

Terms of reference



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GENERAL INFORMATION

Title: National Consultant for the Development of Community Level Engagement Tools for Law Enforcement Officers Preventing Violent Extremism

Project Name: GUYUB Project

Reports to: PVE Coordinator

Duty Station: Home-based

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 110 working days, February 2020 – April 2021

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
✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	CV
✓	Copy of education certificate
✓	Completed financial proposal
✓	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 has achieved remarkable progress in social development and economic growth over recent decades. Home to more than a quarter of a billion people, making it the fourth largest country in the world, the country has attained nearly universal primary school enrolment, reduced poverty by half¹ and significantly improved access to basic health services. As one example, the infant mortality rate fell from 68 to 32 within a couple of decades.² Such medical advances are supported by a growing economy that regularly records GDP growth rates of higher than five per cent and is viewed as one of the fundamental pillars of the rapidly growing South-East Asian economy.

Despite this laudable success, pockets of violent extremism and acts of terrorism continue to persist in many parts of the country. In response to the issue, the UNODC, UNDP and UN Women have developed a strong relationship with the Government of Indonesia, both in national and subnational levels, to support the efforts in preventing violent extremism. In 2019, the three UN agencies in Indonesia launched the “GUYUB Project” that focuses in East Java, to provide a coordinated, coherent response to the underlying root causes of violent extremism.

The overall goal of GUYUB Project is to tackle the root causes of violent extremism in East Java so that it no longer poses a threat in the region and beyond. To reach the goal, UNODC seeks to strengthen the social compact between community and government institutions at the village level, particularly law enforcement officers, to prevent violent extremism leading to terrorism.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Specific task to be performed by the national consultant:

- 1) Strengthen the technical capacity and capability of law enforcement officials by developing and designing a training curriculum on community-level engagement for preventing violent extremism by law enforcement officials.
 - a. Conduct a desk-research on best practices and lessons learned from Indonesia, South-East Asia and at the global level on the topic ;
 - b. Design, develop, and draft one training curriculum on community-level engagement by law enforcement officials within a human security framework;
 - c. Facilitate one (1) national workshop on community-level engagement by law enforcement official with relevant stakeholder;
 - d. Conduct several consultative missions to provinces in Indonesia (including East Java) during the development of the training curriculum;
 - e. Facilitate two (2) workshops for East Java law enforcement officials which apply

¹ The proportion of the population living under the national poverty line has fallen from 24 per cent in 1999 to 11.3 per cent in 2014,. Nonetheless, this leaves 28 million people continuing to live in poverty; source; United Nations Partnership for Development Framework (2016-2020).

² Specifically, the probability of dying before the first birthday (in the five years preceding the survey) per 1,000 live births was 68 in 1991. It then fell to 32 by 2012; DHS, *StatCompiler*, retrieved 25 October 2018.

the training curriculum.

- 2) Strengthen the abilities of law-enforcement officials to address the needs of vulnerable populations, including women, children and victims of terrorism, while preventing and countering violent extremism in East Java.
 - a. Conduct a desk-research on best practices and lessons learned from Indonesia, South-East Asia and at the global level on the promotion and protection of human rights and fundamental freedoms while countering terrorism, with particular emphasis on the application of a human security framework to vulnerable individuals, including to women, children, the elderly and victims of terrorism;
 - b. Design, develop, and draft one advanced training curriculum on meeting the needs of vulnerable populations while preventing and countering violent extremism leading to terrorism, with particular emphasis on the application of a human security framework to women, children and victims of terrorism.;
 - c. Facilitate one (1) national workshop on meeting the needs of vulnerable populations while preventing and countering violent extremism leading to terrorism, with particular emphasis on the application of a human security framework to women, children, the elderly and victims of terrorism;
 - d. Conduct several consultative missions to provinces in Indonesia (including East Java) during the development of the training curriculum;
 - e. Facilitate four (4) workshops for East Java law enforcement official which apply the training curriculum.

