

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
**United Nations Development Programme on Behalf of UNODC**

**Date: 06 July 2020**

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| <b>Post Title:</b>                           | Individual Contractor (IC) – Senior Criminal Justice Expert on Trafficking in Persons (TIP) in the Arab Region |
| <b>Starting Date</b>                         | 10 August 2020   |
| <b>Duration:</b>                             | 65 working days from contract signature date until 31 December 2020  |
| <b>Location:</b>                             | Home-based/with travel to the Arab Region when travel allows   |
| <b>Project:</b>                              | AREU51 – Establishment of UNODC Office for the GCC Region (OGCCR)  |
| <b>Requisition Number:</b>                   |  |
| <b>National or International consultancy</b> | International Consultant   |
| <b>Is this a LTA (yes/no)?</b>               | No   |

**I. CONTEXT/BACKGROUND**

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 TiP Protocol”) supplementing the *United Nations Convention against Transnational Organized Crime* (hereinafter referred to as “UNTOC”). The UNTOC and the UN TiP 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 TiP 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 UNODC Office for the Gulf Cooperation Council (GCC) Region (OGCCR) in Abu Dhabi was established in order to support the Government of the United Arab Emirates (UAE) and the other GCC countries in their efforts in the fields of drug control, crime prevention and combating transnational organized crime. The establishment of OGCCR improves the cooperation and coordination of UNODC operational activities in the Gulf region in order to strengthen and enhance the effectiveness of the national agencies of the GCC Member States to prevent and combat cross-border illicit drug trafficking and organized crime. OGCCR serves as the UNODC hub coordinating the ‘Strategic Partnership with the GCC Countries’ and related programme framework, strategies and policies, securing funds and taking

responsibility for the implementation of the drug- and crime-related programme portfolio in the GCC region. OGCCR seeks and promotes new opportunities for partnership with the Governments concerned, including resource mobilization and contribution to the overall strategic approach and outputs of the Regional Programme. It also seeks and promotes the enhanced participation of the GCC countries in UNODC global initiatives, programmes and relevant platforms and intergovernmental bodies.

Within the framework of its ‘Strategic Partnership with the GCC Countries’ and related programme portfolio, UNODC has been closely supporting stakeholders in the GCC Region, particularly via the national committees for combating trafficking in persons, to support and strengthen their legislative frameworks and capacities to prevent, suppress and punish trafficking in persons while protecting the victims’ rights, in accordance with the UNTOC, UN TiP Protocol and international best practices. Two of the ongoing initiatives in the GCC region are as follows: a joint project with the National Committee to Combat Human Trafficking of Saudi Arabia to support and strengthen national capacities to effectively prevent, suppress and punish TiP in accordance with international standards and best practices; and a joint project with the National Committee to Combat Trafficking in Persons of Bahrain to support the establishment of a regional training centre on combating trafficking in persons.

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

The purpose of this consultancy is to provide technical advisory services as well as design, develop and deliver a series of training activities (on-site and on-line) to build and strengthen criminal justice capacities at national and regional levels to effectively prevent, suppress and punish trafficking in persons (TiP) in accordance with the UNTOC, the UN TiP Protocol and international best practices. The international consultant will support the implementation of below activities under the framework of UNODC project AREU51 as follows:

- Preparation and organization of a workshop with participation of representatives from law enforcement and criminal justice practitioners at national level to identify training needs and priorities on the UNTOC and the UN TIP Protocol implementation, the international standards and norms in crime prevention and criminal justice, and best practices.
- Preparation and delivery of a training course for judges on criminal justice responses to trafficking in persons in accordance with the UNTOC, UN TIP Protocol, international standards and norms in crime prevention and criminal justice and best practices.
- Preparation and delivery of a joint training course for law enforcement officers, prosecutors and judges on handling complex TiP cases.
- Preparation and delivery of a workshop for legal clinics (law school programmes) on their role in combating and preventing TiP.
- Development of a standard training module on manifestations of labour-related trafficking in persons in the Gulf region

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

## **III. EXPECTED OUTPUTS AND DELIVERABLES**

At the end of the contract, as determined by specific assignments, the international consultant will have:

- (1) Developed and delivered training sessions, presentations and case studies on the UNTOC and the UN TiP Protocol, under 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” jointly implemented with the National Committee to Combat Human Trafficking of Saudi Arabia. This includes the preparation, in Arabic, of presentations and training materials, research and drafting of background documents as well as participating in and providing inputs to the

on-site and on-line consultations exercises.

- (2) Provided technical/substantive expertise on the implementation of the UNTOC and the UN TIP Protocol by giving specialized advice relevant/tailored to the national/regional context, to relevant stakeholders at national and regional levels, particularly the national committees for combating trafficking in persons in the GCC region.
- (3) Provided written materials and/or advice, in Arabic, in close coordination and consultation with the UNODC OGCCR team and the relevant stakeholders, other experts and/or trainers from the International Organization for Migration (IOM) to support the delivery of workshops, drafting of progress reports, and any other project related documentation.
- (4) Prepared and submitted to UNODC a written mission report for each workshop implemented.

| <b>Expected Outputs and Deliverables</b>  | <b>Target Due Dates</b> | <b>Expected number of working days for each deliverable</b> | <b>Review and Approvals Required</b> |
|---|-------------------------|---|--------------------------------------|
| <b>1.</b> Preparation and organization of a three-day workshop with participation of representatives from law enforcement and criminal justice practitioners at national level to identify training needs and priorities on the UNTOC and the UN TIP Protocol implementation, the international standards and norms in crime prevention and criminal justice, and best practices. |                         | 5 days  | UNODC<br>OGCCR                       |
| <b>2.</b> Preparation and delivery of a training course (three-day duration) for judges on criminal justice responses to trafficking in persons in accordance with the UNTOC, UN TIP Protocol, international standards and norms in crime prevention and criminal justice and best practices.   |                         | 5 days  | UNODC<br>OGCCR                       |
| <b>3.</b> Preparation and delivery of a training course (three-day duration) for law enforcement officers, prosecutors and judges on handling complex TiP cases.  |                         | 5 days  | UNODC<br>OGCCR                       |
| <b>4.</b> Preparation and delivery of a three-day workshop for legal clinics (law school programmes) on their role in combating and preventing TiP.   |                         | 10 days   | UNODC<br>OGCCR                       |
| <b>5.</b> First draft of a standard training module on manifestations of labour-related trafficking in persons in the Gulf region   |                         | 25 days   | UNODC<br>OGCCR                       |
| <b>6.</b> Final draft of a standard training module on manifestations of labour-related trafficking in persons in the Gulf region   |                         | 15 days   | UNODC<br>OGCCR                       |

#### **IV. INSTITUTIONAL ARRANGEMENT**

- The international consultant is required to exhibit his/her commitment to this assignment with UNODC OGCCR, via the quality, appropriateness and timeliness of the expertise, advice and input s/he will provide;
- The international consultant shall perform tasks under the general guidance of OGCCR Representative and the direct supervision of the OGCCR Programme Management Officer. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The international consultant is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders and UN colleagues;
- The international consultant is required to maintain close communication with UNODC OGCCR on regular and needed basis throughout the assignment in order to monitor progress. In the event of any delay, s/he will inform UNODC promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract;
- Should UNODC deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

#### **V. DURATION OF THE WORK**

The duration of the work is expected to be 65 working days from contract signature date until 31 December 2020.

#### **VI. DUTY STATION**

The assignment is home-based, with possible travel to countries in the Arab region depending on Government/UN travel instructions during the Covid-19 pandemic.

UNODC will cover all travel expenses. Therefore, travel costs should not be included in the financial offer.

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

##### **A. Academic qualifications:**

- Advanced university degree (Master's degree or equivalent) in law, criminology or a related field.

##### **B. Professional experience:**

- A minimum of ten (10) years of professional working experience in the fields of crime prevention, law enforcement, prosecution, criminal justice, international relations, international criminal law or related fields.
- Sound knowledge in the area of trafficking in persons, particularly the UNTOC and UN TiP Protocol, Islamic law, in addition to familiarity with the Arab regional anti-human trafficking instruments.
- Professional working experience in conducting legal assessments in the area of trafficking in persons and in the delivery of relevant trainings.
- Experience in the Middle East and North Africa region
- Previous working experience with the United Nations (UN) is an advantage;

##### **C. Language requirements:**

- Fluency in Arabic and English with an excellent Arabic report writing skills is required.

##### **D. IV. Competencies:**

###### **a) *Corporate***

- Demonstrates integrity and fairness, by modeling the UN/UNODC's values and ethical standards;

- Promotes the vision, mission and strategic goals of UNODC;
  - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- b) *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.
- c) *Knowledge Management and Learning*
- Ability to strongly promote and build knowledge products;
  - Promotes knowledge management in UNODC 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 UNODC;
  - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

## VIII. FINANCIAL PROPOSAL

Interested candidates should provide a daily fee for the delivery of requested services, with detailed breakdown. The daily fee must be “all-inclusive”. Please note that the term “all-inclusive” implies that all costs (professional fees, communications, consumables if any, etc.) that could possibly be incurred are already factored into the final amount submitted in the proposal. Also, please note that the contract price will be based on deliverables/outputs.

The individual contractor will be paid an all-inclusive amount calculated on the basis of the daily fee multiplied by the number of working days for each deliverable/output delivered during the assignment period, subject to the submission of Certification(s) of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs). Payments should be done in line with the schedule of payments hereunder, noting that the maximum number of working days for this assignment should not exceed 65 working days:

| Expected Outputs and Deliverables  | Expected number of working days for each deliverable | Review and Approvals Required | Payment Schedule                                    |
|--|--|-------------------------------|---|
| <b>1.</b> Preparation and organization of a three-day workshop with participation of representatives from law enforcement and criminal justice practitioners at national level to identify training needs and priorities on the UNTOC and the UN TIP | 5 days   | UNODC<br>OGCCR                | 100% after satisfactory completion of Deliverable 1 |

|   |         |                |   |
|---|---------|----------------|---|
| Protocol implementation, the international standards and norms in crime prevention and criminal justice, and best practices.  |         |                |   |
| <b>2.</b> Preparation and delivery of a training course (three-day duration) for judges on criminal justice responses to trafficking in persons in accordance with the UNTOC, UN TIP Protocol, international standards and norms in crime prevention and criminal justice and best practices. | 5 days  | UNODC<br>OGCCR | 100% after satisfactory completion of Deliverable 2 |
| <b>3.</b> Preparation and delivery of a training course (three-day duration) for law enforcement officers, prosecutors and judges on handling complex TiP cases.  | 5 days  | UNODC<br>OGCCR | 100% after satisfactory completion of Deliverable 3 |
| <b>4.</b> Preparation and delivery of a three-day workshop for legal clinics (law school programmes) on their role in combating and preventing TiP.   | 10 days | UNODC<br>OGCCR | 100% after satisfactory completion of Deliverable 4 |
| <b>5.</b> First draft of a standard training module on manifestations of labour-related trafficking in persons in the Gulf region   | 25 days | UNODC<br>OGCCR | 100% after satisfactory completion of Deliverable 5 |
| <b>6.</b> Final draft of a standard training module on manifestations of labour-related trafficking in persons in the Gulf region   | 15 days | UNODC<br>OGCCR | 100% after satisfactory completion of Deliverable 6 |

## IX. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 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;
- 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).
- Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit above documents to the Job Advertisement Website ([https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm)) as one document not later than 16 July 2020

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates via the following link: <http://procurement-notices.undp.org/>

**Please do not submit financial proposal at this stage. Financial proposals shall be requested from candidates who are considered technically responsive.**

## **X. CRITERIA FOR SELECTION OF THE BEST OFFER**

Candidates will be evaluated based on the following methodology.

### **Step I: Screening**

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

- **Criteria A:** Advanced university degree (Master's degree or equivalent) in law, criminology or a related field.
- **Criteria B:** A minimum of ten (10) years of professional working experience in the fields of crime prevention, law enforcement, prosecution, criminal justice, international relations, international criminal law or related fields.
- **Criteria C:** Language proficiency and writing skills in Arabic & English.

### **Step II: Desk review**

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

#### **Technical evaluation criteria** (max 100 points) / Weighted 70:

- **Criteria A:** Advanced university degree (Master's degree or equivalent) in law, criminology or a related field. (20 points);
- **Criteria B:** A minimum of ten (10) years of professional working experience in the fields of crime prevention, law enforcement, prosecution, criminal justice, international relations, international criminal law or related fields. (40 points);
- **Criteria C:** Previous working experience with the United Nations (UN) (5 points);
- **Criteria D:** Experience in the Middle East and North Africa region (5 Points)
- **Criteria E:** Language proficiency and writing skills in Arabic (5 points);
- **Criteria F:** Technical proposal (15 points)

#### **Financial evaluation criteria** / Weighted 30:

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 III: Final evaluation**

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

Shortlisted candidates will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the candidate 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 candidates obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial evaluation.