

TERMS OF REFERENCE**1. Assignment Information**

Assignment Title:	Consultant (Legal Expert) – Research and Analysis
UNDP Practice Area:	Governance
Cluster/Project:	UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based
Expected Place of Travel	Vientiane (Lao PDR), Hanoi (Viet Nam), Bangkok (Thailand)
Contract Duration:	Hundred and ninety (190) working days Starting from 15 June 2016 until 30 November 2017

2. Project Description

From 2016-2017, UNODC Regional Office for Southeast Asia and the Pacific will be delivering a project titled Strengthening and enhancing the capacity of law enforcement officials in combating travelling child sex offenders in Cambodia, Lao PDR and Viet Nam. It is a multi-country initiative to combat the sexual exploitation of children in travel and tourism in the Mekong sub-region and builds on work undertaken in the last five years that addressed the serious issue of sexual exploitation of children in travel and tourism in the aforementioned countries.

The project consists of three main outcomes related to legal reform, training and inter-agency and cross-border cooperation mechanisms on crimes against children. It will utilize tools and mechanisms developed by UNODC that are necessary to support countries in Southeast Asia, but in particular will be used to strengthen capacity of police, prosecutors and judges Cambodia, Lao PDR and Viet Nam. In Cambodia, Lao PDR and Viet Nam, UNODC has supported police, prosecutors and judges to address legal gaps in domestic legislation on the protection of children from sex offenders. UNODC has facilitated discussions between national and regional level agencies and forums on legal reform and has drafted two curricula for use by frontline officers and specialist investigators in training institutions.

3. Scope of Work

Within the project's framework and reporting to the UNODC Project Coordinator (RCEAP), the consultant will be responsible for:

- a) *UNODC Legal Analysis Report "Child Sexual Exploitation in Travel and Tourism"*.
 - Coordinating and liaising with UNODC staff, an international consultant, Ministry of Justice and other government counterparts to organize and prepare the national workshops on the above report (Tentatively held in July 2016 and March 2017).
 - Attending and recording notes of discussions at the above workshops.
 - Reviewing comments from Ministry of Justice and government counterparts, and include comments in the final report.
 - Assisting an international consultant to finalize the report.
 - Checking the Khmer translation of this finalized report.

- b) "Regional Legal Research Working Group Meeting" (Tentatively in September 2016 in Viet Nam and in September 2017 in Cambodia).
- Coordinating and liaising with UNODC staff, an international consultant, Ministry of Justice and other government counterparts to organize "Regional Legal Research Working Group Meeting" (Tentatively in September 2016 in Viet Nam and in September 2017 in Cambodia).
 - Coordinating and liaising with UNODC staff, an international consultant, Ministry of Justice and other government counterparts to organize the national workshops in preparation for the above regional workshops.
 - Attending and recording notes of discussions at the above regional/national workshops.
- c) "The Training Curriculums for Prosecutors and Judges on Prosecuting Traveling Child Sex Offenders".
- Coordinating and liaising with UNODC staff, an international consultant, Ministry of Justice and other government counterparts to organize and prepare the national workshops on "The Regional Training Curriculums For Prosecutors and Judges on Prosecuting Traveling Child Sex Offenders" (Tentatively held in July 2016).
 - Attending and recording notes of discussions at the above workshops.
 - Assisting an international consultant to finalize the curriculum.
 - Checking the Khmer translation of this finalized curriculum
- d) Trainings for police officers, prosecutors and judges.
- Assisting and liaising with UNODC staff, an international consultant, Ministry of Justice and other government counterparts to organize trainings for police officers, prosecutors and judges (Tentatively held in July 2016 and March 2017).
 - Attending and recording notes of discussions at the above trainings.

4. **Expected Outputs and Deliverables**

Deliverables/Outputs	Estimated Duration to Complete	Deliverable timeframe	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
(40%) of the professional fees shall be paid upon submission and acceptant of <i>Finalized UNODC Legal Analysis Report "Child Sexual Exploitation in Travel and Tourism"</i> (In Khmer). <ul style="list-style-type: none"> - Preparation of the national workshop (10 days). - Attending and recording notes of discussions at the above workshops (10days). - Reviewing comments from Ministry of Justice and government counterparts, and include comments in the final report (10days). 	60 days	End Nov. 2017	UNODC

