

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Consultant for Bahasa Indonesia Language Publications

**Project Name:** INDW 16, UNODC Sub-Programme 1

**Reports to:** National Programme Officer and UNODC Indonesia Country Manager

**Duty Station:** Home Based Jakarta

**Expected Places of Travel:** N/A

**Duration of Assignment:** 55 Working Days between June-December 2020

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

x	P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

### Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be based in Jakarta during his/her consultancy. No requirement for daily attendance at the Project Office in Jakarta, however to be available for any meeting requested by the supervisor and ability to visit counterparts in Jakarta during interview and facts findings.

☐ intermittent (explain):

☐ full time/office based (needs justification from the Requesting Unit)

### Provision of Support Services:

Office space:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Equipment (laptop etc.):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Secretarial Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes has been checked, indicate here who will be responsible for providing the support services:

## I. BACKGROUND

By its very nature, transnational crime crosses national borders. Effective border control is therefore one key element in combating transnational organized crime.

In the coming decade, export-driven growth and major regional infrastructure upgrades in Southeast Asia, including those associated with the ASEAN Connectivity Masterplan, will concentrate resources along "development corridors." While these trends will generally be positive in terms of lowering overall trade costs and boosting economic growth, they will also provide increased opportunities for organized criminal groups to traffic illicit goods and smuggle across borders.

The regional roadmap for connectivity, such as the ASEAN Community 2025, includes major upgrades in infrastructure and initiatives to promote a freer movement of people and goods. Entry and exit points at border crossings will be increasingly pressed by the need to ensure efficient movements while also guaranteeing the legality of these movements.

Border control officers in this region remain ill-equipped, making it difficult to combat the trafficking of people, narcotic drugs and precursor chemicals, wildlife, timber and counterfeit goods in a comprehensive manner. At the same time, the flows of people and cargo are growing bigger and moving faster, illustrating the need for increasing the fundamental knowledge, information and operational capacity among frontline officers.

UNODC strengthens border management in the region, including cross-border collaboration by:

- >Enhancing cross-border cooperation through multi-agency mechanisms;
- >Improving capabilities to collect, analyze and disseminate information; and
- >Enhancing staff knowledge and skills through training programmes.

This TOR supports the efforts of UNODC to strengthen border management in Indonesia and limit the negative impacts of illicit activities by translating. This is achieved by providing services for translation of materials, copy editing translated content and providing inputs to improve the publications created in Bahasa Indonesia language.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

## **Scope of Work and Methodology**

**Under the direct supervision of the National Programme Officer, and the overall supervision of the Country Manager of Indonesia, specific task to be performed by the national consultant as follow:**

The purpose of the assignment is to provide translational and copy-editing services for all Bahasa Indonesia-language content created by the Border Management Team. The primary objective of the TOR is to review content and text generated by the portfolio of projects and create translated/edited content that is consistent in style, voice and clarity. In addition, the consultant must follow the format and approach for content management determined by the Border Management Team. The Border Management approach has been an effective approach by countries in the ASEAN to address the demands of transnational crime across borders. This TOR will formulate a clear structure to address the need for managing content generated in Bahasa Indonesia. The edited products and publications will place equal emphasis on clarity and simplicity of content. A document that defines the style and model of editing will help the consultant to create a standard approach.

The primary objective of the consultancy is to provide national content translation and copy-editing services for the Border Management team based in Jakarta and Bangkok. These objectives will include the following deliverables:

1. Translation of all content generated in English to Bahasa Indonesia according to the standards determined by the Border Management Team.
2. Copy-editing of all content generated in Bahasa Indonesia according to the standards determined by the Border Management Team.
3. Complete reports, updates of summaries related the project management tools of the team.

## **Expected Outputs and deliverables**

The consultant will cover a national geographic area of work, in Indonesia and wide thematic area of work. This scope is relevant to several funded projects and multiple timelines of implementation in Indonesia as part of the Border Management Network in ASEAN Region. The scope of work includes:

- Review all content created in English and determine the best approach to translate into Bahasa Indonesia taking into consideration national idioms, terminology and other language-related details.
- Draft a translated version of the assigned content for review, and make any changes require to produce a final version of translated content.
- Review translated content and perform copy-editing functions to ensure that any translations to Bahasa Indonesia meet criterial for clarity, accuracy and thematic relevance.

