

Terms of reference

GENERAL INFORMATION

Title: Senior Researcher for the Rehabilitation and Reintegration of Violent Extremist Prisoners

Project Name: UNODC Sub-Programme 3

Reports to: Criminal Justice National Programme Coordinator

Duty Station: Homebased

Expected Places of Travel (if applicable): Jakarta (if the consultant is not Jakarta-based)

Duration of Assignment: 80 working days, starting June – October 2021

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

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

Need for the 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, to be available for any meeting request by the supervisor.

☐ intermittent (explain):

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

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name>

I. BACKGROUND

1. The UNODC Programme Office in Indonesia (POIDN) works with the Government of Indonesia (GoI), civil society stakeholders, and donor partners to support the development of strategies and measures to enhance the justice system's responses to challenges. Under its prison reform and terrorism prevention programme, UNODC intends to provide technical assistance to enhance the capacity of relevant GoI's institutions and personnel. In this case, to improve the role of faith professionals to support prisoners' rehabilitation and further

support to parole and probation settings. Particular attention will be given to faith professionals working with violent extremist prisoners (VEPs).

2. The services of faith professionals are commonly being used in Indonesia's prisons as well as parole and probation settings. However, the policies and regulations for such professionals' recruitment and qualifications require revisions to enhance coordination and ensure consistency across all faith professionals. The goal of this technical assistance is to develop a framework to recruit, select and train these personnels effectively.
3. The role of faith professionals in prison settings has recently become increasingly important due to the need to ensure that faith professionals deliver services consistent with maintaining the safety, security, and good order of correctional facilities. Faith professionals' function is also being reexamined as some are now expected to support the VEPs' disengagement and prevent the spread of radicalisation. These roles are even relevant in many VEPs imprisonment stages during rehabilitation and reintegration and after their return to the community.
4. Furthermore, it has also been identified that some prisoners in several prisons in Indonesia have pledged allegiance to extremist groups. Although the numbers of those prisoners are small, their presence, ideology, and connection to outside violent extremist groups pose risks to correctional facilities' safety and security and present significant public safety threat to the general community.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. The consultancy requires a consultant's services to provide technical assistance to develop a system for the use of faith professionals to support disengagement, rehabilitation, and reintegration of Violent Extremist Prisoners (VEPs) in prisons and parole and probation offices. The consultant, in collaboration with an international consultant and consultation with 'Indonesia's Directorate General of Prisons (DGC), will ensure that the deliverable(s) and output(s) under this consultancy assignment reflect suitability to Indonesia's context to ensure the sustainability of the output.
2. The consultant will incorporate the human security concept throughout this consultancy tasks to assess, develop and implement the integrated responses to support disengagement, rehabilitation, and reintegration of VEPs in prisons and parole and probation settings.
3. Specifically, the consultant will be tasked to (i) conduct a desk study to analyse gaps in the use of faith professionals to support disengagement, rehabilitation, and reintegration of VEPs in prisons and parole and probation settings; (ii) develop operational guidelines including standard operating procedures (SOPs), appropriate standard competencies, monitoring and evaluation criteria, and training curricula and module/materials to be implemented by the DGC (iii) Develop an operational handbook for faith professional to support VEPs' disengagement; and (iv) develop, design and deliver a capacity building programme for prison staff, parole and probation officers, including faith professional and religious-based Civil Society Organisations (CSOs).

The specific task to be performed by the consultant in coordination with an international consultant:

1. Enhancing the quality of staff and the practitioners through the development of standard operating procedures for the recruitment and selection of faith professionals, to include standard qualification of the candidates, with specific tasks are:

