

Terms of reference



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GENERAL INFORMATION

Title: Consultant for Module Training Development and Facilitator for the Implementation of Grand Design for managing high risk offenders in Prison

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 (if applicable): Jakarta, Palembang and Makassar (1x percity)

Duration of Assignment: 40 working days From January 2017 – April 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 United Nations Interregional Crime and Justice Research Institute (UNICRI) continues to support Indonesian Corrections in the development of rehabilitation and reintegration programs. The project aims to provide technical support to Indonesia in establishing sustainable conditions for the development and implementation of effective rehabilitation and reintegration programmes for

violent extremist offenders (VEOs) and in particular addressing the broad range of issues relating to radicalization in prisons. The implementation of the project is focused on collaborative efforts among UNICRI, the Indonesian Government, local stakeholders and other national and international experts called to cooperate and collaborate to ensure the development of effective strategies and working plans tailored to the Member State's needs and priorities. The activities related to the second phase of the project will be based on the guiding principles of the GCTF Rome Memorandum on Good Practices for Rehabilitation and Reintegration of Violent Extremist Offenders.

Currently, UNICRI supports the ongoing development of National Action Plan of Rehabilitation and Reintegration for Violent Extremist Offenders (hereinafter known as Grand Design for managing high risk offenders). The document of Grand Design will be a guideline for the correctional system in designing and implementing rehabilitation and reintegration programs. To ensure smooth implementation of the Grand Design, a module training will be developed as a guideline for the implementation of the National Action Plan on Rehabilitation and Reintegration for VEO. The incumbent will responsible to develop a module training as well as facilitating the implementation of Grand Design and Roadmap in Prison.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Under 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 module training on implementation of Grand Design for managing high risk offenders. The consultant also should provide assistance to the preparation for the implementation of Grand Design for managing high risk offenders. In performing his/her duties, the consultant/expert is required to collaborate with other consultants from different expertise under the same project.

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

- Studying and reviewing the interactive training modules and material aimed at enhancing capacity of correction staff on rehabilitation and reintegration for VEO's, taking into consideration international best practices and developed Grand Design for managing high risk offenders, including terrorist in prison setting.
- Determine key learnings to achieve throughout the fundamentals and design of module to be used as guideline for the implementation of Grand Design and Roadmap in Prison setting
- 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 1 (one) training on Grand Design for managing high risk offenders to enhance capacity of correction staff to proper implementation of rehabilitation and reintegration of VEO's refer to developed Grand Design for managing high risk offenders in prison setting.
- Advise UNICRI and DGC for the sustainability of training module to ensure continuation of implementation of rehabilitation and reintegration for VEO's within correctional system
- Provide assistance to DGC for the preparation of the implementation of Grand Design for managing high risk offenders in prison setting.

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

- Drafting training module on implementation of Grand Design for managing high risk offenders in prison setting
- 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
- Providing assistance to the preparation of implementation of Grand Design of treatment for high risk inmates in prison setting.

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Inception report on study review and proposed module concept of implementation of Grand Design for managing high risk offenders in prison setting in prison setting	10 days	February, 2016	National Project Officer
The draft of Module Training and training material of implementation of Grand Design for managing high risk offenders in prison setting in prison setting	15 days	February , 2017	National Project Officer
Report of training implementation of Grand Design for managing high risk offenders in prison setting in prison setting	5 days	March, 2017	National Project Officer
Report of the preparation of the implementation of Grand Design for managing high risk offenders in prison setting in prison setting	10 days	March, 2017	National Project Officer
TOTAL	40 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

40 working days from January – April 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 times	4 days
	Makassar	1 times	4 days
	Jakarta	1 times	4 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Bachelor degree with min. 10 years of experience or Master with min. years of experience.

Years of experience:

- BA min 10 years, MA min 8 years with experience in security, criminal law, law enforcement, counter terrorism 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

Individual 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><i>Technical</i></u>		100
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <p>Bachelor degree with min. 10 years of experience or Master with min. years of experience.</p> <ol style="list-style-type: none"> 1. 2. BA min 10 years, MA min 8 years with experience in security, criminal law, law enforcement, counter terrorism 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>20</p> <p>10</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>