

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

United Nations development programme on Behalf of UNODC)

Date: 21 May 2020

Post Title:	Individual Contractor (IC) – International expert on counterterrorism and Trafficking in Person (TIP)
Starting Date	14 June 2020
Duration:	187 working days from contract signature date until 28 Feb 2021
Location:	Home-based/with travel to the Arab Region (Abu Dhabi/UAE, Riyadh/ Saudi Arabia, Cairo/Egypt, Beirut/Lebanon) when travel allowed
Project:	HRC/NCCHT KSA Project
Requisition Number:	
National or International consultancy	International Consultant
Is this a LTA (yes/no)?	No

I. CONTEXT/BACKGROUND

In the context of global counter-terrorism, the United Nations Office on Drugs and Crime (UNODC) is mandated to provide assistance to requesting countries in their efforts to address the legal and criminal justice aspects of countering terrorism.

UNODC, through its Terrorism Prevention Branch (TPB), is one of the United Nations' key providers of counter-terrorism technical assistance in the legal and related areas. Since 2003, UNODC/TPB has been implementing a technical assistance program with the objective of assisting requesting countries to strengthen the criminal justice responses to terrorism. TPB does this by: (i) providing legal advice to States becoming parties to the universal legal instruments related to terrorism; (ii) assisting states to incorporate their provisions into national legislations; (iii) providing training to criminal justice officials to implement rule of law-based criminal justice measures against terrorism and on related international cooperation in criminal matters; and (iv) providing assistance to strengthen national institutions dealing with terrorism. To achieve sustained impact, TPB has also been developing and disseminating legal technical assistance tools.

The scope of assistance provided has been broadening, with ever increasing attention being given to implementation assistance, as more countries have ratified more of the universal instruments. Special

attention is given to assisting countries to implement the UN Global Counter-Terrorism Strategy (resolution A/RES/60/288, adopted on 8 September 2006) and the relevant Security Council resolutions, especially resolution 1373. The Strategy encourages UNODC to enhance its provision of technical assistance to Member States and it encourages Member States to resort to the technical assistance delivered by the Office.

Assistance delivery at the field level is pursued under the substantive leadership of TPB (within the framework of a global project on “Strengthening the Legal Regime against Foreign Terrorist Fighters in the Middle East and North Africa” and the operational leadership of the respective UNODC regional or country offices, as an integral component of UNODC’s respective regional and country programs.

Countries in North Africa and the Middle East have been a major focus of assistance delivery. Many of these countries continue to require extensive assistance to undertake rule of law-based criminal justice responses to prevent and combat terrorism – an essential component of an effective counter-terrorism strategy. There is an urgent need to strengthen the criminal justice response of Member States including to conduct effective investigations, prosecutions and adjudication of terrorism cases, through rigorous investigative interviewing of suspects, victims and witnesses.

Trafficking in persons (TiP) has become a source of increasing concern worldwide. It constitutes a serious crime and often involves organized criminal groups. UNODC is mandated to support Member States in implementing the key international instrument addressing trafficking in persons i.e., the *Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children* (hereinafter referred to as “*UN Trafficking in Persons Protocol*”) supplementing the *United Nations Convention against Transnational Organized Crime* (UNTOC). The UNTOC and the Trafficking in Persons Protocol proscribe the crime of TiP and call upon States to adopt such measures as may be necessary to implement their provisions and effectively combat TiP.

As the custodian of the UNTOC and the UN Trafficking in Persons Protocol, UNODC has a comparative advantage in providing technical assistance to Member States to prevent and combat TiP while protecting the rights of the victims. This assistance covers a number of issues, including ratification and development/revision of legislation; development of national policies and strategies; capacity building/strengthening of criminal justice officials in investigating, prosecuting and adjudicating TiP cases; international cooperation in criminal matters; support and assistance to TiP victims; awareness raising. Technical assistance activities are tailor-made to the specific needs of each country and/or region and are implemented at national, regional and global levels.

