



TERMS OF REFERENCE

POST TITLE: Jail/Prison and Community Corrections Management (Consultant)

AGENCY/PROJECT NAME: UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)

COUNTRY OF ASSIGNMENT: Home-based with no travel

1) GENERAL BACKGROUND

UNODC ROSEAP is hiring a jail/prison and community corrections management consultant to provide technical assistance to UNODC activities.

The overall objective of UNODC on criminal justice reform is to strengthen the rule of law through the prevention of crime and the promotion of fair, humane and accountable criminal justice systems, in line with the United Nations standards and norms in crime prevention and criminal justice and other relevant international instruments.

UNODC ROSEAP and the Programme Office in the Philippines (POPHL) seek to provide technical assistance to the government of Philippines, particularly supporting the Bureau of Jail Management and Penology (BJMP), the Bureau of Corrections (BuCor) and the Parole and Probation Administration (PPA) in their effort to improve the jail/prison management.

Within the current context of extreme overcrowding, the jail and prison authorities in the Philippines are challenged to define and implement policies that promote effective security and safety while respecting fundamental human rights, and to promote disengagement from violence and the rehabilitation of offenders with a view to reducing risks of recidivism upon release.

The COVID-19 crisis poses more challenges to the already-overburdened prison systems. People deprived of liberty are likely to be more vulnerable to an outbreak than the general population because of the proximity and confined conditions in which they live. This pandemic demonstrated the need for jail/prison systems to be better prepared and equipped to handle public health emergencies, beyond the COVID-19.

Given the current situation in the Philippines, the importance and urgency of supporting jail/prison systems to help them better cope with the current pandemic as well as promote the treatment of inmates properly are obvious. Sound prison management and community corrections in line with international standards are significantly important regardless of the situation on the pandemic.

2) OBJECTIVES OF THE ASSIGNMENT

Under the purview of the Programme Office in the Philippines (POPHL) in Manila with the supervision of

the Regional Office for Southeast Asia and the Pacific (ROSEAP), the consultant will implement assigned tasks to address capacity development for criminal justice systems in the Philippines, in close cooperation with the Bureau of Jail Management and Penology (BJMP), the Bureau of Corrections (BuCor) and the Parole and Probation Administration (PPA) and in consultation with other relevant partners and stakeholders.

3) SCOPE OF WORK

The consultant will provide technical assistance on jail/prison and parole/probation authorities in the Philippines. The scope of work will include the following, and the consultant will submit an inception report with a detailed schedule and sequence of activities, a final report on the overall activities and relevant reports if required.

[Develop and implement a risk assessment tool for PPA Officials]

- A. Develop and finalize a more efficient risk assessment tool for PPA officials
- B. Improve the contents of the database management software and upgrade the operation manual to support the implementation of the new tool
- C. Conduct training for PPA officials on the use of the new tool and capacitate the officials on how to address the criminogenic risks of probationers and parolees
- D. Develop training packages to establish a system of ‘train the trainer’

[Prepare against public health emergencies including COVID-19 in jail/prison settings]

- E. Develop/assess crisis prevention and communication strategies for prisons to manage the risk of infection linked to COVID-19 and other infectious diseases, in line with international public health standards. This includes conducting rapid needs assessments (human/financial resources/infrastructure, equipment/health facilities) that would cover visitors and prisoners screening, post-release follow-ups, linking up with the public health system, providing regular information updates to prisoners and their relatives, maintaining prisoners’ contact with the outside world via virtual channels, etc.
- F. Validate the rapid needs assessments of the prison health services, including available human/financial resources, equipment and infrastructure, and its linkage to the public health system
- G. Conduct table-top exercises and simulations on crisis prevention and response, based on the strategies developed above G.
- H. Conduct workshop on preparedness, prevention and control of COVID-19 in prisons and other places of detention for selected prison and jail officials

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Maximum thirty (175) workdays from 1 April to 30 November 2021.

Duty station is home based. No travel to the Philippines is required before the restrictions on overseas travel are lifted.

5) FINAL PRODUCTS

All the outputs should meet the satisfaction of UNODC according to the following indicators: quality of the materials produced; technical competence and timeliness of the delivery; satisfactory outputs based on contents as listed under Item 3)

Deliverables	Outputs	Working Days	Completion deadline
A	1. Inception Report	5 days	9 April 2021
B	2. Draft risk assessment tool for PPA officials, for UNODC review; 3. Final risk assessment tool (#2), incorporating UNODC revisions.	20 days	26 April 2021
C	4. Improve the contents of the database management software and upgrade the operation manual to support the implementation of the new tool	20 days	25 November 2021
D	5. Draft curriculum design of three 8-day online training courses for PPA officials, incorporating UNODC's revisions. 6. Delivery of three 8-day online training courses (#4) to PPA officials.	30 days	30 August 2021
E	7. Draft curriculum and training course for trainers of PPA, based on modules developed in #5 and #6, incorporating UNODC's revisions	20 days	30 September 2021
F	8. Rapid Needs Assessment that includes delivery of a workshop for data collectors and consolidators from the Asian Center for Drug Policy, BJMP and BuCor. 9. Completion Report on Rapid Needs Assessment (#8), including recommended policy and action. 10. Policy Paper on crisis prevention and communication strategies in jails and prisons, incorporating UNODC's revisions.	30 days	30 June 2021
G	11. Activity Design for validation of rapid needs assessment of prison health services, including available human/ financial resources, equipment and infrastructure, and its linkage to the public health system. It covers methodology and data collection	20 days	28 July 2021

	<p>tools through desk research and document review of data on existing crisis prevention and communication strategies. Also it includes key informant interviews (KIIs) and focus group discussion (FGDs) as appropriate.</p> <p>12. Delivery of the activity (#11) and the Completion Report.</p>		
H	<p>13. Activity Design for two table-top exercises and simulations on crisis prevention and response.</p> <p>14. Learning materials for #13, incorporating UNODC's revisions.</p> <p>15. Delivery of two table-top exercises (#13&14) and the Activity Report.</p>	15 days	30 June 2021
I	<p>16. Activity design for an online workshop on preparedness, prevention and control of COVID-19 in prisons and other places of detention for selected prison and jail officials.</p> <p>17. Delivery of an online workshop (#16) and the Activity Report.</p>	10 days	28 April 2021
J	<p>18. Final Report on the overall activities, cleared by UNODC</p>	5 days	25 November 2021

Note: It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own insurance coverage during the conduct of the consultancy.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The incumbent shall be under the overall supervision of the Programme Officer (Prisons) in ROSEAP and the guidance of relevant staff in POPHL.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The assignment requires a qualified individual with the following expertise:

- An advanced university degree (at least a master's degree or equivalent) in behavioural science, psychology, criminology, sociology, or other field related to criminal justice or prison reform is required. PhD degree or equivalent is highly desirable;
- At least ten years of progressively responsible experience in the field of criminal justice, particularly in prison administration, community corrections, or social reintegration of offenders. The experience collaborating with criminal justice agencies in the Philippines is highly desirable;
- Strong research and coordination skills, analytical capacities and ability to synthesize complex inputs into coherent support are an asset;
- Understanding of international standards and norms in crime prevention and criminal justice,

- particularly the Nelson Mandela Rules, the Bangkok Rules, and the Tokyo Rules;
- Knowledge of corrections systems and relevant stakeholders in the Philippines;
- Fluency in English, with excellent report writing and communication skills, is required;
- Knowledge of Filipino is an advantage;
- Excellent interpersonal skills.

8) REVIEW TIME REQUIRED

The incumbent's outputs will be monitored and reviewed on a monthly basis by relevant staff of UNODC POPHL under the overall supervision of the Programme Officer (Prisons) in ROSEAP.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNODC PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL TIME

10) REQUIRED DOCUMENTS

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

- **Proposal**, Explaining why you are the most suitable for the work.
- **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Offeror's Letter Confirming Interest and Availability and Financial proposal** that indicates the daily rate/fee of the candidate, in US dollars, as per template provided in Annex 2.

11) CRITERIA SELECTION OF THE BEST OFFER

The 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 predetermined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight; 70%
- Financial Criteria weight; 30%

Only candidates obtaining a minimum of 490 technical points would be considered for the Financial Evaluation.

Criteria	Weight	Max Point
1) Technical	70%	700
• Qualifications in terms of Education, Consultancy and Specialization	25%	250
• Relevant working, researching and analyzing experience in criminal justice or prison reform issues, in particular, prison administrations, community corrections, or social reintegration of offenders.	25%	250
• Understanding of international standards and norms	10%	100

in crime prevention and criminal justice and knowledge of corrections systems and relevant stakeholders in the Philippines		
• Fluency in English with excellent report writing and interpersonal skills, and knowledge of Filipino	10%	100
2) Financial	30%	300

12) Payment Terms

Please indicate any special payment terms for the contract.

☒ LUMPSUM MILESTONE

☐ DAILY

Deliverables (list them as referred to in the ToR)	Percentage of Total Price (Weight for payment)
Deliverable A	2.86 %
Deliverable B	11.43 %
Deliverable C	11.43 %
Deliverable D	17.14 %
Deliverable E	11.43 %
Deliverable F	17.14 %
Deliverable G	11.43 %
Deliverable H	8.57 %
Deliverable I	5.71 %
Deliverable J	2.86 %

TOR approved by

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Tanaka Dai
Associate Crime Prevention and Criminal Justice Officer