- **Contracting Authority**

Contracting Authority for this Assignment is UNDP, and the contract amount will be provided through UNDP.

- **Contracting Modality**

IC – Individual Contract of UNDP

Or

RLA- Reimbursable Loan Agreement

- **Tax obligation**

The subscriber is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the subscriber.

8 Services and Facilities Provided by UNDP

n/a

9 Qualification Requirements

The expected qualifications of the expert are as follows:

	Requirements**	Assets*
General Qualifications	<ul style="list-style-type: none">• University degree in Social Sciences or Law• Fluency in English and Spanish• Computer literacy and good report writing skills.	<ul style="list-style-type: none">• Advanced Degree (Masters or equivalent) in Social Sciences or Law will be an asset.
Professional Experience and Qualifications	<ul style="list-style-type: none">• At least 5 years of work experience	<ul style="list-style-type: none">• 10 years or more work experience will be an asset
Specific Experience and Qualifications	<ul style="list-style-type: none">• In depth knowledge of Spanish public administration system	<ul style="list-style-type: none">• In depth knowledge on internal security sector

Competencies:

- Ability to work in multi-disciplinary and multi-cultural teams,
- Ability to work under pressure against strict deadlines,
- Ability to think out-of-the-box,
- Ability to present complex issues persuasively and simply.
- Ability to contextualize global trends in accordance with the dynamics of the operating (working) environment.
- Ability to think strategically
- Ability to think result oriented

Notes:

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- Internships (paid/unpaid) are not considered professional experience.
 - Obligatory military service is not considered professional experience.
 - Professional experience gained in an international setting is considered international experience.
 - Experience gained prior to completion of undergraduate studies is not considered professional experience.
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*If the candidates cannot meet the requirements, assets will not be evaluated.

**Only candidates who met the requirements will be contacted and will be requested price proposals.