

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 10 June 2021

Country: Thailand

Description of the assignment: Junior Consultant

Duty Station: Daejeon, The Republic of Korea with possible travel.

Project name: UNODC-KOSTAT Centre of Excellence for Statistics on Crime and Criminal Justice in Asia and the Pacific

Period of assignment/services (if applicable): June- 31 December 2021 (up to 90 working days).

To apply for this position, please click the link below:

[UNDP Jobs - 99702- Junior Consultant](#)

1. BACKGROUND

The CoE was established in 2019 to support countries in the Asia-Pacific region to improve their statistical methodologies and technical capabilities in the production, collection, analysis and dissemination of crime and criminal justice data. Particular focus is given to promoting the implementation of the International Classification of Crime for Statistical Purposes (ICCS), implementing Crime Victimization and Corruption Surveys, increasing the availability and quality of data provided to UN-Crime Trends Survey (UN-CTS) and other global data collections, and supporting the production of data indicators required to monitor relevant Sustainable Development Goal (SDG) targets in the areas of crime, violence, trafficking, access to justice and the rule of law.

Although the region has diverse capacity in the fields of crime and criminal justice statistics, broadly, Member States and Associate Members do not prioritize data collection for analysis and evidence-based policymaking. The ESCAP SDG Progress Report 2021, states that SDG 16 Peace Justice and Strong Institutions, is one of the Goals that has made the least progress and has the poorest data availability. However, the SDGs are a symptom of national governments' inability, or unwillingness, to develop evidence-based policies for crime prevention. To improve understanding of national needs and areas for support, the CoE has undertaken research on regional capacity in 2020, analysing institutional mapping, survey implementation, ICCS progress, and UN-CTS responses to

understand the crime statistics situation in the 56 Member States and Associate Members. It is against this background that the Junior Consultant will develop a report on regional crime statistics capacity as a significant publication for the CoE.

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objective

The Junior consultant is required to contribute to the development and implementation of the work programme of the UNODC-KOSTAT Centre of Excellence (CoE), particularly Crime Statistics Capacity Assessment Report. The Junior consultant is also expected to provide support in preparatory documents and organization of the workshop as well as assisting in the planning and development of thematic content for ICCS and UN-CTS.

Scope of Work

Under the direct supervision of the National Programme Officer (Coordinator), the Junior Consultant will undertake the following activities:

- Conduct research and analysis of crime data to promote prioritization of evidence-based policymaking in the region;
- Promote regional partnerships to strengthen crime and criminal justice statistics with other international and national actors;
- Prepare materials and documentations for missions and meetings;
- Design and prepare workshop and training materials on the ICCS and CTS;
- Organize, coordinate training events and administer training modules;
- Perform other duties as required.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Advanced university degree (Master's degree /Master degree equivalent or above) in statistics, criminology, economics, social sciences, international relations, or in a related field is required for this position.

Experience:

- At least 2 year of work experience applicable to the assignment is required including working on crime and criminal justice statistics, and/or in analysis of related data, both at the national and/or international level;
- Proven record of working experience in drafting reports, organizing events delivering presentations; experience producing training material;
- Previous professional experience with the United Nations or other International Organizations;
- Strong interest in working in the UN system, particularly on drugs and crime-related issues;
- General IT competence and command of main office software programmes;

- Experience using programming languages for statistical analysis (e.g. R or Python) or statistical software (e.g. SPSS) and data visualisation tools (e.g. Tableau or Datawrapper);
- Ability to work in a multi-cultural environment and a strong team working capacity;

Language:

- Excellent knowledge of English and Korean with fluency in speaking, reading and writing;
- Knowledge of other UN languages is an asset.

Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

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

Contract Duration: June- 31 December 2021 (Up to 90 working days).

Duty Station: Daejeon, Republic of Korea with possible travel to countries in the Asia-Pacific region and UNODC Headquarters in Vienna.

5. FINAL PRODUCTS

The Junior Consultant is expected to contribute to the production of the following tangible outputs:

- Validated dataset and draft Crime Statistics Capacity Assessment Report 2021;
- Finalized document of the Crime Statistics Capacity Assessment Report 2021 incorporating comments from UNODC to the draft report;
- Draft analytical report on the Republic of Korea data submission to the UN-CTS;
- Agenda, course material and concept note for two online courses, 'Crime Statistics from a Gender Perspective' and 'Regional Training on Measuring SDG 16 in Asia';
- Preparatory documents and organization of workshop on 'Comparative Analysis of National SDG16 Indicators';
- Assistance to the planning and development of thematic content for the 'ICCS Mentoring Workshop'.

Payment will be made based on timely and satisfactory completion of assigned tasks with consistent attention to quality and detail of outputs.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The incumbent shall be under the overall supervision of the National Programme Officer (Coordinator) of the CoE and the Regional Office for Southeast Asia and the Pacific (ROSEAP).

Indicators to evaluate the performance of the incumbent will be:

- Quality of the material produced and delivered, and;
- Evaluation from Coordinator.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
- **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in [Annex II](#). Note: If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- **Proposal**: Explaining why you are the most suitable for the work

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%) *and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

- Only those applications which are responsive, compliant and accept in general condition will be evaluated;
- For those who passing technical evaluation above, offers will be evaluated per the Combined Scoring method:
 - a. Technical and Interview (70%)
 - b. Financial Evaluation (30%)

Technical Criteria for Evaluation (Maximum 700 points)

- Criteria 1: Relevance of education - Max 200 points;
- Criteria 2: Work experience on crime and criminal justice statistics, and/or in analysis of related data, both at the national and/or international level - Max 200 points;
- Criteria 3: Work experience in drafting reports, organizing events delivering presentations; experience producing training material - Max 150 points;
- Criteria 4: Excellence in in English and Korean with fluency in speaking, reading and writing; knowledge of other UN languages - Max 100 points;

- Criteria 5: Experience in general IT competence and command of main office software programmes; programming languages for statistical analysis and data visualisation tools – Max 50 points;

Only candidates obtaining a minimum of 490 points (70% of total 700 points in technical evaluation) would be considered for Financial Evaluation.