Expected Outputs and Deliverables

All documents must be submitted in English and Bahasa Indonesia

Deliverables/ Outputs	Estimated number of working days	To be accomplished by (date)	Reviewed and Monitored by
Deliverable 1: 1) Submission of report on the desk-research on community-level engagement by law enforcement officers for preventing violent extremism, including specific reference to the application of the human security framework and addressing the needs of vulnerable populations.	8	30 April 2020	PVE Coordinator and Country Manager
2) Submission of report on the first consultative mission to East Java	3		
3) Submission of report from consultative mission to two (2) provinces in Indonesia	6		
4) Submission of the first draft of two (2) training curriculums Curriculum A: One on community-level engagement by law enforcement officers for preventing violent extremism; Curriculum B: One advanced curriculum on meeting the needs of vulnerable populations while conducting	15		

community-level engagement for preventing violent extremism, with particular emphasis on the application of a human security framework to women, children, the elderly and victims of terrorism.			
Deliverable 2: 1) Submission of report on second consultative mission to East Java to discuss the draft of the training curriculum	3	26 June 2020	PVE Coordinator and Country Manager
2) Submission of report from the remaining (3) consultative missions to provinces in Indonesia	9		
3) Submission of revised draft training curriculum A and training curriculum B	10		
4) Submission of the final draft of each curriculum.	5		
Deliverable 3: 1) Submission of report after the Delivery of training curriculum A at two (2) local workshop in East Java	10	30 September 2020	PVE Coordinator and Country Manager
2) Submission of report on other related task in support of the Guyub Project	5		
Deliverable 4: 1) Submission of report after the Delivery of training curriculum A at two (2) local workshop in East Java	10	4 December 2020	PVE Coordinator and Country Manager
2) Submission of report after the Delivery of training curriculum B at two (2) local workshop in East Java	10	26 March 2021	PVE Coordinator and Country Manager
3) Submission of report on other related tasks, as requested, in support of the Guyub Project, throughout the duration of this consultancy.	16	29 April 2021	PVE Coordinator and Country Manager

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will perform its work under the supervision and report directly to the PVE Programme Coordinator, 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 (Local government of East Java, INP, BNPT, other relevant government stakeholders and CSOs).

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

110 working days, February 2020 – April 2021

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's degree or equivalent in law, police management, law enforcement, security studies, terrorism prevention, prevention or countering of violent extremism, criminology or other field related to criminal justice with minimum ten (10) years of combination working experience in community policing or criminal justice sector related to preventing violent extremism. Bachelor degree with minimum twelve (12) years of combination working experience in similar fields may be accepted.
- Proven experience in developing and facilitating training for law enforcement officers.
- Experienced working with national stakeholder (local government, BNPT, INP, CSOs).

III. Competencies and special skills requirement:

- *Communication and openness to feedback:* The Consultant will be working under the supervision of and in consultation with UNODC staff members. The Consultant is also expected to collaborate and coordinate with the national consultant(s) in order to produce the deliverables under this consultancy. He or she should be able to maintain direct and frequent communication on the progress of the work as well as be open to feedback.
- *Planning and organizing:* Given the workload of this consultancy, the Consultant should be able to: develop clear goals that are consistent with the overall project objectives; identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing tasks; foresee risks and allow for contingencies when planning; adjust plans and actions as necessary; and use time efficiency. The Consultant should be able to work independently with minimal supervision.

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>		
Criteria A: qualification requirements as per TOR:	40%	40
1. Master's degree or equivalent in law, police management, law enforcement, security studies, terrorism prevention, prevention or countering of violent extremism, criminology or other field related to criminal justice with minimum ten (10) years of combination working experience in community policing or criminal justice sector related to preventing violent extremism. Bachelor degree with minimum twelve (12) years of combination working experience in similar fields may be accepted.	15 %	15
2. Proven experience in developing and facilitating training for law enforcement officers.	15 %	15
3. Experienced working with national stakeholder (local government, BNPT, INP, CSOs)	10%	10
Criteria B: Brief Description of Approach to Assignment.	60%	60
1. Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.	20%	20
2. Important aspects of the task addressed clearly and detailed.	20%	20
3. Logical, realistic planning for efficient project implementation.	20%	20
Criteria C: Further Assessment by Interview (if any)	-	-