The Kingdom of Saudi Arabia (KSA) has shown a strong commitment to addressing TiP and undertaken significant efforts in that regard. Such efforts include, among others, the enactment of the 2009 Royal Decree M/40 criminalizing trafficking in persons for both purposes of labour exploitation and sexual exploitation; the Council of Ministers Decision 166 criminalizing certain actions that make temporary contractual workers more vulnerable to trafficking; the adoption of the National Action Plan to Combat Trafficking in Persons (2017-2020) as well as the establishment of the National Committee on Combatting Human Trafficking (NCCHT) within the National Human Rights Commission (HRC) to coordinate national efforts across agencies and sectors to combat and prevent TiP. Furthermore, over the past eight years, the NCCHT as well as other national stakeholders have consistently participated in a number of capacity-building activities that were implemented by the United Nations Office on Drugs and Crime (UNODC), whether at national or regional level.

UNODC through its Office for the Gulf Cooperation Council Region (OGCCR) received an official request from the HRC in its capacity as the chair of the NCCHT to engage in further technical cooperation, with the aim of strengthening the NCCHT’s role and capacity for leading and coordinating national

consultations and efforts towards effectively preventing, suppressing and punishing TiP while providing victims with adequate protection, support and care, in compliance with the Kingdom's relevant international obligations. UNODC has designed the present project proposal to respond to the needs and priorities jointly identified with representatives of the NCCHT during discussions held in 2018 and 2019. As a result of these discussions implementation of a technical capacity development project entitled "Support and strengthen national capacities to effectively prevent, suppress and punish trafficking in persons (TiP) in accordance with international standards and best practices" was initiated on 13 February 2020 by signing of a funding agreement between HRC/NCCHT and UNODC.

II. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

• **Purpose of the assignment**

The purpose of this consultancy is to provide technical advisory as well as design, develop and delivery of series of training activities (on-site and on-line) to a select group of government officials and criminal justice officers in KSA on National Referral Mechanism and its implementation. The consultant will support the implementation of below activities under the framework of the project entitled "Support and strengthen national capacities to effectively prevent, suppress and punish trafficking in persons (TiP) in accordance with international standards and best practices" as follows:

- Review and update of the NRM
- Creation of the NRM team within the NCCHT ("executive arm of the NCCHT that will carry out the process and/or case management with any of the NRM stakeholders")
- Joint identification of needs and priorities for capacity development of law enforcement and criminal justice practitioners
- Creation of a TiP data management team within the NCCHT ("that will be tasked with the collection, analysis and monitoring of data to fulfil national and international TiP reporting requirements")
- Update the baseline information on TiP in Saudi Arabia
- Consultations for the development of the next National Action Plan
- Delivery of multi-sector training workshops to national stakeholders to build capacities for the effective implementation of the NRM (key role of the NRM team)

In view of challenges posed by the COVID-19 global pandemic on implementation of activities the consultant to might be expected to provide below services on-line by using various information and communication tools (ICT). The exact dates of implementation will be agreed upon with the consultant

III. **EXPECTED OUTPUTS AND DELIVERABLES**

The consultant will:

- (1) Deliver training sessions, presentations case studies at the workshops on National Referral Mechanism (NRM), under the project on "Support and strengthen national capacities to effectively prevent, suppress and punish trafficking in persons (TiP) in accordance with international standards and best practices". This includes the preparation, in Arabic, of presentations, training materials, draft NRM documents as well as participating in and providing input on the on-site and on-line consultations exercises.

- (2) Provide technical/substantive advice on the National Referral Mechanism (NRM) and its implementation modality by giving specific advices to relevant stakeholders of the NCCHT.
- (3) Provide written materials and/or advice, in Arabic, in close coordination and consultation with the supervisor. This includes coordination with the project management teams from the UNODC and the HRC, other experts and/or trainers from International Organization for Migration (IOM) for the delivery of workshops, drafting of progress reports, and any other project related documentation..
- (4) Prepare a written mission report of each implemented workshop and submit to UNODC.

