INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23.07.2020

Country: Belarus
Description of the assignment: International Consultant - Team Leader on risk analysis training (Dedicated Expert on risk analysis (based on CIRAM 3), criminal analysis and vulnerability assessment)
Project/Office: 00113052 "Strengthening Capacity of the State Border Committee of the Republic of Belarus in Combatting Illicit Trafficking of Weapons and Ammunition"
Period of services (if applicable): 19 October 2020 – 02 April 2021 (approximately 28 working days including two 5-day visits to Belarus to conduct seminars)

Proposals for tender ref. num. IC/245/2020 should be submitted to e-mail **tenders.by@undp.org** no later than **17:00 (Minsk time, UTC+3) on 17 August, 2020**

Any request for clarification must be sent by standard electronic communication to the e-mail: sergei.bobrovskih@undp.org. The response will be provided by standard electronic mail.

1. BACKGROUND

The project "Strengthening Capacity of the State Border Committee of the Republic of Belarus in Combatting Illicit Trafficking of Weapons and Ammunition" inter alia provides for the development of risk analysis training module which will be further integrated into the regular curriculum of the Border Service Institute of the State Border Committee (hereinafter – the SBC). As per beneficiary's request it is essential that the training module will be in the form of electronic learning and teaching package (hereinafter – the ELTP) which should include theoretical and practical training materials. It is planned that the ELTP will consist of the following five topics:
1.   Risk analysis (based on CIRAM 3).
2.   Criminal analysis.
3.   Risk forecasting.
4.   Vulnerability assessment.
5.   Strategic analysis.

For each topic the ELTP should include a respective set of lectures, practicals, tests and teaching aids as well as informative multimedia support in order to enhance educational process efficiency.

It is planned that the ELTP will be delivered at the following two levels:
basic – for border students and participants in training and retraining courses;
advanced – for participants in further education courses and Master's degree program.
To ensure that training module reflects national needs and context, it will be elaborated by two international experts in cooperation with the SBC and Border Service Institute representatives during two 3-day seminars. It is understood that the Team Leader will work closely with the Training Expert

to facilitate the development of the comprehensive training module. As planned, each seminar will engage 10-12 participants (they will mainly include teachers of the Border Service Institute, some officers from Information Analysis Department of the SBC and 2-3 analytical experts from regional border units). It is expected that Seminar 1 will take place in November 2020 while Seminar 2 will be held in Quarter I, 2021.

As soon as the ELTP is adopted by the Border Service Institute, a train-the-trainer workshop for 10 SBC instructors will be arranged under the project to advance knowledge and skills in order to deliver future trainings on risk analysis for the SBC officials at the central, regional and local levels.

Within this context, UNDP in Belarus needs to engage international consultant to act as an Team Leader on risk analysis training (Dedicated Expert on risk analysis (based on CIRAM 3), criminal analysis and vulnerability assessment) to support the State Border Committee of Belarus in the development of risk analysis training module for the Border Service Institute in order to enhance its educational capacities and to prepare specialist in risk analysis and criminal analysis in accordance with best relevant international standards and practices by providing dedicated expert contribution in such fields as risk analysis, vulnerability assessment and criminal analysis and by conducting two tailor-made seminars on the development of methodology and syllabus of the new risk analysis training module.

2. SCOPE, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The principle overall output of the engagement will be the risk analysis training module (sets of lectures for each of 5 ELTP topics), including its syllabus and methodology, developed jointly with the Training Expert for the SBC Border Service Institute as well as two joint reports on the results of the two seminars conducted in Minsk and a final assignment report with conclusions and recommendations on the use and implementation of the new training module in order to ensure educational process sustainability and produce lasting impact on the performance of the professionals engaged in risk analysis and criminal analysis.

Under the guidance of UNDP Belarus Project Manager, the Consultant will be responsible for risk analysis training module development jointly with the Training Expert within the available funds in order to upgrade the training capacity of the SBC Border Service Institute in the field of risk analysis, criminal analysis and strategic analysis.
Please see the detailed Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
- University degree (at least Master's level) in any of the following fields: law, governance, management, economics or any other related area.

II. Experience:
- International expertise and practical experience in the development of at least 3 training modules in risk analysis and/or vulnerability assessment and/or criminal analysis for border and/or other law-enforcement agencies;

- Demonstrated proven experience in conducting at least 5 risk analysis training activities (workshops, seminars, conferences, etc.) under international projects or their relevant subcomponents in the CIS region, EU and/or non-EU countries;
- Solid knowledge of best international and European practices in risk analysis, vulnerability assessment and/or criminal analysis; familiar with risk analysis training approaches and techniques that is proved by at least 3 years of previous successful experience in technical assistance projects;
- Knowledge of relevant Belarusian regulations and standards in border management and information analytics is an asset that is proved by previous relevant experience in the Republic of Belarus.

