

<b>UNDP Belarus</b> <b>Terms of Reference</b>	
<b>Position/Title:</b>	Team Leader on Risk Analysis Training <i>(Dedicated Expert on risk analysis (based on CIRAM 3), criminal analysis and vulnerability assessment)</i>
<b>Contract Type:</b>	Individual Contract / International/ Consultant
<b>Office/Project:</b>	00113052 “Strengthening Capacity of the State Border Committee of the Republic of Belarus in Combatting Illicit Trafficking of Weapons and Ammunition”
<b>Contract conditions:</b>	Home-based with two 5-day visits to Belarus
<b>Contract duration:</b>	19 October 2020 – 2 April 2021 Approximately 28 working days, including two 5-day visits to Belarus in November 2020 and in Quarter I, 2021 (the exact dates will be agreed with the expert after his/her selection and appointment)
<b>Travel requirements:</b>	The first 5-day visit to Minsk, Belarus, in November 2020 to conduct Seminar 1 on development of information analytics & risk analysis training module. The second 5-day visit to Minsk, Belarus, in Quarter I, 2021 to conduct Seminar 2 on development of information analytics & risk analysis training module.
<b>Payment conditions:</b>	<p>Lump sum payment in five milestones:</p> <p>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 1<sup>st</sup> visit to Belarus to conduct Seminar 1.</p> <p>Milestone II: after submission of a joint report on the results of Seminar 1 and after its approval by the direct supervisor.</p> <p>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 2<sup>nd</sup> visit to Belarus to conduct Seminar 2.</p> <p>Milestone IV: after submission of a joint report on the results achieved during Seminar 2 and after its approval by the direct supervisor.</p> <p>Milestone V: after submission of a joint final assignment report and the final version of the training module developed to the direct supervisor.</p> <p><u>All travel expenses must be included in the financial proposal.</u></p>

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• University degree (at least Master’s level) in any of the following fields: law, governance, management, economics or any other related area.</li> <li>• 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;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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.</li> </ul>
<b>Competences:</b>	<ul style="list-style-type: none"> <li>• Working knowledge and spoken English is required that is proved by relevant certificates (language courses, university diploma mentioning English studies, training abroad etc.).</li> <li>• 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.).</li> </ul>
<b>Direct supervisor:</b>	<p>UNDP Project Manager</p> <p>Throughout the assignment, the Team Leader will work in close collaboration with the Project Management Team. S/he shall work under the overall supervision of the Project Manager. S/he will report on her/his work to the Project Manager, UNDP in Minsk.</p>
<p><b>Project background:</b></p> <p>“Strengthening Capacity of the State Border Committee of the Republic of Belarus in Combatting Illicit Trafficking of Weapons and Ammunition”. The goal of the project is to strengthen capacity of the State Border Committee of the Republic of Belarus (hereinafter referred to as the SBC) in combatting illicit trafficking of weapons and ammunition. The project will focus on providing expert and technical support to the State Border Committee in advancing the system of risk analysis, detection and prevention of illicit trafficking of weapons and ammunition. The activities under the project will boost professional capacity of the SBC officers and upgrade the training capacity of the Border Service Institute and Centre for training of border control specialists in delivering qualified training to the specialists engaged in combatting illicit trafficking of weapons and ammunition. The SBC is the only beneficiary under the project.</p>	

The project will focus on the following interlinked objectives:

1. Improving Risk Analysis System of the SBC for combatting illicit trafficking of weapons and ammunition.
2. Increasing capacity of the SBC for effective weapon and ammunition detection at the border crossing points (BCPs).

The project inter alia provides for the development of risk analysis training module which will be further integrated into the regular curriculum of the SBC Border Service Institute. 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.

In general, the implementation of the project will result in increased security and stability in Eastern Europe and beyond by strengthening capacity of the State Border Committee in combatting illicit trafficking of weapons and ammunition.

### **Expected Project outputs:**

Output 1. Risk Analysis System of the SBC for combatting illicit trafficking of weapons and ammunition improved.

Output 2. Capacity of the SBC for effective weapons and ammunition detection at BCPs increased.

### **Objectives of the assignment:**

- Coordinate the efforts and activities aimed at the development of an electronic learning and teaching package (ELTP) for the SBC Border Service Institute in accordance with best relevant international standards and practices to prepare specialists in risk analysis and criminal analysis;
- Lead two 3-day tailor-made seminars in Belarus on the development of methodology and

syllabus of the new information analytics & risk analysis training module in cooperation with the SBC and Border Service Institute representatives in order to ensure that training module reflects national needs and context.

