



# UNODC

United Nations Office on Drugs and Crime  
Regional Office for Central Asia

Управление Организации Объединенных Наций  
по наркотикам и преступности  
Региональное представительство в Центральной Азии

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## Terms of Reference

Title:	National Consultant for the PVE Network Website Content Management and Moderation
Organisational Section/Unit:	UNODC Programme Office in Kazakhstan
Name and title of Supervisor:	UNODC International Programme Coordinator
Duty Station:	Home-based
Proposed period:	1 November 2020 – 31 October 2021 (120 working days)
Contract type:	UNDP Individual contract

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### 1. Background of the assignment:

The United Nations Office on Drugs and Crime (UNODC) is mandated to provide assistance to requesting countries in their efforts to address the legal and criminal justice aspects of countering terrorism. Within the UN system, UNODC acts as the custodian of the international standards and norms related to the treatment of prisoners. Building on its mandate to assist Member States to apply these standards and norms in practice, UNODC has built extensive experience in providing technical guidance and implementing assistance programmes in the field of prison reform, which is coordinated by UNODC Justice Section (JS).

UNODC is also mandated to provide assistance to Member States in bringing their counter-terrorism legislation in line with the universal legal instruments against terrorism and in strengthening national criminal justice capacity to prevent and counter terrorism and violent extremism in line with the UN Counter-Terrorism Strategy and relevant UN Security Council resolutions. Specialized assistance delivery is led by UNODC Terrorism Prevention Branch (TPB).

Jointly within the United Nations Counter-Terrorism Centre (UNCCT) of the Office of Counter-Terrorism and in consultation with the UN Counter-Terrorism Committee Executive Directorate (CTED) UNODC delivers technical assistance to the Government of Kazakhstan aimed at increasing country's capacity to effectively manage violent extremist prisoners and to prevent radicalization to violence in the prison system.

In Kazakhstan UNODC implements two global UN programmes in the area of prison reform, namely:

- Supporting the management of violent extremist prisoners and the prevention of radicalization to violence in prisons in three beneficiary countries - Kazakhstan, Tunis and Uganda; and
- Returning Foreign Terrorist Fighters Detention Programme in three beneficiary countries - Iraq, Kazakhstan and Kyrgyzstan.

To support sharing of knowledge and positive practices on PVE, including prevention of radicalization to violence in the prison system within the Network and broader audience of interested parties, a PVE Network's website has been developed jointly with the Law Enforcement Academy under the Office of Prosecutor General of the Republic of Kazakhstan.

The website is being set up to function as a comprehensive platform for parties to share research, evidence, and data to assess and respond to drivers of radicalization, and to understand current approaches and good practices for preventing crimes associated with the radicalization, incitement, and recruitment of individuals for terrorist purposes, including in prison system.

Purpose of the assignment:

- To provide website content management, including sourcing information relevant to the goal and objectives of the website and ensuring the website's content is regularly enriched and updated (articles, infographics, etc.)
- Moderate the forum of the website – a discussion platform for the authorized users

## 2. **Specific tasks to be performed by the consultant:**

In consultation with the UNODC International Programme Coordinator in Nur-Sultan:

- Create, improve and maintain content of the website also ensuring it is user friendly;
- Source publications and relevant information for posting on the website with prior clearance from the relevant PVE focal points and/or UNODC;
- Upload content on the website ensuring style and layout; provide translation, editing and proofreading as required;
- Review and grant authorization / log-in requests in consultation with UNODC;
- Moderate discussion in an authorized forum / chat-room of the platform;
- Ensure storing, maintaining and filing of shared documents on Intranet;
- Liaise with the PVE Network focal points and partner CSOs on a regular basis to coordinate their contributions to the website content;
- Promote / suggest strategies to promote the website to increase its readership;
- Identify bottlenecks, suggest / develop improvement interventions;
- Coordinate regular technical maintenance and planned technical upgrade of the website
- Regularly monitor website traffic.

3. **Expected tangible and measurable outputs:**

- Relevant publications and information are regularly uploaded onto the website
- Website traffic statistics increased and website is promoted
- Forum moderation is ensured

4. **Dates and details as to how the work must be delivered:**

The assignment should be completed during the period of 1 November 2020 – 31 October 2021.

5. **Indicators to evaluate the consultant's performance:**

- The list of documents and information posted on the website;
- Feedback (messages, requests or other information) received from users;
- Forum management reports (including information on authorised users; priority issues identified from discussions; relevant joint initiatives resulting from interaction, etc.);
- Statistics on the website visitors.

6. **Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required):**

- University degree in international relations, security studies, public administration, communications or journalism;
- At least three years of relevant experience. Experience with the website content management and moderation is required. Experience in crime prevention, rule of law and governance, or international development fields preferably in a governmental, multilateral, civil society organisation or academia is a strong advantage;
- Excellent communication and writing skills in Russian and English; good knowledge of one or more Central Asian languages is advantage;
- Technical and Computer skills: proficiency in MS Office; skills in WordPress; basic technical knowledge of HTML and web publishing are desirable; familiarity with social media is an advantage;
- Attention to detail, good organizational and time-management skills.

7. **Reporting:**

The incumbent shall:

- Coordinate implementation of the assigned tasks and report to the UNODC International Programme Coordinator;

- Ensure timely and good quality implementation of the assignment;
- Provide regular monthly report on completed tasks to UNODC (i.e. in a format of a list of sourced, received, and published information on the website; progress on the use of discussion forum; progress on technical modification of the website) as well as recommendations on further improvement and promotion of the resource.

#### 8. Scope of price proposal and schedule of payments:

The financial proposal in KZT shall specify a daily fee amount. Payments for professional services are done monthly based on the all-inclusive daily rate and the actual number of days worked during the calendar month, upon certification of satisfactory performance by the UNODC International Programme Coordinator.

#### 9. Criteria for selection of the best offer:

Applications will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical evaluation will be further evaluated.

#### 10. Technical qualification evaluation criteria:

The total number of points allotted for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score	Min. points	Max. points
University degree in international relations, security studies, public administration, communications or journalism	20%	70	100
At least three years of relevant experience. Experience with the website content management and moderation is required. Experience in	30 %	70	100

crime prevention, rule of law and governance, or international development fields preferably in a governmental, multilateral, civil society organisation or academia is a strong advantage;			
Excellent communication and writing skills in Russian and English; knowledge of one or more Central Asian languages is advantage	20%	70	100
Technical and Computer skills: proficiency in MS Office; skills in WordPress; basic technical knowledge of HTML and web publishing are desirable; familiarity with social media is an advantage	30%	70	100
<b>Total Obtainable Score</b>	<b>100 %</b>		

Only the candidates who fit the minimum requirements will be longlisted, and additional documentation may be requested. Candidates with a minimum of 70% of total points will be considered as technically qualified candidates and will be shortlisted for potential interview.

#### 11. Recommended presentation of Offer:

The following documents only in PDF should be attached to the application (proposal) and sent by e-mail to the following address: [procurement.kz@undp.org](mailto:procurement.kz@undp.org) indicating Ref.2020-124 in the e-mail subject no later than 16.00 (Nur-Sultan time zone) 5 October, 2020::

- Duly accomplished Letter of Confirmation of Interest and Availability; Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per UNDP template provided.
- Personal detailed CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- Copies of higher education diplomas and other relevant documents

*Due to the technical features of e-mail, the size of the file/s should not exceed 19 Mb per e-message.*

*Please make sure you have provided all requested materials. ONLY fully submitted applications would be considered!!!*

*The type of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in TOR, can be accessed*

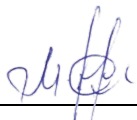
*at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>*

*Due to large number of applications we receive, we are able to inform only the successful candidates about*

*the outcome or status of the selection process.*

**Terms of Reference approved by:**

Ms. Madina Sarieva, UNODC International Programme Coordinator:

Signature  \_\_\_\_\_

Date \_\_\_\_\_