## **III. WORKING ARRANGEMENTS**

### **Institutional Arrangement**

The consultant will perform its work under the supervision and report directly to the National Programme Officer, UNODC Indonesia. The UNODC Country Manager Indonesia will provide overall guidance and supervision. The purpose of this assignment is to identify the types, routes and general modus operandi used to source and transfer illicit wildlife from the forested areas to local buyer and to export and inter-island ports as well as to review the level of knowledge and skills of relevant law enforcement personnel. Based on the results, UNODC, in consultation with its national counterparts will develop a scope of training and mentoring which will be Satisfactory outputs based on activities

Satisfactory outputs based on activities as listed under Item 3. Timely and satisfactory completion of assigned tasks, with consistent attention to quality and detail of outputs. Format to submit assignments and the technologies and systems to use are defined by the Border Management Programme Manager. All activities under the TOR are included in the annual plan.

#### **Duration of the Work**

55 Working Days within between June-December 2020

<b>Deliverable</b>	<b>Description of task (deliverable)</b>	<b>Working days</b>	<b>To be accomplished by (date)</b>	<b>Reviewed and Monitored By</b>
A	<p>Complete translation of Core Curricular for Law Enforcement Investigations in to Bahasa Indonesia. This includes 15 modules across 3 levels of seniority. Including supporting training materials. Total number of pages range between 40 and 50.</p> <p>Translate content for letters, invitations, agendas, presentation and other content created for events (training and workshops) during the timeframe.</p>	15 days	June 2020	NPO CCP and Country Manager
B	<p>Complete translation of Gender-specific Curricula – Modules 1-3 and TOT Curricula – Module 4 – into Bahasa. Including supporting training materials. Total number of pages range between 40 and 50.</p> <p>Translate content for letters, invitations, agendas, presentation and other content created for events during the timeframe (training and workshops).</p>	20 days	June – Sep 2020	NPO CCP and Country Manager
C	<p>Translate training materials, standard operating procedures, support materials for equipment and handouts for front line officer into Bahasa Indonesia. Total number of pages range between 40 and 50.</p> <p>Translate content for letters, invitations, agendas, presentation, delivery of equipment and other content created for events during the timeframe.</p>	20 days	Oct – Dec 2020	NPO CCP and Country Manager

**Duty Station** The contractor will do home base working arrangement during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting request by the supervisor and ability to visit counterparts in Jakarta during interview and facts findings.

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### Academic Qualification

Master or Bachelor Degree in Economic, Finance, Engineering, Environment, Social Science or other-related field

##### Years of experience:

- A minimum three (3) years (with Master degree), or, minimum six (6) years (with Bachelor's degree)
- Previous experience working on developing-country context – including Indonesia.
- relevant work experience at international level that may include work for media companies, public press, the UN or other international organizations and International companies.
- Experience in project management and monitoring of implementation is ideal.
- Highly proficient desktop publishing skills, especially in Microsoft Office Excel, and experience in managing web-based systems is required.

##### Competencies and special skills requirement:

- Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills;
- Ability to work under pressure and handle multi-tasking situations; and
- Excellent English and national language written and spoken skills. Knowledge of the other UN languages would be an asset.
- Good computer skills (including Word, Excel and Power Point);
- Strong motivation and good team player.

#### V. EVALUATION METHOD AND CRITERIA

*Individual consultant will be evaluated based on the following methodology:*

##### 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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		

<b>Criteria A: qualification requirements as per TOR:</b>			
1. Master or Bachelor Degree in Economics, Finance, Engineering, Environment, Social Science or other-related field	20%	20	
2. A minimum three (3) years (with Master's degree), or, minimum six (6) years (with Bachelor's degree)	10%	10	
3. Previous experience working on developing-country context – including Indonesia.	10%	10	
4. relevant work experience at international level that may include work for media companies, public press, the UN or other international organizations and International companies.	5%	5	
5. Experience in project management and monitoring of implementation is ideal	5%	5	
6. Highly proficient desktop publishing skills, especially in Microsoft Office Excel, and experience in managing web-based systems is required.	20%	20	
<b>Criteria B: Brief Description of Approach to Assignment</b>			
The technical proposal shall elaborate:			
1. Response to the scope of work	10%	10	
2. Methodology	10%	10	
3. Approach to sustainability	10%	10	