<ul style="list-style-type: none"> - Assisting an international consultant to finalize the report (20days). - Checking the Khmer translation of this finalized report (10 days). 			
<p>(30%) of the professional fees shall be paid upon submission of report on "Regional Legal Research Working Group Meeting" (Tentatively in September 2016 in Viet Nam and in September 2017 in Cambodia).</p> <ul style="list-style-type: none"> - Coordinating and liaising with UNODC staff, an international consultant, Ministry of Justice and other government counterparts to organize the regional workshops (20days; 5days in 2016, 15 days in 2017). - Coordinating and liaising with UNODC staff, an international consultant, Ministry of Justice and other government counterparts to organize the national workshops in preparation for the above regional workshops (30days). - Attending and recording notes of discussions at the above regional/national workshops (10days). 	<p>60 days 25days in 2016 35days in 2017</p>	<p>(15%) End Oct. 2016 (15%) End Nov. 2017</p>	UNODC
<p>(15%) of the professional fees shall be paid upon submission of "The Regional Training Curriculums for Prosecutors and Judges on Prosecuting Traveling Child Sex Offenders"(In Khmer).</p> <ul style="list-style-type: none"> - Preparation of the national Workshops (10days). - Attending and recording notes of discussions at the above workshops (5 days). - Assisting an international consultant and checking the Khmer translation of this finalized curriculum (20days) 	35 days	End Nov.2016	UNODC
<p>(15%) of the professional fees shall be paid upon completion of trainings for police officers, prosecutors and judges.</p> <ul style="list-style-type: none"> - Assisting and liaising with UNODC staff, an international consultant, Ministry of Justice and other government 	35 days	End Sep. 2017	UNODC

counterparts to organize trainings (20days) - Attending and recording notes of the above trainings (15days).			
Total # of Days:	190 days		

5. Institutional Arrangement

- a) The UNODC Regional Project Manager will directly supervise the Contractor.
- b) The Contractor will write a weekly progress report to the UNODC Regional Project Manager.
- c) The Contractor will liaise between the Cambodian government counterparts and an international consultant.

6. Duration of the Work

190 working days from 15 June 2016 – 15 December 2017.

7. Duty Station

Phnom Penh, Cambodia with possibility to travel to Vientiane (Lao PDR), Hanoi (Viet Nam) and Bangkok (Thailand) Airfare and living allowance for these official mission will be supported by UNODC.

8. Minimum Qualifications of the Individual Contractor

Education:	At least bachelor degree in law. Master degree is desirable.
Experience:	<ul style="list-style-type: none"> ○ At least 5 years of professional experience in the area related to law or the practice of law is required. ○ Knowledge of and exposure to work in the field of child protection and child sexual exploitation, and capacity building for judges and prosecutors are strongly desirable. ○ Experience of detailed legislative reviews and drafting of recommendations appropriate for government deliberations and decision-making. ○ Experience of undertaking consultative research and in producing high quality analytical reports.
Competencies:	<p>Specific Professional Knowledge and Experience</p> <ul style="list-style-type: none"> ○ Demonstrated ability to conduct consultative legal research and analysis. <p>Other Skills</p> <ul style="list-style-type: none"> ○ Familiar with the local context surrounding the research issue ○ Demonstrated experience working within the context of technical assistance projects ○ Demonstrated experience in the criminal justice sector in Southeast Asia ○ Ability to work with minimum supervision. ○ Demonstrated research, analytical and writing skills.
Language Requirement:	Excellent ability to write and communicate orally in Khmer and English , with accuracy and professionalism.

Other Requirements (if any):	N/A
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9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
At least 5 years of professional experience in the area related to law or the practice of law is required	20
Knowledge of and exposure to work in the field of child protection and child sexual exploitation or capacity building of judges and prosecutors	30
<ul style="list-style-type: none"> ○ Experience of detailed legislative reviews and drafting of recommendations appropriate for government deliberations and decision-making. ○ Experience of undertaking consultative research and in producing high quality analytical reports 	30
Demonstrated ability to conduct consultative legal research and analysis	10
English	10
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Percentage of Total Payment
1	Upon submission of report on "Regional Legal Research Working Group Meeting" (Tentatively held in September 2016 in Viet Nam) .	End Oct. 2016	15%
2	Upon satisfactory completion of finalized training curriculums for prosecutors and judges in travelling child sex offenders (<i>in Khmer</i>).	End Nov. 2016	15%
3	Upon satisfactory completion of training for police officers, public prosecutors and judges.	End Sep. 2017	15%
4	Upon satisfactory completion of updated <i>UNODC Legal Analysis Report: Child Sexual Exploitation in Travel and Tourism (in Khmer)</i> .	End Nov. 2017	40%
5	Upon submission of report on "Regional Legal Research Working Group Meeting" (Tentatively held in September 2017 in Cambodia) .	End. Nov. 2017	15 %