

## **Terms of Reference**

**National or International consultant: Individual Contractor**

**Description of the assignment (Title of consultancy): National Consultant- Terrorism Prevention Branch**

**Period of assignment/services: 81 working days in a period of 6 months**

### **1. Background / Project Description**

The United Nations Office on Drugs and Crime (UNODC) is the global leader in the fight against drugs, organized crime, corruption and terrorism with widely recognized expertise and specialization on issues pertaining to international cooperation in criminal matters. UNODC operates in all regions of the world through an extensive network of field offices. The work of UNODC is guided by a broad range of international legally binding instruments and a set of United Nations standards and norms on crime prevention and criminal justice.

Within the Regional Programme for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats, and to Strengthen Criminal Justice Systems, in Line with International Human Rights Standards (2016-2021), and under the overall guidance of the Regional Representative for the Middle East and North Africa, the UNODC program office in Lebanon is implementing the project “Strengthening the detention conditions and the national capacities to deal with individuals with offences related to terrorism including access to remote justice in Lebanon”, which falls under the regional programme. The project aims to increase security for the citizens of Lebanon through: 1) increasing effectiveness of the Lebanese judicial system in providing fair and humane trials; 2) improving inclusive and gender-sensitive responses by Lebanese prison officials to reduce the risk of recidivism amongst high risk prisoners (including but not limited to those charged with offences related to terrorism and violent extremism) in the Lebanese prison system; and 3) increasing effectiveness of Lebanese judicial and law enforcement officials to conduct gender-sensitive and human rights-compliant investigations and trials relating to terrorism-and violent extremism.

Under the aforementioned project funded by Canada, UNODC aims to enhance the knowledge and technical capacity of law enforcement officers and investigators to conduct gender sensitive rule of law-based investigations and use new evidence collection methodologies and investigative techniques that comply with the requirements introduced by the amended Code of Criminal Proceedings to support the prosecution of violent extremism and terrorism cases

In this context, UNODC is seeking a consultant who will assist in the organization of training sessions/ workshops on the new on the use of new evidence collection methodologies and investigative techniques to law enforcement officers, investigators and criminal justice officers and in setting future programming objectives to follow up on the effective implementation of the new techniques.

## 2. Scope of work, responsibilities and description of the proposed analytical work

The incumbent is expected to achieve implementation of the tasks assigned, in particular the following deliverables:

- A) Assist in the organization of one training session to law enforcement officers on the use of evidence collection methodologies and investigative techniques and develop a report on the key lessons learnt and recommendations
- B) Assist in the organization of one training session to investigators on the new on the use of new evidence collection methodologies and investigative techniques and develop a report on the key lessons learnt and recommendations
- C) Assist in the organization of one training session to criminal justice officers on the new on the use of new evidence collection methodologies and investigative techniques and develop a report on the key lessons learnt and recommendations
- D) Assist in performing a situation analysis and mapping of the current situation related to the evidence collection methodologies and investigative techniques
- E) Assist in projecting future programming objectives related to the effective implementation of the new evidence collection methodologies and investigative techniques

## 3. Expected Outputs and deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Prepare training handouts, agenda, TOR and invitation letters to assist in the organization of one training session to law enforcement officers on the use of evidence collection methodologies and investigative techniques and develop a report on the key lessons learnt and recommendations	13 working days	1 month after the contract signature	Renee Sabbagh  Fernanda Lombardi
Prepare training handouts, agenda, TOR and invitation letters to assist in the organization of one training session to investigators on the new on the use of new evidence collection methodologies and investigative techniques and	13 working days	3 months after the contract signature	Renee Sabbagh  Fernanda Lombardi

develop a report on the key lessons learnt and recommendations			
Prepare training handouts, agenda, TOR and invitation letters to assist in the organization of one training session to criminal justice officers on the new on the use of new evidence collection methodologies and investigative techniques and develop a report on the key lessons learnt and recommendations	13 working days	3 months after the contract signature	Renee Sabbagh Fernanda Lombardi
Prepare a report on the situation analysis and mapping of the current programmes and services including focus groups on the implementation of the new law.	25 working days	5 months after the contract signature	Renee Sabbagh Fernanda Lombardi
Prepare a document on the development of CN on CT /PVE related programming	17 working days	6 months after the contract signature	Renee Sabbagh Fernanda Lombardi

#### 4. Institutional arrangements

The Incumbent will report to the Head of the Programme Office located in Lebanon, as the first reporting officer, and the Project Manager of the Terrorism Prevention Branch in Vienna, as the second reporting officer. In addition, substantive guidance will be provided by the Terrorism Prevention Branch at UNODC Headquarters in Vienna.

The UNODC Programme Office in Lebanon will arrange for the procurement of the catering, venue, equipment, or other services required for the smooth organization of the training sessions.

#### 5. Duration of work

The duration of the contract is 81 working days, over the span of 6 months. The expected date of full completion is 6 months from the contract signature. A 1-day long online preparatory / briefing session with the UNODC Project team is expected to take place in July 2021.

UNODC will not be held liable for any damage, loss or claim due to medical conditions, including COVID-19, when completing the work in the ToR and that the consultant is adequately covered under a health insurance scheme.

The financial proposal must include applicants' agreement to this clause and include it under her/his financial offer.

Selected candidate is required to submit a certificate/medical insurance policy as proof of medical insurance coverage during the contact period.

## **6. Duty station**

Lebanon: The national consultant will be based in UNODC Programme Office in Lebanon (POLBN), located in Beirut as much as possible in line with the security and covid restriction measures. The incumbent will be part of the POLBN team and will fully coordinate and cooperate with and keep the POLBN Head of Office fully informed of all plans and activities. UNODC office, when possible, will facilitate the transportation to duty stations and training premises.

## **7. Requirements for experience and qualifications**

### I. Academic Qualifications:

- Bachelor's degree.
- Advanced university degree in law - Specialization in international aspects of crime and justice or international terrorism desirable.

### II. Years of experience:

2 years of progressively responsible and directly relevant professional level experience in the legal or criminal justice aspects of terrorism prevention or in crime prevention, criminal justice, rule of law or closely related fields, particularly in legislative, judiciary or prosecutorial matters.

Work experience in programme development, programme planning, technical assistance delivery, reporting, implementation monitoring, coordination and management. Work experience both at the national and international levels.

### III. Technical experience:

Have knowledge and understanding of the universal legal framework against terrorism; regional and global terrorism threats; UNODC/TPB mandate and different counter-terrorism aspects addressed by UNODC/TPB while providing its technical and capacity building assistance.

- Previous experience in organizing training session and workshops, and in conducting situation analysis and mapping exercises is required.
- Previous experience in the field of Terrorism Prevention is desirable.
- Previous working experience in an international organization or the United Nations system is desirable.

### IIV. Competencies:

- Professionalism: demonstrated understanding of operations relevant to the UN; technical capabilities or knowledge relevant or transferrable to the UN procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate

with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

- Integrity: demonstrate the values and ethical standards of the UN in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN mission and vision, as well as to the UN Core Values.

Language skills: Excellent written and oral English and Arabic is required.

## **8. Scope of Price Proposal and Schedule of Payments**

Lump Sum Amount:

- i) The lump sum amount is “all-inclusive”;
- ii) The contract price is fixed regardless of changes in the cost components.

The schedule of payments will be as follows:

- 16.05% of the lump sum will be paid after the successful delivery of deliverable A
- 32.10% of the lump sum will be paid after the successful delivery of deliverable B and C
- 30.86% of the lump sum will be paid after the successful delivery of deliverable D
- 20.99% of the lump sum will be paid after the successful delivery of deliverable E

## 9. Criteria for selection of the best offers

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> <li><b>Educational background:</b> A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree: 15 points  Advanced university degree in law, political or social science, criminal justice, criminology, international relations, or public administration is required: 20 points</li> </ul>		20
<ul style="list-style-type: none"> <li><b>Technical experience:</b> At least 2 years of relevant professional level experience in the legal or criminal justice aspects of terrorism prevention or in crime prevention, criminal justice, rule of law or closely related fields, particularly in legislative, judiciary or prosecutorial matters.  Below 2= 0 points 2-5= 20 points more than 5 = <b>25 points</b>  Work experience in programme development, programme planning, technical assistance delivery, reporting, implementation monitoring, coordination and management: <b>10 points</b></li> </ul>		70

<p><i>Previous experience in organizing training session and workshops, and in conducting situation analysis and mapping exercises is required: <b>15 points</b></i></p> <p><i>Have knowledge and understanding of the universal legal framework against terrorism; regional and global terrorism threats; UNODC/TPB mandate and different counter-terrorism aspects addressed by UNODC/TPB while providing its technical and capacity building assistance: <b>10 points</b></i></p> <p><i>Previous working experience in an international organization or the United Nations system is desirable: <b>10 points</b></i></p>		
<p><i>Language requirements (Excellent written and oral English and Arabic is required)</i></p>		10
<p><i><u>Financial</u> (Lower Offer/Offer*100)</i></p>	30%	
<p><b><u>Total Score</u></b></p>	<b>Technical Score*0.7 + Financial Score*0.3</b>	

Note: Only candidates obtaining a minimum technical score of 70 points would be considered for the financial evaluation.