



Terms of Reference (ToRs) for the Recruitment of a Consultant to Conduct Professional Ethics Training for Police.

GENERAL INFORMATION

Services/Work Description: Recruitment of a consultant to conduct professional ethics training for police officers.

Project/Program Title: Interim Support for Justice Sector Institutions

Post: National Consultant

Duty Station: Addis Ababa

Duration: 25 Working Days

Expected Start Date: Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

Since April 2018 the Government of Ethiopia has launched a series of bold and comprehensive reforms in the country. New initiatives aimed at broadening democratic participation, strengthening justice and the rule of law, creating accountable systems of governance have been undertaken. Legislative and Institutional reforms have been introduced in the justice system. Legislative reforms include the revision of the Charities and Societies Proclamation, Electoral Laws, the Anti- Terrorism Proclamation, Federal Courts Proclamation, the Judicial Administration Commission Proclamation, the Media Law, Criminal Procedure and Evidence Code and new legislation on Hate Speech. The Federal Supreme Court revised the Federal Courts Establishment Proclamation and the Judicial Administration proclamations. Institutional changes were made through the appointment of new leadership and structural changes. The Prison Administration and Federal Police Commissions were set-up under the structures of Attorney General and the (newly established) Ministry of Peace, respectively. Direct administration of non-judicial staff of the Federal Supreme Court as opposed to the previous arrangement under the Civil Service Commission has been approved by the parliament and transition is underway.

Justice sector institutions are mainly entrusted with the responsibility of ensuring respect for the rule of law, protection of human rights and delivery of justice to citizens. Coordination, collaboration, and harmonization of efforts among justice institutions is an important factor that contributes to the achievement of the goals of the justice sector reform.



At Federal level, the Justice Sector Steering Committee (JSSC/ *Abiy (Main in Amharic) Committee*) comprising of the Federal Supreme Court, the Office of the Attorney General, the Federal Police Commission, the Addis Ababa Police Commission and the Federal Prison Administration, has developed a 'Common Agenda of Institutions of Justice', with a view to carrying out justice related operations in a coordinated manner. The Common Agenda outlines issues of common concern across the justice sector institutions. The Common Agenda is expected to be translated into a Comprehensive Justice Sector Program which will be implemented as of January 2022. The Interim Support to the JSSC focuses on implementing short term activities. Among these activities is a capacity building for police on professional and police ethical standards.

Police is bestowed with power to enforce laws, preserve peace and order, and prevent crimes. In this respect, police officers are required to respect, promote and fulfill human rights. Also, police have the duty to serve the community in observance of ethical standards and to exhibit professionalism. Alongside with international human rights instruments that require restraint on the use of force, international and national ethical standards that guide the conduct of policing activities have been issued. Nevertheless, in Ethiopia, police brutality and allegations of abuse continue to be a major challenge. Lack of continuous sensitization of human rights standards and poor accountability are mentioned to be some of the causes perpetuating this problem.

Therefore, the United Nations Development Programme (UNDP) in partnership with the JSSC, is commissioning assignment to conduct capacity building for federal, Addis Ababa, and prison police. To this end, UNDP is recruiting a consultant to prepare training module and conduct training on professional and policing ethical standards for the Police.

II. OBJECTIVES OF THE SERVICE / WORK

The primary objective of this assignment is to: -

- Increase police sensitivity to respect human rights, observe international and national professional ethical standards;



- Enable the implementation of accountability mechanisms;
- Empower police to provide quality policing service with the end goal of enhancing customer satisfaction and public trust.

III. SCOPE OF THE WORK

The scope of the consultancy work will cover the following: -

- Prepare and present an inception report consisting of a detailed work plan and methodology on the development of the training module and delivery of the training.
- Develop the training module paying due regard to the comments and feedbacks forwarded on the inception report, reviewing police code of conducts (federal, Addis Ababa, and prison police), international and regional practice.
- Provide the professional ethics training for federal and Addis Ababa police, and prison police

IV. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete for each consultant in days	Review and Approvals Required
i.	Inception Report (preparation, presentation to Focal Persons Committee, & incorporating comments)	6	Focal persons committee
ii	Training module (preparation, presentation to Focal Persons Committee, & incorporating comments)	15	
iii.	Conduct two rounds of training	4	

- Unless otherwise provided, all deliverables shall be produced in **Amharic**.

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant has dual reporting responsibility to the chair of the JSSC and UNDP.

VI. DURATION OF THE WORK

The overall consultancy period for all activities is 25 working days

VII. Methodology



- The consultant is expected to prepare the training module in such way that it encompasses the main international and national legal instruments and practices related to professional police ethics and national police code of conducts.
- The issues to be raised in the training shall be practical as much as possible by, among other things, incorporating practical case studies and in consultation with relevant justice sector institutions.
- The training is expected to be delivered paying due regard to the adult training methodologies.

VIII. QUALIFICATIONS

Functional Competencies:

- In-depth understanding of domestic as well as international and regional legal frameworks on professional ethics of police.
- In depth understanding of the Ethiopian legal system
- Sizable experience in preparing training manual and delivering training.
- Good communication and presentation skills;
- Good assessment and analytical skills;
- Be a team player and ability to work/liaise with various counterparts.

Core Competencies: -

- Exhibits professionalism;
- Demonstrates integrity by modelling UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Education

- Master's degree (LLM) in law (preferably in Human Rights and Criminal Justice) and postgraduate diploma in police science. Or
- First degree (LLB) and postgraduate diploma in police science

Experience

- Minimum of eight years professional experience for LLM holders and ten years for LLB holders in the substantive area with considerable experience as a police officer.
- Extensive relevant experience in teaching, training and training modules preparation.

Language Requirements



The consultants shall demonstrate proficiency in **English and Amharic**.

Important Note:

Only the applicants who hold the above qualifications will be shortlisted and contacted.

IX. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; the Consultant will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none"> ▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50 pts*
<ul style="list-style-type: none"> ▪ Criteria b. Expertise in the areas of assignment including previous experience and team composition 		20 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

X. PAYMENT MILESTONES AND AUTHORITY

The prospective consultants will indicate the cost of services for each deliverable in US dollars' **all-inclusive lump-sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:



Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Upon submission, presentation, and approval of the Inception Report.	Yes	30%
2 nd Installment	Upon submission, presentation, and approval of the Training Modules	"	30%
3 rd Installment	Upon delivering the training	"	40 %

XI. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, prospective Consultant are given a proposed **Table of Contents**. Therefore, prospective Consultants Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

XII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of FSC.