

TERMS OF REFERENCE

Consultancy for a Senior Specialist Consultant to Support Criminal Justice Responses to Forest Crime

Location:	Home-Based Port Moresby, with travel to Nearby Cities or Islands in Papua New Guinea
Type of Contract:	Individual Contract (IC)
Post Level:	Senior Specialist Consultant
Project:	GLOG80 – Container Control Programme - Law Enforcement Assistance Programme to Reduce Tropical Deforestation (CCP-LEAP)
Languages Required:	English
Starting Date:	August 9, 2021
Duration of Initial Contract:	4 Months

Background - UNODC

Illegal logging threatens not only endangered species, the climate, and biodiversity, but also good governance, the rule of law, and sustainable development. Transnational organized crime groups and other non-state actors are increasingly involved in environmental crimes. Environmental crimes are now the largest source of funding for non-state militias and terrorist organizations, bringing in 38 percent of their revenue, ten percent more than narcotics.¹ Illegal timber is one of the most profitable, and fastest growing markets within this category. The illegal trade in timber between South-East Asia and the European Union and other areas in Asia was worth an estimated \$3.5 billion in 2010. In contrast, sales of elephant ivory, rhino horn and tiger parts in Asia were worth an estimated \$75 million in the same year.² Furthermore, the illicit trade in timber fuels corruption, robs governments of crucial tax revenue, and has a devastating impact on local communities who rely on these forest resources for their livelihoods. The issue also unfairly impacts legitimate actors in the forestry sector by distorting timber markets and reducing profitability. While the international community has been slow to recognize illegal logging and trade in illegal timber as a global criminal problem (despite its estimated annual value of 52 to 157 billion USD), awareness of its impacts is spreading, and forest crime is becoming an increasingly important topic on the agenda of UN Member States and international organizations.

To assist Member States to combat this escalating threat, United Nations Office on Drugs and Crime (UNODC) and multiple project partners including INTERPOL launched a joint initiative, the Law Enforcement Assistance Programme to reduce tropical deforestation (LEAP), in 2018. LEAP is the first programme of its kind—a multi pronged, holistic response involving multiple organizations that aims to strengthen law enforcement and policy regarding forest crime and timber trafficking. LEAP aims to improve coordination and cooperation between relevant international organizations, Member States, and their various national agencies involved in the fight against illicit timber. In order to make the biggest impact possible, this initiative seeks to disrupt illegal activities across the whole spectrum of the trade supply chain.



Key objectives

The Consultant will support the framework of Law Enforcement Assistance Programme (LEAP) component within UNODC's Container Control Programme (CCP) and specifically working with Papua New Guinea Customs Service. The consultant will work under the direct supervision of the CCP LEAP Regional Coordinator for Southeast Asia in Bangkok and overall guidance by the CCP LEAP Programme Coordinator in Vienna.

Duties and Responsibilities

Under the direct supervision of the CCP LEAP Regional Coordinator for Southeast Asia in Bangkok and overall guidance by the CCP LEAP Programme Coordinator in Vienna. Specific task to be performed by the national consultant as follow:

- Support the planning of and coordinate and implement the LEAP CCP programme strategies and activities in Papua New Guinea.
- Design work plans for the timely achievement of the project objectives in Papua New Guinea;
- Provide backstopping and support on technical, substantive and administrative issues within the assigned technical assistance activities and programme;
- Organize training courses, seminars, working groups, and workshops with Papua New Guinea Customs Service and other relevant agencies in the country;
- Undertake general and administrative arrangements, including preparing funding requests for any training, workshop and other related activities with counterparts, and liaising with Programme Assistant and administration support in UNODC's Regional Office for Southeast Asia and Pacific (ROSEAP) in Bangkok;
- Perform other work-related duties as required.

Deliverables

Training courses, seminars, working groups, and workshops are successfully implemented with Papua New Guinea Customs Service and relevant agencies;

- Maintained good cooperation and collaboration with Papua New Guinea Customs Service and relevant agencies.
- Distribution of CCP material to relevant governmental agencies, and
- Signed Memorandum of Understanding between UNODC and Papua New Guinea Customs Service.

Payments will be made against the following reporting schedule and subject to submission of a timesheet.

Reporting period and key milestones		Report due	Payment Percentage	Review and Approvals
<ul style="list-style-type: none"> Regular meetings with Papua New Guinea Customs Service and with related governmental and non governmental agencies and other relevant stakeholders to communicate CCP LEAP programme in Papua New Guinea. Dissemination of CCP materials to Papua New Guinea Customs Service, forestry agencies and related government and non government agencies. <p>Deliverable: Report of activities</p>		6 September 2021	20%	CCP LEAP Regional Coordinator for Southeast Asia and Pacific
<ul style="list-style-type: none"> Liaise with Papua New Guinea Customs Service and related governmental agencies and other relevant stakeholders to implement virtual capacity building events and other programme implementation activities in Papua New Guinea. <p>Deliverable: Report of activities/ virtual events implemented in Papua New Guinea.</p>		11 October 2021	25%	CCP LEAP Regional Coordinator for Southeast Asia and Pacific
<ul style="list-style-type: none"> Liaise with Papua New Guinea Customs Service and related governmental agencies and other relevant stakeholders to implement second virtual/ in person capacity building events and other programme implementation activities in Papua New Guinea. <p>Deliverable: Report of activities/events implemented in Papua New Guinea.</p>		8 November 2021	25%	CCP LEAP Regional Coordinator for Southeast Asia and Pacific

<ul style="list-style-type: none"> Establish UNODC's coordination mechanism in form of consolidated Draft and/or Signed Memorandum of Understanding between UNODC and Papua New Guinea Customs Service. <p>Deliverable: Consolidated draft and/or Signed MoU between UNODC and Papua New Guinea Customs Service.</p>		28 December 2021	30%	CCP LEAP Regional Coordinator for Southeast Asia and Pacific
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Reporting and payment terms

The consultant will perform its work under the supervision and report directly the CCP LEAP Regional Coordinator for Southeast Asia in Bangkok and overall guidance by the CCP LEAP Programme Coordinator in Vienna. The assignment will require maintaining close cooperation with the Papua New Guinea Customs Service to implement the Law Enforcement Assistance Programme (LEAP) component within overall UNODC's Container Control Programme (CCP) in Papua New Guinea. During the consultancy, the consultant is expected to coordinate closely and liaise with Papua New Guinea Customs Service, Forestry Agency, related Ministerial/Agency offices and other relevant stakeholders.

Submission of specific deliverables will be completed in accordance with the above schedule unless revised timelines are mutually agreed by UNODC and the Consultant. Acceptance of deliverables will be determined by CCP LEAP Regional Coordinator for Southeast Asia based in Bangkok. Milestone payments will be made upon submission and acceptance of specific deliverables.

Institutional Arrangement

The estimated duration of contract is between 9 August 2021 to 28 December 2021, up to and around 4 months.

Any related travel to implement the activities will be arranged and managed directly by UNODC in accordance with UNODC's rules and regulations. UNODC will not provide any equipment such laptop, modem including office supplies and other related tools or communication devices, etc during liaison and preparation or implementation of programme's activities.

Education and experience

- Master's degree in management, communication, criminology, law, environmental studies or related field.
- Minimum 7 years or more experience in the field of facilitation, environment, social control and/or enforcement;
- Proven experience in developing and implementing programme activities in Papua New Guinea;

- Extensive experiences in working with subnational governmental agencies and related ministerial/agency offices in Papua New Guinea.

Competencies

- Capacity to work with non-governmental organisations;
- Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills;
- Ability to work under pressure and handle multi-tasking situations; and
- Excellent English and national language written and spoken skills. Knowledge of the other UN languages would be an asset.
- Good computer skills (including Word, Excel and Power Point);
- Strong motivation and good team player

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting. 70%

* Financial Criteria weighting. 30%

Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> • Master's degree in management, communication, criminology, law or environmental studies or related field. 	10	
Experience		45%
<ul style="list-style-type: none"> • Minimum 7 years or more experience in the field of facilitation, environment, social control and/or enforcement 	20	

<ul style="list-style-type: none"> Proven experience in developing and implementing programme activities in Papua New Guinea; 	20	
<ul style="list-style-type: none"> Extensive experiences in working with subnational governmental agencies and related ministerial/agency offices in Papua New Guinea; 	5	
Competencies		15%
<ul style="list-style-type: none"> Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner. 	5	
<ul style="list-style-type: none"> Important aspect of the task addressed clearly and detailed. 	5	
<ul style="list-style-type: none"> Logical, realistic planning for efficient programme implementation. 	5	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Current curriculum vitae outlining relevant experience.
- Three-page statement of how the consultant will deliver the services highlighting methodology and approach.
- Price Proposal.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNDP PNG Procurement page](#)**. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- Earliest Availability

Duty Station

Port Moresby, Papua New Guinea. The contractor will be home-based during his/her consultancy. No requirement for daily office attendance. However, he/she will be available for any meeting and on-site event facilitation requested by the supervisor and when needed to visit counterparts.



Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimburse.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than **14th of July 2021**. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.