Expected Outputs and Deliverables	Target Due Dates	Expected number of working days for each deliverable	Review and Approvals Required
1. Preparation and organization of a three-day Forum jointly hosted by the NCCHT and UNODC with attendance of national stakeholders working in the field of preventing and combating TIP		14 days (7 preparation and 5 delivery and 2 reporting)	UNODC - OGCCR
2. Preparation and conduct of a series of consultations with NRM stakeholders to understand the current status of the NRM		10 days (2 preparation and 3 delivery and 5 reporting)	UNODC - OGCCR
3. Prepared and implemented workshop 1 for law enforcement officers (as mentioned above) in Beirut		4 days (1 preparation and 3 delivery)	UNODC - TPB
4. Preparation and organization of a three-day workshop with NRM stakeholders to update the NRM		16 days (10 preparation and 3 delivery and 3 reporting)	UNODC - OGCCR
5. Prepared and implemented workshop 1 for law enforcement officers (as mentioned above) in Amman		4 days (1 preparation and 3 delivery)	UNODC - TBP
6. Update/finalization of the NRM document		20 days (19 preparation and 1 reporting)	UNODC - OGCCR
7. Preparation and delivery of a training course for the NRM team (executive arm) on good practices relating to the effective implementation of the NRM		6 days (3 preparation and 2 delivery and 1 reporting)	UNODC - OGCCR

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9. Preparation and delivery of a training course for the NRM team (executive arm) on good practices relating to the effective implementation of the NRM		6 days (3 preparation and 2 delivery and 1 reporting)	UNODC - OGCCR
10. Preparation and delivery of a training course for the NRM team (executive arm) on good practices relating to the effective implementation of the NRM		6 days (3 preparation and 2 delivery and 1 reporting)	UNODC - OGCCR
11. Preparation and delivery of a training course for the NRM team (executive arm) on good practices relating to the effective implementation of the NRM		6 days (3 preparation and 2 delivery and 1 reporting)	UNODC - OGCCR
12. Preparation and delivery of a training course for the NRM team (executive arm) on good practices relating to the effective implementation of the NRM		6 days (3 preparation and 2 delivery and 1 reporting)	UNODC - OGCCR
13. Prepared and implemented workshop 2 for prosecutors (as mentioned above) in Beirut		4 days (1 preparation and 3 delivery)	UNODC - TBP
14. Development of memorandums of understanding (MoUs), protocols of cooperation, standard operating procedures (SoPs), IT system and other tools that may be needed to support the effective implementation of the NRM		15 days (14 preparation and 1 reporting)	UNODC - OGCCR
15. Prepared and implemented workshop 2 for prosecutors (as mentioned above) in Amman		4 days (3 preparation and 1 delivery)	UNODC - TBP
16. Prepared and implemented workshop 3 for involving all criminal justice actors (police officers, prosecutors, judges, etc.) (as mentioned above) in Beirut		4 days (1 preparation and 3 delivery)	UNODC - TBP
17. Prepared and implemented workshop 3 for involving all criminal justice actors (police officers, prosecutors, judges, etc.) (as mentioned above) in Amman		4 days (1 preparation and 3 delivery)	UNODC - TBP

18. Preparation and delivery of a training course for the NRM Data Management team on good practices relating to the collecting Data for the effective implementation of the NRM and reporting		6 days (3 preparation and 2 delivery and 1 reporting)	UNODC - OGCCR
19. Preparation and delivery of a training course for the NRM Data Management team on good practices relating to the collecting Data for the effective implementation of the NRM and reporting		6 days (3 preparation and 2 delivery and 1 reporting)	UNODC - OGCCR
20. Delivery of training courses for first responders (involved in the victim detection / identification stage)		8 days (4 preparation, 3 delivery and 1 reporting)	UNODC - OGCCR
21. Delivery of training courses for NRM stakeholders involved in the case documentation stage		8 days (4 preparation, 3 delivery and 1 reporting)	UNODC - OGCCR
22. Delivery of training courses for NRM stakeholders involved in the case confirmation stage		8 days (4 preparation, 3 delivery and 1 reporting)	UNODC - OGCCR
23. Delivery of training courses for NRM stakeholders involved in the protection and assistance stag		8 days (4 preparation, 3 delivery and 1 reporting)	UNODC - OGCCR
24. Delivery of training courses for NRM stakeholders involved in the re-integration or voluntary reform stage		8 days (4 preparation, 3 delivery and 1 reporting)	UNODC - OGCCR