- During the above seminars provide dedicated expert contribution in such specific fields as risk analysis, vulnerability assessment and criminal analysis;
- Finalize at home the training module developed to ensure that it will be able to maintain educational process sustainability and produce lasting impact on the performance of the professionals engaged in risk analysis and criminal analysis.

**Duties and responsibilities:**

The work shall be performed in line with the Project Annual Work Plan and include the principal activities as follows:

Delivery of two 3-day seminars in Belarus jointly with the Training Expert on the elaboration of the information analytics & risk analysis training module in cooperation with the SBC and Border Service Institute representatives with due account for national context and needs.

At-home finalization of the training module developed with the remote support of the Training Expert.

This will be implemented in accordance with Objective 1 of the Project Document (will be provided by the Project Team), Activity 1.3: “Advance training capacity of the SBC Border Service Institute in risk analysis for combatting illicit trafficking of weapons and ammunition”.

The Team Leader is expected to:

- Suggest a timeline plan coordinated with the Training Expert on conducting the seminars and submit it to the direct supervisor for approval;
- Within 10 (ten) days after signing the contract, agree with the direct supervisor the schedule for delivering the assignment in coordination with the Training Expert;
- Undertake desk research and analyze all the necessary documents/training modules, training materials provided in advance by the beneficiary through the Project Management Team to fully understand the ground situation and existing training material available for training Belarus border guards on risk analysis. Rus-Eng translation will be provided, if needed, at UNDP cost;
- Lead Seminar 1 (for 10-12 participants) to be conducted jointly with the Training Expert in Minsk, Belarus, which should be mainly focused inter alia on the following:
  - identification of main gaps and needs in information analytics & risk analysis training capacity of the SBC Border Service Institute;
  - preparation, agreement and adoption of training module development schedule;
  - formulation of the training module goals and objectives;
  - identification of the target groups and main components/sections of the training module;
  - start to develop the content and to design the methodology of the new training module;
- Lead Seminar 2 (for the same 10-12 participants) to be conducted jointly with the Training Expert in Minsk, Belarus, which should cover at least the following:
  - continued development of the content and methodology of the training module;
  - identification of the key human and technical resources required for the delivery of the new training module;
  - post-training evaluation and impact assessment;
  - agreement on the next steps required to adopt and integrate the new training module into the regular curriculum and educational process of the SBC Border Service Institute;

- Be responsible for the delivery of presentations during the seminars and the development of such ELTP components as Risk Analysis, Vulnerability Assessment and Criminal Analysis;
- During the visits to Belarus conduct, jointly with the Training Expert, meetings with designated representatives of the State Border Committee and the Border Service Institute aiming at developing a comprehensive picture of the current information analytics and risk analysis training capacities of the Belarus Border Guards. Rus-Eng interpreting will be provided, if needed, at UNDP cost;
- With the remote support of the Training Expert finalize at-home the training module developed and submit its final version to the direct supervisor.
- Develop and submit to the supervisor the following:
  - a joint report on the results of Seminar 1 which should include inter alia a schedule for training module development;
  - a joint report on the results of Seminar 2 which should include inter alia a way forward for the adoption and integration of the new training module;
  - a Training Expert-agreed final version of the information analytics & risk analysis training module developed;
  - a short final assignment report with conclusions and recommendations on the use and implementation of the training module developed.

**Expected outputs and timeframe:**

- A detailed timeline plan on conducting the assignment is coordinated with the Training Expert and agreed with the Supervisor by email;
- During missions to Belarus meetings are conducted with the designated representatives of the beneficiary; a comprehensive picture of the current Belarus Border Guards information analytics and risk analysis training capacities is obtained;
- Two 3-day tailor-made seminars are conducted jointly with the Training Expert in Belarus to develop the syllabus and methodology of the information analytics & risk analysis training module;
- The joint reports on the results of the two seminars are presented to the supervisor within 7 (seven) days after completion of each seminar;
- The information analytics & risk analysis training module is developed jointly with the Training Expert;
- A short final assignment report of at least 3 (three) pages (excluding annexes) and the final version of the training module (sets of lectures for each of 5 ELTP components) developed and agreed with the Training Expert is presented to the supervisor not later than 14 (fourteen) days to the contract completion;
- If necessary, within 5 working days, finalization of the report considering comments of the supervisor is conducted.

Approval of the reports by the UNDP Project Manager will govern payment under the contract for this assignment.

Supervisor:

Aliaksandr Sviderski

Supervisee: