



## Terms of reference

### GENERAL INFORMATION

**Title:** National Consultant for the Promising Practice on the Application of Human Security Concept to the Criminal Justice Approach of Violent Extremism and Terrorism

**Project Name:** GUYUB Project

**Reports to:** UNODC Indonesia PVE Coordinator

**Duty Station:** Home-based

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** 80 working days, April 2021 – September 2021

### REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) <b>Senior Specialist</b> (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV or P11
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be home-based during his/her consultancy. No requirement to attend daily to the office. However, the consultant has to be available for any online meeting request by the supervisor.

☐ intermittent (explain):

☐ full time/office based (needs justification from the Requesting Unit)

### Provision of Support Services:

Office space:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Equipment (laptop etc.):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Secretarial Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## I. BACKGROUND

Resolution 66/290 of the United Nations General Assembly calls for people-centred responses to cross-cutting challenges within a coherent framework referred to as the Human Security Approach.<sup>1</sup> This approach recognises that issues to be context specific and therefore require context specific approaches that draw upon the contributions of all stakeholders, from community organisations to international actors. Human security also involves an emphasis on prevention that addresses the holistic security needs of individuals in the community.

UNODC, UNDP and UN Women launched a joint programme in 2019 to apply the Human Security Approach to address the root causes of violent extremism in Indonesia, with activities in East Java and nationally. Referred to as The Guyub Project, the work involves a strong partnership with the Government of Indonesia, both at the national and subnational levels. The project is funded by the Human Security Trust Fund.

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This assignment advances two components of the Guyub Project and requires the services of a consultant to perform two categories of tasks set out below. First, the consultant is required to identify and document promising practices concerning the human security approach to enhancing the criminal justice response to violent extremism, with particular reference to the Guyub Project in Indonesia, while situating the findings amidst a broader global context. Second, the consultant is required to provide technical inputs and analytical products to UNODC on the management and rehabilitation of women and juvenile prisoners associated with violent extremism.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

1. Identify lessons learned and promising practices concerning **the application of the human security concept to the criminal justice approach violent extremism and terrorism** together with the international consultant. Primarily focused on Indonesia, the findings of this analysis are nonetheless anticipated to have application beyond the region and serve as a valuable resource for future implementation of human security focused projects. The analysis shall include examination of the legal, policy and practical gaps to the application of the human security concept to the criminal justice approach violent extremism and terrorism in Indonesia.

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<sup>1</sup> United Nations Trust Fund for Human Security, 'Human Security Handbook: An integrated approach for the realization of the Sustainable Development Goals and the priority areas of the international community and the United Nations system', *UN Human Security Unit* (January 2016)

2. Deliver specialised technical inputs and analytical products on the treatment, management and rehabilitation of women and juvenile prisoners in Indonesia associated with violent extremist organisations, as well as their dependants.

**Specific task to be performed by the national consultant:**

1. Supporting the international consultant to conduct desk-based research and a detailed literature review on the legal, policy and practical gaps of the application of human security concept to the criminal justice approach to violent extremism and terrorism. This review should be at least 2,000 words (in English);
2. Support the international consultant to draft a detailed written report on the identification of lessons learned and promising practices which is delivered for feedback and input from the PVE Coordinator and relevant key partners. The structure of the report shall be agreed by with PVE Coordinator in advance;
3. Production and publication of a final, written report in English and Bahasa Indonesia that appropriately addresses the feedback and input received;
4. Present and disseminate the final report and its findings. Such tasks are likely to include delivering a presentation on the findings of the report to stakeholders upon request and/or producing a short-written summary of the report findings for dissemination with the media.
5. Support the international consultant to conduct research, performing specialised technical analysis and/or bespoke analytical products on the treatment, management and rehabilitation of women and juvenile prisoners in Indonesia associated with violent extremist organisations, as well as their dependants. The final product should be in English and Bahasa Indonesia;
6. Consultation with relevant experts and key partners to be identified by the UNODC PVE Coordinator, who are likely to include at least the following: the Indonesian National Police (POLRI), National Counter Terrorism Agency (BNPT), Directorate General of Corrections (Ditjenpas), Attorney General Office. The national consultant should be able to liaise, engage, and obtain inputs on the topic from key officials at the national and provincial level if needed, as identified by the PVE Coordinator;
7. Facilitating meetings and/or events on the topic with key partners to discuss the topic, highlight issues identified or analysis performed in previous sub-tasks, and otherwise address issues pertaining to the treatment, management and rehabilitation of women and juvenile prisoners in Indonesia.
8. Provide ad-hoc, brief translation and interpretation services between Bahasa Indonesia and English, for example, in situations where the International Consultant is meeting with national stakeholders and a professional interpreter is unavailable.
9. Provide other analytical or project management tasks on the topic as requested by the UNODC PVE Coordinator.