IV. **INSTITUTIONAL ARRANGEMENT**

The quality and appropriateness of specialized expertise, advice and input provided to UNODC and the requesting Governments on the basis of timeliness of the services rendered, the effectiveness and efficiency of the services for countries requesting assistance, and the timely completion of all assignments.

V. **DURATION OF THE WORK**

The duration of the work is expected to be 187 working days from contract signature date until 28 Feb 2021

VI. **DUTY STATION**

The assignment is home-based with travel to countries in the Arab region Home-based/with travel to the Arab Region (Abu Dhabi/UAE, Riad/ Saudi Arabia, Cairo/Egypt, Beirut/Lebanon). depending on Governments/UN travel instructions during Covid -19 pandemic situation.

TRAVEL PLAN

All travel costs shouldn't be included in the financial offer as the UNODC will cover all travel expenses.

VII. **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

I. Academic Qualifications:

- A university degree in law, security studies or related fields, preferably with a specialization in criminal

II. Years of experience:

- (i) A minimum of seven (7) years of professional technical experience as a criminal justice practitioner, specifically as an investigator, intelligence officer.
- Previous experience in the provision of capacity-building/training courses in the area of organized crime, terrorism or a related area
 - Experience in the Middle East and North Africa region
 - Previous working experience with the United Nations (UN) is an advantage;

III. Language Requirements:

- Fluency in Arabic and excellent Arabic report writing skills is required;
- Fluency in English is desirable.

IV. Competencies:

A. Competencies:

- *Corporate*
 - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
 - Promotes the vision, mission and strategic goals of UNDP;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- *Functional*
 - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
 - Strong analytical and synthesis skills;
 - Ability to work independently and achieve quality results with limited supervision and within tight schedules;
 - Strong quantitative and qualitative research skills;
 - Experience in reports production;
 - Ability to write in a clear and concise manner;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
 - Excellent computer skills especially Word, Excel and Power Point.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

VIII. FINANCIAL PROPOSAL

Interested candidates should provide daily fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables,... etc.) if any. that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based

The contractor will be paid an all-inclusive Deliverables/Outputs based on number of working days for each deliverable ms over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder,

Milestone	Estimated due date	Expected number of working days for each deliverable	Payment
Timely, satisfactory and high-quality delivery of the above-mentioned outputs as assessed by UNODC Staff	Due on 28 Feb 2021	Up to 187 working days	100% After submission of all reports of each deliverable

IX. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Technical Proposal** (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner);

Interested candidates shall submit above documents to the Job Advertisement Website:

https://jobs.undp.org/cj_view_jobs.cfm as one document not later than 27 May, 2020

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notices.undp.org/>

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

X. **CRITERIA FOR SELECTION OF THE BEST OFFERS**

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- A university degree in law, security studies or related fields, preferably with a specialization in criminal
- A minimum of seven (7) years of professional technical experience as a criminal justice practitioner, specifically as an investigator, intelligence officer.
- Proficiency and writing in English and Arabic

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

Technical evaluation Criteria max 100 points (Weighted 70):

- **Criteria A:** A university degree in law, security studies or related fields, preferably with a specialization in criminal (20 points);
- (ii) **Criteria B:** A minimum of seven (7) years of professional technical experience as a criminal justice practitioner, specifically as an investigator, intelligence officer. (40 points);
- **Criteria C:** Previous working experience with the United Nations (UN) (15 points);
- **Criteria D:** Language proficiency and writing skills in Arabic (10 points);
- **Criteria E:** Technical proposal (15 points)

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n)^* 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step II: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.