III. Competencies:
- Working knowledge and spoken English is required, that is proved by relevant certificates (language courses, university diploma mentioning English studies, training abroad etc.);
- Working knowledge of written and spoken Russian is an asset that is proved by relevant certificates (language courses, university diploma mentioning Russian studies, training abroad etc.).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
b) **CV** including at least 3 references (or contact information of at least 3 people who could provide a reference upon request);
c) **Financial Proposal** as per template attached to the Letter of Confirmation of Interest and Availability template;
d) **Copy of University Diploma**; copies of additional trainings and courses (if available);
e) **Copies of documents proving language knowledge** for English and Russian (if available);
f) **Statement of Good Health** using the template provided by UNDP and indicating medical insurance policy number and insurance provider (a copy of insurance policy is to be attached) shall be submitted prior to contract signing.

All documents required shall be presented altogether in one e-mail transmission.
Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

Lump sum of the contract is all-inclusive and takes into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services). All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station travel.

The lump sum contract amount will be paid in five installments as follows:
1) Milestone I (payment without output): travel related costs under the contract are to be transferred to the incumbent's bank account to cover the expenses prior to the 1st visit to Belarus to conduct Seminar 1.

2) Milestone II: after submission of a joint report on the results of Seminar 1 and after its approval by the direct supervisor.

3) Milestone III (payment without output): travel related costs under the contract are to be transferred to the incumbent's bank account to cover the expenses prior to the 2nd visit to Belarus to conduct Seminar 2.

4) Milestone IV: after submission of a joint report on the results achieved during Seminar 2 and after its approval by the direct supervisor.

5) Milestone V: after submission of a joint final assignment report and the final version of the training module developed to the direct supervisor.

Travel

The consultant will undertake two 5-day missions to Belarus (8 nights in Minsk). All travel expenses related to the missions must be included into the consultant's contract lump sum amount.

6. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.
When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score
Example
* Technical Criteria weight; [70%], maximum 700 points
* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for the financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated;

Y=maximum number of points for the financial proposal;

L= price of the lowest price proposal;

Z=price of the proposal being evaluated.

Criteria	Weight	Max. Points - 1000
Technical		
• Academic qualifications:	**13%**	**130**
University degree (at least Master's level) in any of the following fields: law, governance, management, economics or any other related area	_10%_	**100**
Higher level than Master's	_3%_	_30_
• Professional experience:	**45%**	**450**

International expertise and practical experience in the development of at least 3 training modules in risk analysis and/or vulnerability assessment and/or criminal analysis for border and/or other law-enforcement agencies	*17%*	*170*
Development of more than 3 training modules in risk analysis and/or vulnerability assessment and/or criminal analysis for border and/or other law-enforcement agencies - 10 points for each additional module but not more than 30 points	*3%*	*30*
Demonstrated proven experience in conducting at least 5 risk analysis training activities (workshops, seminars, conferences, etc.) under international projects or their relevant subcomponents in the CIS region, EU and/or non-EU countries	*8%*	*80*
Demonstrated proven experience in conducting more than 5 risk analysis training activities (workshops, seminars, conferences, etc.) under international projects or their relevant subcomponents in the CIS region, EU and/or non-EU countries – 10 points for each additional similar assignment but not more than 30 points	*3%*	*30*
Solid knowledge of best international and European practices in risk analysis, vulnerability assessment and/or criminal analysis; familiar with risk analysis training approaches and techniques that is proved by at least 3 years of previous successful experience in technical assistance projects	*9%*	*90*
Knowledge of relevant Belarusian regulations and standards in border management and information analytics is an asset that is proved by previous relevant experience in the Republic of Belarus	*5%*	*50*
• Competencies	*12%*	*120*
Working knowledge and spoken English is required, that is proved by relevant certificates (language courses, university diploma mentioning English studies, training abroad etc.)	*6%*	*60*
Working knowledge of written and spoken Russian is an asset that is proved by relevant certificates (language courses, university diploma mentioning Russian studies, training abroad etc.)	*6%*	*60*
Financial	*30%*	*300*
Unit price as per Financial Proposal		*300*

Annexes:

Annex I – Terms of Reference
Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal
Annex III – Individual Consultant contract form
Annex IV –Individual Consultant General Terms and Conditions
Annex V – Statement of Good Health