

UNDP Belarus	
Terms of Reference	
Position/Title:	Expert on training for weapons, ammunition and explosives detection at border crossing points (BCPs)
Contract Type:	Individual Contract / International/ Consultant
Office/Project:	00113052 “Strengthening Capacity of the State Border Committee of the Republic of Belarus in Combatting Illicit Trafficking of Weapons and Ammunition”
Contract conditions:	Home-based with two 5-day visits to Belarus
Contract duration:	26 October 2020 – 2 April 2021 Approximately 35 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)
Travel requirements:	The first 5-day visit to Brest, Belarus, in November 2020 to conduct seminar 1 on development of weapons, ammunition and explosives detection training module, namely 4 nights in Brest. The second 5-day visit to Brest, Belarus, in Quarter I, 2021 to conduct seminar 2 on development of weapons, ammunition and explosives detection training module, namely 4 nights in Brest. Local transportation will be arranged and paid by the Project.
Payment conditions:	Lump sum payment in five milestones: 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 st visit to Belarus to conduct Seminar 1. Milestone II: after finalization of Deliverable 1 and its approval by the direct supervisor. 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 nd visit to Belarus to conduct Seminar 2. Milestone IV: after finalization of Deliverable 2 and its approval by the direct supervisor. Milestone V: after finalization of Deliverable 3 and its approval by the direct supervisor. <u>All travel expenses must be included in the financial proposal.</u>

Qualifications:	<ul style="list-style-type: none"> • University degree (at least Bachelor's level) in any of the following fields: law, governance, management, economics or any other related area. • Practical experience in the development of at least 2 training modules in detection of illicit weapons, ammunition and explosives for border and/or other law-enforcement agencies; • Demonstrated proven experience in conducting at least 3 detection training activities (workshops, seminars, etc.) under international projects or its relevant subcomponents in the CIS region, EU and/or non-EU countries; • Solid knowledge of best international and European practices in integrated border management and detection of illicit weapons, ammunition and explosives; familiar with detection training approaches and techniques that is proved by at least 2 years of previous successful experience in relevant technical assistance projects; • Knowledge of relevant Belarusian legal and other regulations in border management and anti-weapon practices and standards is an asset that is proved by previous relevant experience in the Republic of Belarus.
Competences:	<ul style="list-style-type: none"> • Working knowledge of written 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.).
Direct supervisor:	<p>UNDP Project Manager</p> <p>Throughout the assignment, the Expert 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>Project background:</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 SBC has the Centre for training of border control specialists located in Brest (hereinafter – the Training Center) to prepare controller and inspection personnel serving at the BCPs. However, there is no dedicated training course and methodology to train controller and inspection specialists to detect illicit weapon and ammunition as well as no specialized classroom with relevant equipment. Currently, graduates obtain detection skills during their practical work at BCPs. As a consequence, personnel serving at BCPs have insufficient qualification and skills for detection of weapon and ammunition, especially in terms of profiling persons and vehicles crossing the border, inspection techniques, most recent forms of concealments, main modus operandi used by smugglers at BCPs and proper skills to use special equipment.

Therefore, the project inter alia provides for the development of weapons, ammunition and explosives detection training module which will be further integrated into the regular curriculum of the Training Center which is structurally a part 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 four topics:

- Topic 1: Current specifics and trends in crimes related with illicit trafficking of weapon, ammunition and explosives.
- Topic 2: Main modalities, forms and methods of suppression of illicit trafficking of weapon, ammunition, explosives and their related components;
- Topic 3: Technical equipment used for detection of illicit weapon, ammunition and explosives. Basics of equipment use.
- Topic 4: Law enforcement practice in the field of combatting crimes related with illicit trafficking of weapon, ammunition and explosives.

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 (initial training) – for border students and participants in training and retraining courses;
- advanced (specialized training) – for dedicated specialists engaged in inspection and detection at BCPs.

To ensure that training module reflects national needs and context, it will be elaborated by an international expert in cooperation with Belarus Border Guard representatives during two 3-day seminars. As planned, each seminar will engage up to 10 participants (they will mainly include teachers of the Training Center and the Border Service Institute as well as some officers from Border Checks Department of the SBC). It is expected that Seminar 1 will take place in November 2020 while Seminar 2 will be held in Quarter I, 2021.

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:

- Provide dedicated expert support in the development of an electronic learning and teaching package (ELTP) for the Training Center of the Border Service Institute in accordance with best relevant international standards and practices to prepare specialists in detection of weapons, ammunition and explosives at BCPs.
- Conduct two 3-day tailor-made seminars in Belarus on the development of methodology and syllabus of the new detection training module in cooperation with SBC, Border Service Institute and Training Center representatives in order to ensure that training module reflects national needs and context.
- 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 detection of weapons, ammunition and explosives.

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 Brest, Belarus, on the elaboration of the detection training module in cooperation with SBC, Border Service Institute and Training Center representatives with due account for national context and needs.

At-home finalization of the new training module developed.

This will be implemented in accordance with Objective 2 of the Project Document (will be provided by the Project Team), Activity 2.4: “Enhance training capacity of the Centre for training of border control specialists in detection of illicit weapons and ammunition”.

The Expert is expected to:

- Within 10 (ten) days after signing the contract, agree with the direct supervisor a timeline plan on conducting the seminars and the schedule for delivering the entire assignment;
- Undertake desk research and analyze all the necessary documents/training modules, training materials provided in advance (at least 7 working days before the first visit to Belarus to conduct Seminar 1) by the beneficiary through the Project Management Team to fully understand the ground situation and existing training material available to train Belarus border guards on detection of weapons, ammunition and explosives. Rus-Eng translation will be provided, if needed, at UNDP cost;
- Conduct Seminar 1 (for up to 10 participants) in Brest, Belarus, which should be mainly focused inter alia on the following:
 - identification of main gaps and needs in detection 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.
- Conduct Seminar 2 (for the same up to 10 participants) in Brest, 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 Training Center of the Border Service Institute;
- During the visits to Belarus conduct meetings with designated representatives of the State Border Committee, the Border Service Institute and the Training Center aiming at developing a comprehensive picture of the current weapons, ammunition and explosives detection training capacities of the Belarus Border Guards. Rus-Eng interpreting will be provided, if needed, at UNDP cost;
- 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 report on the results of Seminar 1 which should include inter alia a schedule for training module development;
 - a 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 final version of the detection 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:

Deliverable 1: The report on the results of Seminar 1, including:

- A detailed timeline plan on conducting the assignment is agreed with the Supervisor by email;
- During visits to Belarus meetings are conducted with the designated representatives of the beneficiary; a comprehensive picture of the current Belarus Border Guards detection training capacities is obtained;
- The first 3-day tailor-made seminar is conducted in Belarus and the work on the development of the detection training module is started;
- The report on the results of the first seminar is presented to the supervisor within 7 (seven) days after completion of the seminar.

Deliverable 2: The report on the results of Seminar 2, including:

- The second 3-day tailor-made seminar is conducted in Belarus
- The report on the results of the second seminar is presented to the supervisor within 7 (seven) days after completion of the seminar.

Deliverable 3: The final assignment report and the training module, including:

- The training module on detection of weapons, ammunition and explosives is developed;
- A short final assignment report of at least 3 (three) pages (excluding annexes) and the final version of the developed training module (sets of lectures in electronic format) are presented to the supervisor not later than 14 (fourteen) days before 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: