

INDIVIDUAL CONTRACTOR PROCUREMENT NOTICE

Date: 21 September 2021

Post Title:	Junior Crime Prevention Associate
Starting date	01 November 2021
National or International Consultants:	International (Individual Contractor)
Duration:	132 working days over a period of 6 months
Location:	UNODC Office for the Gulf Cooperation Council Region Abu Dhabi, UAE with possibility of working from home
Project:	AREU51 Establishment of UNODC Office for the GCC Region (OGCCR)
Requisition Number:	
Is this a LTA (yes/no)	No

CONTEXT/BACKGROUND

The UNODC Office for the Gulf Cooperation Council (GCC) Region (OGCCR) in Abu Dhabi was established in order to support the Government of the United Arab Emirates (UAE) and the other GCC countries in their efforts in the fields of drug control, crime prevention and combating transnational organized crime. The establishment of OGCCR improves the cooperation and coordination of UNODC operational activities in the GCC region in order to strengthen and enhance the effectiveness of the six Member States' agencies to prevent and combat cross-border illicit drug trafficking and organized crime. OGCCR serves as the UNODC hub coordinating the *Strategic Partnership with the GCC Countries* and related programme framework, strategies and policies, securing funds and taking responsibility for the implementation of the drug- and crime-related programme portfolio in the GCC region. OGCCR seeks and promotes new opportunities for partnership with the Governments concerned, including resource mobilization and contribution to the overall strategic approach and outputs of the Regional Programme. It also seeks and promotes the enhanced participation of the GCC countries in UNODC global initiatives, programmes and relevant platforms and intergovernmental bodies.

SCOPE OF WORK

The purpose of this assignment is to support the work of UNODC OGCCR in the field of crime prevention at large, to implement and continue growing the *Strategic Partnership with the GCC Countries* and its programme framework, under the umbrella project "Establishment of UNODC Office for the GCC Region" (AREU51).

The Individual Contractor will work under the guidance and direct supervision of the Programme Management Officer and the overall supervision of the Representative for the GCC Region. Moreover, s/he will work in close collaboration with the Programme, Project and Operations staff in UNODC OGCCR, as well as UNODC HQ and FO network's staff as required to support development and implementation of the crime prevention portfolio.

The Individual Contractor will be expected to deliver the following key outputs:

Support Research and Knowledge Exchange:

- Conduct research into legislative, policy and strategic frameworks relating to security issues at large as well as crime and violence prevention in the GCC countries;
- Conduct research into good practice examples for capacity-building in the fields of security as well as crime and violence prevention;

Support Programme Development:

- Contribute inputs to the drafting of concept notes, project proposals, programme and strategy documents prepared by the Office with focus on law enforcement as well as crime and violence prevention aspects;
- Participate in the drafting of new partnership agreements;

Support Project Implementation and Reporting:

- Draft agendas, programmes, terms of reference and information notes for activities in the fields of security as well as crime and violence prevention;
- Provide logistical support for activity implementation including follow-up on experts and participants' nominations, travel details and/or online access details, preparation of certificates (of attendance or completion) etc.;
- Contribute to the preparation of training materials, including presentations, case studies, exercises, reference publications and tools, assessment questionnaires etc.;
- Contribute inputs to the preparation of reporting exercises to UNODC and donors;

Other Tasks:

- Contribute to the drafting of a variety of written outputs, such as background and working papers, correspondence, assessment and accomplishment reports, presentations, briefing notes, summaries, technical briefings, talking points and speeches, web stories and press releases, and provide inputs for the development of substantive publications, syllabi and training materials, as required;
- Attend and take notes at meetings, as required;
- Perform any other tasks, as assigned.

Expected outputs and deliverables	Expected duration for each deliverable	Targeted due dates	Review and approvals required
<i>Deliverable 1</i> <ul style="list-style-type: none"> • Conduct research into legislative, policy and strategic frameworks relating to security issues at large as well as crime 	20 days	28 November 2021	UNODC OGCCR

<p>and violence prevention in the GCC countries;</p> <ul style="list-style-type: none"> • Conduct research into good practice examples for capacity-building in the fields of security as well as crime and violence prevention 			
<p>Deliverable 2</p> <ul style="list-style-type: none"> • Contribute inputs to the drafting of concept notes, project proposals, programme and strategy documents prepared by the Office with focus on law enforcement as well as crime and violence prevention aspects; • Participate in the drafting of new partnership agreements; 	24 days	31 December 2021	UNODC OGCCR
<p>Deliverable 3</p> <ul style="list-style-type: none"> • Draft agendas, programmes, terms of reference and information notes for activities in the fields of security as well as crime and violence prevention; • Provide logistical support for activity implementation including follow-up on experts and participants' nominations, travel details and/or online access details, preparation of certificates (of attendance or completion) etc.; 	20 days	29 January 2022	UNODC OGCCR
<p>Deliverable 4</p> <p>Contribute to the preparation of training materials, including presentations, case studies, exercises, reference publications and tools, assessment questionnaires etc.;</p>	26 days	28 February 2022	UNODC OGCCR
<p>Deliverable 5</p> <p>Contribute inputs to the preparation of reporting exercises to UNODC and donors</p>	24 days	29 March 2022	UNODC OGCCR
<p>Deliverable 6</p> <ul style="list-style-type: none"> • Contribute to the drafting of a variety of written outputs, such as background and working papers, correspondence, assessment and 	18 days	30 April 2022	UNODC OGCCR

<p>accomplishment reports, presentations, briefing notes, summaries, technical briefings, talking points and speeches, web stories and press releases, and provide inputs for the development of substantive publications, syllabi and training materials, as required;</p>			
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INSTITUTIONAL ARRANGEMENT

- The Individual Contractor is required to exhibit his/her commitment to this assignment with UNODC OGCCR, via the quality, appropriateness and timeliness of the support, advice and inputs/he will provide;
- The Individual Contractor shall perform tasks under the general guidance of OGCCR Representative and the direct supervision of the OGCCR Programme Management Officer. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The Individual Contractor is expected to liaise and collaborate in the course of performing the work with other UN colleagues, consultants and project stakeholders;
- The Individual Contractor is required to maintain close communication with UNODC OGCCR on regular and needed basis throughout the assignment in order to monitor progress. In the event of any delay, s/he will inform UNODC promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract;
- Should UNODC deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

The contract is for a duration of 6 months from 01 November 2021 until 30 April 2022.

DUTY STATION

The assignment is based in the UNODC Office for the GCC Region in Abu Dhabi, UAE.

UNODC will cover all travel expenses. Therefore, travel costs should not be included in the financial offer.

PAYMENT TERMS

Payments to the Individual Contractor will be processed on basis of a number of working days, upon submission of the required time sheet and signed Certification of Payment (COP).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

A. Academic qualifications:

- Master's degree in Law, Political Science, Social Sciences or any other related fields.
- B. Professional experience:
- A minimum of two (2) years of progressively responsible experience in the fields of legal research and/or legislation and policy analysis, preferably in the areas of rule of law, crime prevention and/or criminal justice;
 - Experience in the Middle East and North Africa region.
- C. Language requirements:
- Proficiency in English and Arabic (spoken and written).

Key Competencies:

- *Corporate*
 - Demonstrates integrity and fairness, by modeling the UN/UNODC's values and ethical standards;
 - Promotes the vision, mission and strategic goals of UNODC;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- *Functional*
 - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
 - Strong analytical and synthesis skills;
 - Ability to work independently and achieve quality results with limited supervision and within tight schedules;
 - Experience in report production;
 - Ability to write in a clear and concise manner;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
 - Excellent computer skills especially Word, Excel and Power Point.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Promotes knowledge management in UNODC and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNODC;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

RECOMMENDED PRESENTATION OF OFFER

I. FINANCIAL PROPOSAL

Interested candidates should indicate a daily fee for the delivery of requested services, with detailed breakdown. The daily fee must be "all-inclusive". Please note that the term "all-inclusive" implies that all costs (professional fees, communications, consumables if any, etc.) that

could possibly be incurred are already factored into the final amount submitted in the proposal. Also, please note that the contract price will be based on deliverables/outputs.

