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UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

I. Basic Information

Title:	Consultant for the Development of Crime Statistics Excel Software Database
Contract Type:	IT Consultant - Local
Reports to:	Chief Technical Advisor/Programme Manager
Location:	Monrovia, Liberia
Duration of Contract:	20 working days over a period of 40 days (August – October 2020)
Application Deadline	August 13, 2020

II. Organisational Context

UNDP is seeking a suitable local IT Consultant with expertise in MS Excel database software. Under the guidance and direct supervision of the Chief Technical Advisor/Programme Manager - Rule of Law, the IT Consultant will develop a Crime Statistics Software Database for the Liberia National Police (LNP) Crime Statistics Unit that captures all forms of crimes and crime information. The database is to be user friendly and capable of providing analysis that captures and tracks criminal offence nationwide as they are processed through the criminal justice system.

The UNDP/OHCHR Joint Programme aims to support the Government of Liberia in its efforts to build a society based on the principles of rule of law, human rights and justice. The programme is geared towards enhancing the capacities of, and public confidence in, rule of law institutions, as well as strengthening access to justice and security, especially

for women and girls. Interventions are designed with a view to ensuring sustainability and linking activities to ‘system-level’ policy development.

Support is comprehensive and sector-wide, supporting both the supply and demand side of justice. Consequently, the programme combines enhanced service delivery by resilient justice and security institutions with the public’s ability to access such services and hold duty-bearers to account. By increasing public confidence in the sector, support is designed to be catalytic, strengthening state-society relations and creating an enabling environment for development. To this extent, the programme focuses on three strategic areas:

First, improved institutional and technical capacities of the justice and security sector to deliver needed services to the public in line with their mandates.

Second, to ensure that women, men, boys and girls have increased access to justice and human rights in Liberia.

Third, increased respect for and protection of human rights and transparency.

The programme is geared towards providing support to the Liberia National Police (LNP) in developing their Crime statistical collection, reporting and monitoring system. The Police ensures that crime is recorded, investigated and charges determined in line with **Penal Code of Liberia**. The Liberia National Police then forward the criminal cases to court and report on same. The Crime Statistics Unit of the LNP is responsible to ensure the accurate records keeping of all crimes committed including those under investigation, forwarded to court and status of cases in court - pending or disposed of. The LNP Crime Statistics Unit is therefore responsible to ensure statistical analysis of cases handled and report on same thus requiring a statistical database system for accurate and effective case recording, reporting and monitoring. Consequently, it is intended to establish a crime statistics system that enables users to track cases using Microsoft Excel programming and track such cases online using internet facilities. A consultant, is therefore, required to develop a system and templates, with a view towards upscaling to a unified system for the entire justice and security system.

III. Purpose of the Hiring a Local IT Consultant

The overall purpose of the Local IT Consultant is to support the Rule of Law programme to support the Liberia National Police (LNP) to design and develop a MS Excel Crime Statistical Database system. The Database System will be capable of capturing all crimes committed within the country as reported by WACPS, Traffic, Crime Services Division, among others that provides analyzes and reports on statuses of various crimes. The database will be capable of managing and reporting on crime statistics. The system will track various categories of cases including those under investigation, those forwarded to courts as well as those cases pending and/or disposed of in court. Features of the database will enable the system to self-calculate data, with the ability to provide data remotely and in real-time through internet connectivity.

IV. Scope of Work

Under the direct supervision of the Chief Technical Advisor/Programme Manager - Rule of Law, and in close cooperation with Head of the Research and Planning/LNP and the team of the Crime Statistics Unit/LNP, the IT Consultant shall be responsible for:

- Developing a Crime Statistics template and tools in Microsoft Word Excel for the LNP Crime Statistics Unit;
- Ensuring that the database is capable of providing up-to-date information on cases in real-time through internet connectivity;
- Providing training to officers of the Research and Planning Division/LNP on the use of the database
- Developing Crime Statistics software database user guide

V. Deliverables

- Development of inception report including methodology (1day);
- Conduct consultations with relevant stakeholders including but not limited to LNP, Ministry of Justice, Judiciary, Ministry of Gender and Social Welfare,

Bureau of Corrections and Rehabilitation, UNDP, OHCHR, UNWomen, UNFPA and UNICEF (4 days);

- Revise Crime Statistics template and develop database tools in Microsoft Excel for the Crime Statistics Unit of the Liberia National Police that is assessable remotely through internet accessibility (5 days);
- Develop Crime Statistics User Guide and submit in publishable quality (5 days);
- Train Officers of the Research and Planning Division/LNP on the use of Crime Statistics database. At the end of the training, demonstrate the functionality of the database at which stage the system will ‘go live’ (4 days);
- Submit consultancy report to UNDP in acceptable quality (1 day).

VI. Impact of Results

The Crime Statistics database and reporting system will enable the LNP to have a comprehensive case monitoring that tracks all reported criminal cases including those disposed of, under investigation or turned over to the court and the statuses of the cases in court – pending or disposed of. The system will be accessible on-line and remotely providing data in real-time and as soon as uploaded.

The LNP will also produce comprehensive quarterly reports showing crimes by category, location/region, and trend analysis to be used for informing management and timely responses to crime patterns. The system will enable the LNP to track cases backlog and enhance access to justice.

VII. Recruitment Qualifications

Education:	First level university degree (Bachelor’s degree) in information systems, computer science, mathematics, statistics or related field. (Master’s degree in any of the above fields is an advantage).

<p>Required Skills and Experience:</p>	<p>Professional Experience:</p> <ul style="list-style-type: none"> • At least 5 years of experience and proficiency in Microsoft Office and Microsoft Excel application. • Experience in training and developing pedagogy and materials and manuals. • Hands-on experience and proficiency in applying the following Excel tools: Spread sheet, workbooks, excel built-in functions; data linking, charts, pivot tables; visual basic application (VBA), Macros, data tables, VLookup; data validation, etc. • Experience with creating trend analysis by graphs, charts and tables. • Hands-on experience with responsive design pattern implementation. <p>Corporate Competencies</p> <ul style="list-style-type: none"> • Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability. • Demonstrates diplomacy and tact in dealing with sensitive and complex situations. • Strong communication, team building, interpersonal, analysis, and planning skills. <p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrates professional competence and mastery of the subject matter. • Demonstrates experience in developing training materials. • Demonstrates ability to negotiate and apply good judgment. • Shows pride in work and in achievements
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	<ul style="list-style-type: none"> • Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. • Knowledge of UN/UNDP procedures, rules and regulations for project/programme implementation constitutes an advantage.
Technical proposal comprising of the following:	<ul style="list-style-type: none"> • Letter of Confirmation of Interest and Availability using the template provided by UNDP. • Personal CVs or profiles, indicating all experience from similar projects, as well as the contact details (email and telephone number) and three (3) professional references. • Brief description of why you consider yourself as the most suitable for the assignment, and how you will approach and complete the assignment (not more than 2 pages).
Financial proposal:	Indicate fixed total contract price, supported by a breakdown of costs.
Language Requirements:	Fluency in English, including excellent writing skills.

Rowland Cole