**Expected Outputs and Deliverables**

All documents must be submitted in English and Bahasa Indonesia

<b>Deliverable</b>	<b>Output(s)</b>	<b>Number of working days</b>	<b>Number of working days</b>
A	a. Submission of the desk-research report based on task 1 above. b. Submission of the first draft of the report on the identification of lessons learned and promising practices.	20	31 May 2021
B	Submission of the final written report in English and Bahasa Indonesia that addresses the feedback and input from relevant key partners and stakeholders. This deliverable included other sub-task as directed by the PVE Coordinator, such as to present and disseminate the final report and its findings.	25	23 July 2021
C	Submission of the technical advice and analytical products on the treatment, management and rehabilitation of women and juvenile prisoners in Indonesia associated with violent extremist organisations, as well as their dependants.	20	31 August 2021
D	Submission of report on project management tasks, as requested by the UNODC PVE Coordinator.	15	30 September 2021

Indicators and details as to how the work must be delivered:

1. All deliverables must be submitted in a timely manner, are well researched, practice-oriented, and geared towards use in Indonesia, fitting the local context;
2. A consultation process with UNODC POIDN and selected national consultant is conducted in a transparent, cooperative, and inclusive manner, including the maintenance of regular communication and the incorporation of respective inputs;
3. All meeting and/or group discussion relevant to the deliverables must be conducted in a clear, well-organised and effective manner;
4. All final documents are formatted, well-organised and written in clear, professional English and Bahasa Indonesia, or as instructed by the tasks above.

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

1. The consultant will perform its work in collaboration with international consultant under the supervision and report directly to the PVE Programme Coordinator, UNODC Indonesia.
2. The UNODC Country Manager will provide overall guidance to the consultant.
3. The UNODC National Programme Officer for Terrorism Prevention will monitor and evaluate deliverables' progress by conducting regular meetings or through emails at the minimum twice in a month.
4. During the contract period, the consultant is expected to coordinate closely and liaise with key counterparts, included but not limited to Directorate General of Corrections, National Counter Terrorism Agency, Indonesian National Police, provincial-level government official.
5. UNODC will provide the necessary budget allocation to convene a consultative meeting with stakeholders. Support will be provided under the guidance of National Programme Officer.

#### **Duration of the Work**

80 working days, April –September 2021

#### **Duty Station**

The consultant will be home-based during his/her consultancy. No requirement to attend daily to the office, however, to be available for meeting requests by the supervisor.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic and Work Qualifications:

- Advanced university degree (master's degree or equivalent) in law, political science, conflict studies, security studies, criminology, or any relevant social science or other related fields is required. A first-level university degree in similar areas in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree with a minimum of five (5) years of experience working in development programme related to terrorism prevention, countering violent extremism, conflict mitigation, prison reform, criminal justice reform, good governance, or civil society, is required;
- Experienced in working with international organisation, donor agency, international funded projects, and/or relevant international knowledge for project/programme/work related to criminal justice approach to violent extremism/terrorism, prison-based disengagement on violent extremist prisoners, and/or rehabilitation and reintegration of violent extremist prisoners is required;
- Proven experience in working with national stakeholder, such as Directorate General of Corrections, National Counter Terrorism Agency, Indonesian National Police, local NGOs, other national and provincial levels of government is desirable;
- Knowledge on the terrorism prevention and counter violent extremism effort in Indonesia, particularly related to management of violent extremist prisoners and/or offender, is desirable.

#### Competencies and special skills requirement:

1. Proven analytical skills to conduct research and analysis, identify the issue and recommend a solution;
2. Demonstrated ability to work with persons of different ethnicity and cultural background;
3. Strong reporting, communication and interpersonal skills;

4. Ability to work under pressure and handle multiple tasks simultaneously
5. Proficient in English and Bahasa Indonesia languages, spoken and written;
6. Ability to operate MS-Office;
7. Ability to work in a team;
8. Effective planning and organising skills.

## V. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should 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 criteria specific to the solicitation.*

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical</u></b>		
<b>Criteria A: qualification requirements as per TOR:</b>	70%	70
1. Advanced university degree (master's degree or equivalent) in law, political science, conflict studies, security studies, criminology, or any relevant social science or other related fields is required. A first-level university degree in similar areas in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree with a minimum of five (5) years of experience working in development programme related to terrorism prevention, countering violent extremism, conflict mitigation, prison reform, criminal justice reform, good governance, or civil society is required	20 %	20
2. Experienced in working with international organisation, donor agency, international funded projects, and/or relevant international knowledge for project/programme/work related to criminal justice approach to violent extremism/terrorism, prison-based disengagement on violent extremist	15 %	15

<p>prisoners, and/or rehabilitation and reintegration of violent extremist prisoners is required</p> <p>3. Proven experience in working with national stakeholder, such as Directorate General of Corrections, National Counter Terrorism Agency, Indonesian National Police, local NGOs, other national and provincial levels of government is desirable</p> <p>4. Knowledge on the terrorism prevention and counter violent extremism effort in Indonesia, particularly related to management of violent extremist prisoners and/or offender is desirable</p>	<p>15 %</p> <p>20%</p>	<p>15</p> <p>20</p>
<p><b>Criteria B: Brief Description of Approach to Assignment.</b></p> <ul style="list-style-type: none"> <li>Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.</li> <li>Important aspects of the task addressed clearly and detailed.</li> <li>Logical, realistic planning for efficient project implementation.</li> </ul>	<p>30%</p> <p>10%</p> <p>10%</p> <p>10%</p>	<p>30</p> <p>10</p> <p>10</p> <p>10</p>
<p><b>Criteria C: Further Assessment by Interview (if any)</b></p>	<p>-</p>	<p>-</p>