

Terms of reference



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GENERAL INFORMATION

Title: Consultant for Module Training Development of Risk Assessment Tool

Project Name : Development of Rehabilitation and Reintegration programs in Indonesian Corrections

Reports to: National Project Officer UNICRI

Duty Station: Home based

Expected Places of Travel: Jakarta, Palembang, Semarang & Bali/Surabaya

Duration of Assignment: 30 working days (January – March 2017)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	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
	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

Need for presence of IC consultant in office:

☒ partial (on request basis upon presentation the deliverable)

☐ 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: N/A

I. BACKGROUND

The Indonesian Correction services has requested support for the development of a risk assessment tool for violent extremist offenders. Although Indonesian authorities have been successful in identifying, capturing, prosecuting and sentencing violent extremist offenders, a tradition of relatively short sentences for terrorism-related crimes, as well as multiple opportunities for remission, means that the actual period of time an offender spends incarcerated is often less than ten years. Some offenders use prisons as a place to plan future attacks, while others try to win new adherents to their cause from among the general population. Indonesian Corrections recognizes that it needs to enhance its capacity to assess the kinds of risks that violent extremist offenders pose within Indonesian prisons.

Risk assessment plays a central role in the management of terrorist offenders in the criminal justice system, impacting every level of decision-making - the identification of appropriate treatment opportunities in prison, the specification of the prisoner's placement in prison, the determination of parole eligibility and the allocation of resources in monitoring and supervising offenders in the community.

UNICRI continues its assistance and support to Indonesian Corrections in the development of its own culturally and linguistically appropriate violent extremist risk assessment tool/protocol. The final output of the project will be the risk assessment tool for violent extremist offenders (improved LITMAS) tested in a number of selected prisons. The activities aim to test the final draft of the risk assessment tool (improved LITMAS).

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Under the supervision of the National Project Officer and UNICRI Headquarter and upon consultation with the Directorate General of Correction of Republic of Indonesia, the consultant/expert should provide his/her expertise to the development of training modules on administering improved LITMAS as well as facilitate the training for prison and parole staff. In performing his/her duties, the consultant/expert is required to collaborate with other consultants with different expertise under the same project.

The consultant with expertise in related fields is expected to support in the following tasks:

- Study and review the interactive training modules and material aimed at enhancing capacity of correction staff on implementation of the risk assessment tool taking into consideration international best practices;
- Determine key leanings and design of module to be used as fundamentals of module to be used as fundamentals to implementation of risk assessment tool (improved LITMAS);
- Facilitate discussion with relevant technical directorate for the training need as well as assessing the level of knowledge of the participant to ensure the training module fits with the need;
- Review, facilitate and organise series of training to enhance capacity of correction staff to be able to use improved LITMAS tool;
- Advise UNCIRI and DGC for the sustainability of training module to ensure continuation of implementation of improved LITMAS within correctional system

Specifically for utilisation purposes, the consultant is expected to support the project in:

- Drafting training module on improved LITMAS
- Preparing training material including:
 - a) group work and interactive materials

- b) facilitators notes
- c) handouts,
- d) identification of further reading / references,
- e) any other supporting materials identified as necessary for the achievement of the training objectives.

- Facilitating the training implementation as well as ensuring the availability of resource person in respective issues
- Preparing training report, including material delivered, feedback from participant of training process and documentation

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Inception report on study review and proposed module concept	5 days	January 2017	National Project Officer
The draft of Module Training and training material	15 days	February 2017	National Project Officer
Report of training implementation	10 days	March 2017	National Project Officer
Total	30 days		

III. **WORKING ARRANGEMENTS**

Institutional Arrangement

The incumbent will be supervised by and report to National Project Officer who will also carry out a performance evaluation by end of assignment. In terms of technical substantive, the incumbent also required to close consultation with respective technical directorate under Directorate General of Correction and UNICRI Senior Adviser.

Duration of works

30 working days (January – March 2017)

Duty Station :

Home based

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
	Palembang	1 x	5 days
	Semarang	1x	5 days
	Bali/Surabaya	1x	5 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master Degree or PhD.

Years of experience:

- At least 8 Years for Master or 6 years for PhD in security, criminal law, law enforcement, counter terrorism, corrections or directly related social sciences
- Extensive experience in curricula and module training development for law enforcement and/or counter terrorism
- Substantive knowledge, understanding and expertise in the field of counter-terrorism and correction systems
- Proven experience in facilitating trainings
- Demonstrated experience in working with the government both at national and sub-national level
- Previous experience in program development/initiatives for national authorities in the field of criminal justice, counter terrorism and corrections.

Competencies:

- Proven analytical skills and ability to conceptualize strategic intervention.
- Excellent interpersonal and communication skills as well as networking with the government, donor agencies and civil society organization.
- Strong cultural sensitivity to work in multicultural, multi-ethnic environment.
- Able to work independently as well as in a team.
- Able to produce quality outputs under time pressure.
- Sound judgment as well as professionalism and maturity.
- Ability to organize work efficiently and deal with a heavy workload.
- Ability to write reports, make presentation, provide training, etc.
- Proficient in Bahasa Indonesia language spoken and written. Fluent in English preferred.
- Familiarity with UN procedures
- Familiarity working with government

V. EVALUATION METHOD AND CRITERIA

Consultants will be evaluated based on the following methodologies:

Cumulative analysis using weighted scoring method will be applied to evaluate the applicant. The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to TOR, and
- 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

<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> 1. Master Degree or PhD Degree 2. At least 8 Years for Master degree or 6 years for PhD in security, criminal law, law enforcement, counter terrorism, corrections or directly related social sciences 3. Extensive experience in curricula and module training development for law enforcement and/or counter terrorism 4. Substantive knowledge, understanding and expertise in the field of counter-terrorism and correction systems 5. Proven experience in facilitating trainings and Demonstrated experience in working with the government both at national and sub-national level 6. Previous experience in program development/initiatives for national authorities in the field of criminal justice, counter terrorism and corrections. 	70%	<p>5</p> <p>10</p> <p>10</p> <p>20</p> <p>10</p> <p>15</p>
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ul style="list-style-type: none"> ▪ <i>Understands the task and applies a methodology appropriate for the task?</i> ▪ <i>Important aspects of the task addressed clearly and in sufficient detail?</i> ▪ <i>Is planning logical, realistic for efficient project implementation?</i> 	30%	<p>10</p> <p>10</p> <p>10</p>