The Individual Contractor will be paid an all-inclusive amount calculated on the basis of the daily fee multiplied by the number of working days for each deliverable/output delivered during the assignment period, subject to the submission of Certification(s) of Payment (CoP) duly certified and confirmation of satisfactory performance of the work achieved (deliverables/outputs). Payments should be done in line with the schedule of payments hereunder, noting that the maximum number of working days for this assignment should not exceed 132 days:

Expected outputs and deliverables	Expected number of working days for each deliverable	Targeted due dates	Payment schedule
<i>Deliverable 1</i> <ul style="list-style-type: none"> Conduct research into legislative, policy and strategic frameworks relating to security issues at large as well as crime and violence prevention in the GCC countries; Conduct research into good practice examples for capacity-building in the fields of security as well as crime and violence prevention 	20 days	28 November 2021	100% after satisfactory completion of Deliverable 1
<i>Deliverable 2</i> <ul style="list-style-type: none"> Contribute inputs to the drafting of concept notes, project proposals, programme and strategy documents prepared by the Office with focus on law enforcement as well as crime and violence prevention aspects; Participate in the drafting of new partnership agreements;	24 days	31 December 2021	100% after satisfactory completion of Deliverable 2
<i>Deliverable 3</i> <ul style="list-style-type: none"> Draft agendas, programmes, terms of reference and information notes for activities in the fields of security as well as crime and violence prevention; Provide logistical support for activity implementation including follow-up on experts and participants' nominations, travel details and/or online access	20 days	29 January 2022	100% after satisfactory completion of Deliverable 3

details, preparation of certificates (of attendance or completion) etc.;			
Deliverable 4 Contribute to the preparation of training materials, including presentations, case studies, exercises, reference publications and tools, assessment questionnaires etc.;	26 days	28 February 2022	100% after satisfactory completion of Deliverable 4
Deliverable 5 Contribute inputs to the preparation of reporting exercises to UNODC and donors	24 days	29 March 2022	100% after satisfactory completion of Deliverable 5
Deliverable 6 <ul style="list-style-type: none"> Contribute to the drafting of a variety of written outputs, such as background and working papers, correspondence, assessment and accomplishment reports, presentations, briefing notes, summaries, technical briefings, talking points and speeches, web stories and press releases, and provide inputs for the development of substantive publications, syllabi and training materials, as required; 	18 days	30 April 2022	100% after satisfactory completion of Deliverable 6

II. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates must submit documents under below points 1 & 2 to demonstrate their qualifications. For candidates that fail to submit these documents, the application will not be considered.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **Personal CV or P11**, indicating all past experience from similar projects, as well as contact details (email and telephone number) of the candidate and at least three (3) professional references;
- 3) **Financial Proposal: Please do not submit a financial proposal at this stage. The financial proposal shall be requested from candidates who are considered technically responsive.**
When the financial proposal is requested, it should indicate the total contract price, based on the Deliverables/Outputs and an all-inclusive daily fee, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror

is employed by an organization/company/institution, and s/he 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 it at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit required documents to Job Advertisement Website (https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than **2nd October, 2021**.

III. **CRITERIA FOR SELECTION OF THE BEST OFFER**

Candidates will be evaluated based on the following methodology.

Step I: Screening

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Master's degree in Law, Political Science, Social Sciences or any other related fields.
- **Criteria B:** A minimum of two (2) years of professional working experience in the fields of legal research and/or legislation and policy analysis, preferably in the areas of rule of law, crime prevention and/or criminal justice;
- **Criteria C:** Proficiency in English and Arabic (spoken and written).

Step II: Desk review

Shortlisted candidates will be then assessed and scored against the following evaluation criteria:

Technical evaluation criteria (max 100 points) / Weighted 70:

- **Criteria A:** Master's degree in Law, Political Science, Social Sciences or any other related fields. (25 points)
- **Criteria B:** A minimum of two (2) years of professional working experience in the fields of legal research and/or legislation and policy analysis, preferably in the areas of rule of law, crime prevention and/or criminal justice. (25 points)
- **Criteria C:** Experience in the Middle East and North Africa region. (25 points)
- **Criteria D:** Proficiency in English and Arabic (spoken and written). (25 points)

Financial evaluation criteria / Weighted 30:

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step III: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each.

Shortlisted candidates will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the candidate whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial

criteria specific to the solicitation.

Technical Criteria weight: 70%

Financial Criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial evaluation.