



Terms of reference

GENERAL INFORMATION

Title: Senior Specialist for Specialised Assessment and Classification Tools for Violent Extremist Prisoners in Indonesia

Project Name: UNODC Sub-Programme 3

Reports to: Criminal Justice National Programme Coordinator

Duty Station: Home-based

Expected Places of Travel (if applicable): No travel required

Duration of Assignment: 80 working days, (within October 2021 – February 2022)

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
✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	CV
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be homebased 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 United Nations Office on Drugs and Crime (UNODC) partners with the Government of Indonesia (GoI) to support the development and implementation of strategies and measures to manage violent extremist prisoners (VEPs). Operating under the UNODC-GoI's Country Programme, specifically under its Criminal Justice Sub-Programme (Sub-Programme 3), this assignment will provide technical assistance to relevant partners in GoI, to identify the specific needs of VEPs. In addition, the assistance is designed to ensure that the treatment provided maintains a proper balance between safety and security and aligns with fundamental human rights.
2. The Directorate General of Corrections' (DGC) has started the 'Corrections Revitalisation Programme.' This is a prison reform initiative where each prison will no longer be classified according to the seniority of the prison leader but rather on the prisons' security level (super-maximum, maximum, medium, and minimum). Along with the prisons' re-classification, DGC has also created a Progressive Prisoners' Sentence Management System (PPSMS), where inmates can move between different prisons according to their level of risks and needs. Such a system will require robust assessment and classification tools to accommodate the inmates' movement and re-classification, especially for VEPs.
3. There are hundreds of prisoners who have been convicted of terrorism offences in Indonesia. Meanwhile, gaps remain in the prison system that needs to be addressed. The enhancement of assessment and classification tools specialised for VEPs will be a crucial component of the broader strategy on managing VEPs in the prison setting. This assignment will support the GoI to further develop the assessment and classification tool specialised for VEPs.
4. This assignment will focus on the refinement of assessment and classification tools called the '4-Dimensions Tool.' In 2019, UNODC and DGC revised this tool. The DGC plans to utilise the 4-Dimensions Tools for the prisoners' security classification. However, the current tool needs to be adjusted and refined to provide effective interventions specifically to VEPs in super-maximum and maximum-security prisons, including incorporating the latest policy and practice elements. In addition, the development of the tools will help the assessment and classification process for VEPs to be consistent, standardised and evidence-based.
5. The UNODC seeks the services of a national consultant to review the policy and legal framework, the practical gaps in the current use of the 4-Dimensions assessment and the specialised classification tools for VEPs. The UNODC also aims to support the DGC in designing and disseminating the training modules based on these tools and to provide capacity-building and training for prison staffers and parole and probation officers across Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. The consultancy requires the provision of technical assistance to strengthen the Specialised Assessment and Classification Tools for VEPs. The national consultant, in collaboration with an international consultant and in consultation with DGC, will ensure that the deliverable(s) and output(s) under this consultancy reflect the Indonesia's context to ensure the sustainability of the output.

2. Specifically, The consultant, in coordination with an international consultant, will be tasked to (i) finalise the Specialised Assessment and Classification Tools for VEPs, (ii) conduct a desk study to identify gaps in the use of the Specialised Assessment and Classification Tools; (iii) Draft standard operating procedures (SOPs) to guide the implementation of the Specialised Assessment and Classification Tools for VEPs, and (iv) develop, design and deliver a capacity building programme for prison staffs, and parole and probation officers.

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

Under direct supervision of the Criminal Justice Coordinator and overall guidance of the Country Manager, including coordination with the criminal justice team members and a international consultant, the consultant will undertake the following activities:

- a. Conduct desk-based research, consultation with relevant stakeholders and experts, and other necessary tasks to identify and evaluate the existing assessment and classification tools available to be used specifically for the special needs and treatments of VEPs.

The research referenced above shall include context-specific knowledge by reviewing the existing assessment and classification tools for VEPs considering relevant provisions of the Nelson Mandela Rules and good practices at the international, regional, and national levels. Consider the existing gaps and needs of the assessment and classification tools for VEPs, including identifying the associated risks. Include practical recommendations on overcoming the identified needs and gaps between the international best practice and the existing system. Consider elements of proper treatment of inmates to ensure prison safety and security and facilitate individualised treatment to foster their social rehabilitation.

- b. Validate the findings of task a, by holding online (or in-person) expert group meetings with stakeholders and experts identified by the project partners and GoI and address any feedback received.
- c. Draft, the result of the research in tasks a and b that is on the assessment and specialised classification tools for VEPs treatment and needs. Finalise the draft based on feedback and findings from task 1.b validation activity above.
- d. Develop the Specialised Assessment and Classification Tools for VEPs and develop associated standard operating procedures (SOPs) to guide the use of tools.
- e. Design and deliver capacity building exercises (online/in-person) for prison staff and parole and probation officers across Indonesia. This task shall include:

Development of of training curricula and modules and related materials for prison staff and parole and probation officials on the use of the assessment and classification tools for VEPs' specialised needs and Treatments.

Delivery of up to (3) three batches of training for prison staff from Super Maximum-Security, Maximum-Security, Medium-Security, and Minimum-Security prisons, as well as parole and probation officers in addition to staff from DGC's headquarters and provincial offices.

Expected Outputs and Deliverables

1. Submission of the draft and final reports on gaps analysis on the Specialised Assessment and Classification Tools for VEPs.
2. Submission of the draft and final Specialised Assessment and Classification Tools for VEPs.
3. Submission of the draft and final standard operating procedures (SOPs) on the Specialised Assessment and Classification Tools for VEPs.
4. Submission of the draft and final training curricula and materials on the Specialised Assessment and Classification Tools for VEPs.
5. Submission of final report of training (or webinar) on the Specialised Assessment and Classification Tools for VEPs.

Dates and details how the work must be delivered

Deliverable(s)	Output(s)	Working Days	Completion deadline	Reviewed and Monitored by
A.	(i) Submission of the first draft a written gap analysis report on the Specialised Assessment and Classification Tools. Including carrying out stakeholders, consultative meetings to complete tasks a, b, c stated above.	15	29 October 2021	National Programme Coordinator
	(ii) Submission of the final final draft written gap analysis report related to point A(i) above.	3	5 November 2021	National Programme Coordinator
B.	(i) Submission of the first draft on the Specialised Assessment and Classification Tools including consultative meetings to complete task d.	10	23 November 2021	National Programme Coordinator
	(ii) Submission of the final draft on the tools stated in point B(i).	3	30 November 2021	National Programme Coordinator
C.	(i) Submission of the first draft of standard operating procedures (SOPs) on the use of Specialised Assessment and Classification Tools for VEPs including consultative meetings	10	15 December 2021	National Programme Coordinator

	to complete task d.			
	(ii) Submission of the final draft of SOPs stated in point C(i).	3	22 December 2021	National Programme Coordinator
D.	(i) Submission of the first draft of training curricula and materials on Specialised Assessment and Classifications for VEPs including consultative meetings to complete tasks e.	15	12 January 2022	National Programme Coordinator
	(ii) Submission of the final drafts of training curricula and materials as stated in point D(i).	3	17 January 2022	National Programme Coordinator
E.	(i) Delivery of three (3) batches of training on the Specialised Assessment and Classification Tools for VEPs.	15	18 February 2022	National Programme Coordinator
	(ii) Submission of the final trainings report (or webinar) on the Specialised Assessment and Classification Tools for VEPs.	3	28 February 2022 2021	National Programme Coordinator
	Total Working Days	80 working days		

Indicators and details as 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 final documents were formatted, well-organised, and written in clear, professional English and Bahasa Indonesia.*

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, 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

80 working days, (within October 2021 and February 2022)

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 and Work Qualifications:

1. Advanced university degree (master's degree or equivalent) in behavioural science, psychology, criminology, sociology or other field related to criminal justice or prison reform is required. 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. 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 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
2. Extensive experience working with relevant stakeholders, such as local communities, NGOs, CSOs, national and sub-national levels of government is desirable
3. Understanding of international standards and norms in crime prevention and criminal justice, in particular the Nelson Mandela Rules, preferably complemented by exposure to delivering technical assistance on prison management – related issues at international level, including in low- and middle-income countries, is desirable
4. Knowledge of the correctional system in Indonesia, particularly related to classification of prisoners, risks and needs assessments of prisoners and related evidence-based good practices, is desirable

Competencies and special skills requirement:

1. Proven analytical skills to conduct research and analysis, identify issue and recommend 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 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u><i>Technical</i></u>		
Criteria A: <i>qualification requirements as per TOR:</i>	70%	70
1. Advanced university degree (master's degree or equivalent) in behavioural science, psychology, criminology, sociology or other field related to criminal justice or prison reform is required. 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. 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 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	20 %	20
2. Extensive experience working with relevant stakeholders, such as local communities, NGOs, CSOs, national and sub-national levels of government	10%	10
3. Understanding of international standards and norms in	10 %	10

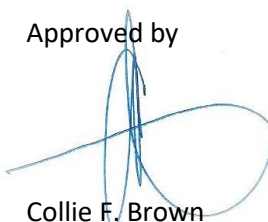
crime prevention and criminal justice, in particular the Nelson Mandela Rules, preferably complemented by exposure to delivering technical assistance on prison management – related issues at international level, including in low- and middle-income countries		
4. Knowledge of the correctional system in Indonesia, particularly related to classification of prisoners, risks and needs assessments of prisoners and related evidence-based good practices	30%	30
Criteria B: Brief Description of Approach to Assignment.	30%	30
<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. 	10	10
<ul style="list-style-type: none"> • Important aspect of the task addressed clearly and detailed. 	10	10
<ul style="list-style-type: none"> • 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
Country Manager and Liaison to ASEAN