- a. Document review of necessary legal and policy matters and relevant national and global experiences in the use of prison chaplains.
- b. Consult to obtain inputs with key officials at the national and provincial level (remotely or in-person depending on the possible movements with the Covid-19 situation).
- c. Carry out a gap analysis to identify gaps and mapping out the issues
- d. Present the draft version and discussed with relevant counterparts
- e. Finalise the entire operational guideline.
2. Enhancing the prevention of radicalization and disengagement to violence through the use of dialogues, sermons and religious studies by reviewing and strengthening existing modules on counter-narratives and management of violent extremist prisoners.
 - a. Highlight the roles and responsibilities that other related counterparts play in the delivery of counter-narrative during post-release.
 - b. Produce a well-written and comprehensive training needs assessment report and post-training evaluation and impact assessment
3. Enhancing the in-prison rehabilitation effort by developing training curricula for the post-released reintegration programme
 - a. Produce specific syllabus/training curricula, modules, and materials for DGC officers, Ministry of Religious Affairs and BNPT based on a developed training needs assessment.
 - b. Share the draft curricula with key experts, including government, for their review; incorporate comments and finalise the module.
 - c. Facilitate five (5) virtual training based on training curricula developed targeted to DGC, BNPT, and Ministry of Religious Affairs.

Expected Outputs and Deliverables

1. Submission of the first revision and final revision based on final draft developed by International Consultant, on the review of the faith professionals' current use to support VEP's disengagement and prevent radicalisation in prisons and parole and probation settings. It includes the gaps and needs for improvement
2. Submission of the first revision and final revision based on final draft developed by International Consultant, on operational guidelines on the process of faith professionals' recruitment, standard qualification used, and professional development to guide their functions in support VEP's disengagement; submission of the first draft of operational handbook for faith professional to support VEPs' disengagement
3. Submission of the first draft of training curricula and modules/materials for prison staffers, parole and probation officers across Indonesia, including relevant personnel from the Ministry of Religious Affairs and Indonesia religious-based CSO
4. Submission of the final draft of training curricula and modules/materials for prison staffers, parole and probation officers across Indonesia, including relevant personnel from the Ministry of Religious Affairs and Indonesia religious-based CSO
5. Submission of the first revision and final revision based on final draft developed by International Consultant, on operational guidelines on the process of faith professionals' recruitment, standard qualification used, and professional development; Submission of the final draft of operational handbook for faith professional to support VEPs' disengagement
6. Submission of the report of training (or webinar) on the reintegration support and post-release counter-narrative by faith professionals

Dates and details how the work must be delivered

Deliverable(s)	Output(s)	Working Days	Completion deadline
A.	(i) Submission of the first revision on the review of the faith professionals' current use to support VEP's disengagement and prevent radicalisation in prisons and	10	Middle June 2021

	<p>parole and probation offices. It includes the gaps and needs for improvement</p> <p>(ii) Submission of the final revision of the review stated in point (i)</p>		
B.	<p>(i) Submission of the first revision of operational guidelines on the process of faith professionals' recruitment, standard qualification used, and professional development</p> <p>(ii) Submission of the first revision of operational handbook for faith professional to support VEPs' disengagement</p>	5	Middle June 2021
C.	Submission of the first draft of training curricula and modules/materials for prison staffers, parole and probation officers across Indonesia, including relevant personnel from the Ministry of Religious Affairs and Indonesia religious-based CSO	25	Middle July 2021
D.	Submission of the final training curricula and modules/materials for prison staffers, parole and probation officers across Indonesia, including relevant personnel from the Ministry of Religious Affairs and Indonesia religious-based CSO	5	Middle July 2021
E.	<p>(i) Submission of the final revision of operational guidelines on the process of faith professionals' recruitment, standard qualification used, and professional development</p> <p>(ii) Submission of the final revision of operational handbook for faith professional to support VEPs' disengagement</p>	10	Late July 2021
F.	Delivery of training (or webinars) on the reintegration support and post-release counter-narrative by faith professionals	20	Late September 2021
	Submission of the report of training (or webinars) on the reintegration support and post-release counter-narrative by faith professionals	5	Middle October 2021
	Total Working Days	80 working days	

