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PROCUREMENT NOTICE: INTERNATIONAL CONSULTANT – LAW ENFORCEMENT EXPERT

PROCUREMENT NOTICE No. IC/UNDP/INAT'L/ UNODC /2020/035

Date: 23 October 2020

Country: Liberia

Country: Liberia

Duty Station: Monrovia

Description of the assignment: INTERNATIONAL CONSULTANT – LAW ENFORCEMENT EXPERT

Project name: United Nations Office on Drugs and Crime (UNODC)

Duration: 12 months

Starting date: 14 December 2020

Contract type: international Individual Contractor

Languages: English

Proposals should be submitted at the following address: by email to bids.lr@undp.org (**Please include procurement notice number in the subject area- No. IC/UNDP/INAT'L/UNODC /2020/035**). All bids should be submitted no later than **06 November 2020 at 12:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. Background

The Regional Office for West and Central Africa (ROSEN) of the United Nations Office on Drugs and Crime (UNODC) is tasked with assisting Governments in its region with building capacity in the areas of drug control, crime prevention and criminal justice. Activities are implemented through regional and thematic programmatic frameworks.

ROSEN Law Enforcement Section supports the implementation and monitoring of ongoing projects at national and regional level to counter drug trafficking, illicit trafficking, human

trafficking and smuggling of migrants, organized crime, trafficking in firearms, money laundering, wildlife trafficking and maritime crime, as well as the development of new project proposals. It also ensures that UNODC's law enforcement projects and initiatives are aligned with UNODC Regional Programme for West Africa.

ROSEN requires the services of a consultant (Law Enforcement Expert) to provide technical assistance and mentoring to address the drug and crime situation in Liberia, in support of the West Africa Coast Initiative (WACI) Project in Liberia.

In addition, the Consultant will, under the direct supervision of the WACI Regional Programme Coordinator and Senior Law Enforcement Advisor, serve as a technical advisor for the law enforcement agencies that are beneficiaries of the Project.

II. Scope of Work

Under the direct supervision of the WACI Regional Programme Coordinator, the incumbent will perform the following tasks:

1. Support the WACI Project in monitoring performance and operating procedures of the Transnational Organized Crime Unit (TCU) of Liberia and propose ways forward for reforming the unit to increase national ownership, sustainability and effectiveness.
2. Assist WACI Project in the preparation, coordination and conduct of specialised training and mentoring activities for Liberian law enforcement agencies.
3. Support WACI Project in enhancing cooperation between law enforcement and judiciary institutions to enhance the Liberian Judiciary's ability to prosecute and convict transnational organized crime.
4. Provide technical expertise to enhance intelligence collection and analysis, surveillance, investigations, tactical operations and international coordination to the Liberian Drug Enforcement Agency (LDEA), the Transnational Crime Unit (TCU) and the Liberian National Police (LNP).
5. Monitor complementary law enforcement activities in the country and promote synergies between WACI actions and other national, regional or international initiatives in the fields of drug control, crime prevention and reform of criminal justice.
6. Analyze the major trends and modus operandi with respect to organized crime and drug trafficking in the country.
Perform other duties as required.

III. Deliverables

Deliverable	Output	To be accomplished by (date)
A.	Support the drafting of cooperation agreements and mechanisms of exchange of operational information between law enforcement agencies in Liberia. 14 working days	31 December 2020
B.	Provision of a yearly report on WACI implementation in Liberia, including information on TCU's functioning and performance and follow up actions. 21 days	31 January 2021
C.	Provision of a training curricula for the LDEA and LNP and other national law enforcement agencies in the field of drug control, crime prevent and criminal justice reform 20 working days	28 February 2021
D.	Conduct of training and mentoring services to enhance the response of law enforcement agencies to the drugs and crime situation in the country 23 working days	31 March 2021
E.	Establish the Global e-Learning platform for the LNP 22 working days	30 April 2021
F.	Provision of necessary equipment and supplies for the LDEA 21 working days	31 May 2021
G.	Development of a strategy for national authorities to improve sustainability of the TCU and ensure financial support is provided by the Government 22 working days	30 June 2021
H.	Organize best practice exchange visits among LEAs of the sub-region to analyze existing criminal trends and strengthen coordination among different law enforcement agencies 22 working days	31 July 2021
I.	Provision of a mid-year report on WACI implementation in Liberia, including information on the LDEA and LNP's functioning and performance and follow up actions 22 working days	31 August 2021
J.	Provision of a report on seizures and arrests relating to trafficking of drugs and narcotics in Liberia as well as post-seizure investigations 22 working days	30 September 2021

K.	Update the training curricula for national law enforcement agencies in the field of drug control, crime prevention and criminal justice reform 21 working days	31 October 2021
L.	Conduct training needs and equipment analysis for the LDEA and LNP and other LEAs in the field of drug control, crime prevention and criminal justice reform. 22 working days	30 November 2021
M.	Development of a strategy for national authorities to improve TCU sustainability and ensure the TCU is included in the legal framework of the national security architecture. 10 working days	14 December 2021
	Total number of working days: 262	

IV. Impact of Results

V. Recruitment Qualifications	
Education:	University-level degree in the fields of criminology, law, public administration, social sciences or related fields, or from a recognized Police academy / Law Enforcement National Institution (relevant professional experience may substitute for university degree).
Experience:	<ul style="list-style-type: none"> • Minimum of 7 years' relevant work experience required in an operational capacity, in national and/or international law enforcement, investigation, police, drug and/or crime prevention and control. • Experience in education and training activities in the law enforcement area, especially on the issues of countering drug trafficking and transnational organized crime. • Experience in liaising with external counterparts and relevant international organisations. • Experience in a UN field office in a developing country, preferably in West Africa, is desirable. • Proficiency in word-processing software (and MS Office software)
Language Requirements:	Fluency in English, including excellent writing and analytical skills

Corporate Competencies:

- Θ Demonstrates integrity by modeling the UN's values and ethical standards;
- Θ Promotes the vision, mission, and strategic goals of UNODC;
- Θ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Functional Competencies:

Professionalism: Has knowledge of substantive and functional areas with very good research and analytical skills. Is able to identify and contribute to the solution of problems/issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity, including gender balance.

Documents to be included when submitting the proposals:

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

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

a) Financial Proposal

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

b) Evaluation

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial

** Technical Criteria; 70 points]*

** Financial Criteria; [30 points]*

Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation

The technical revision of CVs will consider the following criteria:

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT