



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 July 2021

Reference: LBN-CO-IC-171-21

Country: Lebanon

Description of the assignment: National Consultant- Terrorism Prevention Branch

Project name: UNODC project.

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

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **29 July 2021 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

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.

For additional information, please refer to ANNEX I – Terms of Reference

3. 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR 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.**

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

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 reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

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 technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u><i>Technical Competence</i></u>	<i>70%</i>	<i>100</i>
<ul style="list-style-type: none"> <i>Educational background:</i> <i>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</i> <i>Advanced university degree in law, political or social science, criminal justice, criminology, international relations, or public administration is required: 20 points</i> 		<i>20</i>
<ul style="list-style-type: none"> <i>Technical experience:</i> <i>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.</i> <i>Below 2= 0 points</i> <i>2-5= 20 points</i> <i>more than 5 = 25 points</i> <i>Work experience in programme development, programme planning, technical assistance delivery, reporting, implementation monitoring, coordination and management: 10 points</i> <i>Previous experience in organizing training session and workshops, and in conducting situation analysis and mapping exercises is required: 15 points</i> 		<i>70</i>

<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: 10 points</i></p> <p><i>Previous working experience in an international organization or the United Nations system is desirable: 10 points</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>	<u>30%</u>	
<p><u>Total Score</u></p>	<p>Technical Score*0.7 + Financial Score*0.3</p>	

How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all documents.

Incomplete applications will not be considered.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

**ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**