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. Quality and relevance of strategic advice and input towards suitable mechanisms and concrete interventions related to the use of faith professionals to support disengagement, rehabilitation, and reintegration processes of Violent Extremist Prisoners in Facilities*
- 4. Delivery of clear, well-organised, and effective expert group discussions as well as excellent presentations, guidance, and facilitation during group discussions, as evidenced by the degree of interest and understanding of the topics by participation; and*
- 5. All deliverables were formatted, well-organised, and written in clear, professional English.*

III. WORKING ARRANGEMENTS

Institutional Arrangement

1. The consultant will perform its work in collaboration with one international consultant under the supervision and report directly to the Criminal Justice National Programme Coordinator, UNODC Indonesia.
2. The UNODC Country Manager and UNODC Indonesia Criminal Justice Team will provide overall guidance and supervision to the consultant and monitor and evaluate deliverables' progress by conducting regular meetings or through emails at the minimum once in a month.
3. During the contract period, the consultant is expected to coordinate closely and liaise with key counterparts (DGC, BNPT, Ministry of Religious Affairs, CSOs, and other government stakeholders).
4. UNODC will provide the necessary budget allocation to convene a consultative meeting with stakeholders. Support will be provided under the guidance of National Programme Manager.

Duration of the Work

Eighty (80) working days, Starting June to October 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 Qualification:

An advanced university degree (master's degree or equivalent) in political science, conflict studies, social psychology, theology, or any other relevant social science or other related fields is required or a first-level university degree in similar areas in combination with two 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 programs related to countering violent extremism interventions, political transition, stabilisation, conflict mitigation, prison reform, governance and/or civil society is required;

Years of Experience:

1. Two (2) years of working experience for Master Degree or five (5) years for first level University Degree in lieu of the advance university degree in development programs related to countering violent extremism interventions, political transition, stabilisation, conflict mitigation, prison reform, governance and/or civil society is required;
2. Experience in working with an international organisation, donor agency, international funded projects, and/or relevant international knowledge exchange and elsewhere for project/programme/work related to prison-based disengagement activities, reintegration of violent extremists prisoners, and/or capacity building of faith professionals is required;
3. Extensive experience working with relevant stakeholders, such as local communities, NGOs, CSOs, national and sub-national levels of government, is desirable; and
4. Knowledge of the correctional system in Indonesia, particularly related to prison-based disengagement activities, reintegration of VEPs, and/or capacity building of faith professionals, 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 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point

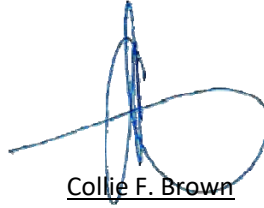
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	70%	70
1. An advanced university degree (master's degree or equivalent) in political science, conflict studies, social psychology, theology, or any other relevant social science or other fields related to criminal justice or prison reform is required. A first-level university degree in similar areas in combination with two 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 programs related to countering violent extremism interventions, political transition, stabilisation, conflict mitigation, governance and/or civil society;	20 %	20
2. Two (2) years of working experience for Master Degree or five (5) years for first level University Degree in lieu of the advance university degree in development programs related to countering violent extremism interventions, political transition, stabilisation, conflict mitigation, prison reform, governance and/or civil society is required	10%	10
3. Experience in working with an international organisation, donor agency, international funded projects, and/or relevant international knowledge exchange and elsewhere for project/program/work related to prison-based disengagement activities, reintegration of violent extremists prisoners, and/or capacity building of faith professionals	10 %	10
4. Extensive experience working with relevant stakeholders, such as local communities, NGOs, CSOs, national and sub-national levels of government	10%	10
5. Knowledge of the correctional system in Indonesia, particularly related to prison-based disengagement activities, reintegration of violent extremists prisoners, and/or capacity building of faith professionals.	20%	20
Criteria B: Brief Description of Approach to Assignment.	30%	30
• Understand the task and apply a methodology appropriate to the task and the strategy in a coherent manner.	10	15
• Important aspect of the task addressed clearly and in detailed.	10	15
• Logical, realistic planning for efficient project implementation.	10	10
Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by



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Approved by



Collie F. Brown
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WBSE is charged to SB-004797.01.02.13