

Terms of reference

GENERAL INFORMATION

Title: Senior Specialist for Social Workers Recruitment Guidelines

Project Name: UNODC Sub-Programme 3

Reports to: Criminal Justice National Programme Coordinator

Duty Station: Homebased

Expected Places of Travel: Jakarta (if the consultant is not Jakarta-based)

Duration of Assignment: 55 working days, starting between January to April 2022

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
4	(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

	P11 or CV with three referees
	Copy of education certificate
	Completed financial proposal
	Completed technical proposal

Need for the presence of IC consultant in office:

☒ partial (explain): The contractor will be home-based during their 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 UNODC Programme Office in Indonesia (POIDN) partners with the Government of Indonesia (GoI) to support the development of strategies and measures to enhance the criminal justice system's responses to challenges. Under its Criminal Justice Sub-Programme, UNODC intends to support the Ministry of Social Affairs (MoSA) to develop an operational guideline for a pilot halfway house facility intended for former Violent Extremist Offenders (VEOs).
2. The MoSA holds a vital role in the rehabilitation and reintegration of VEOs. Under Presidential Decree Number 46 the Year 2015, the MoSA has the responsibility to conduct social rehabilitation programmes for socially disadvantaged persons or groups or communities. The former VEOs fall within this category of responsibility. Furthermore, President Joko Widodo, through a presidential instruction issued in 2016, required the MoSA to have more involvement in the social rehabilitation and reintegration of VEOs. Thus, the year marked the start of MoSA's more significant involvement in the topic.
3. Based on this background, UNODC has been supporting MoSA in its initiative to establish a pilot halfway house facility called the Balai Karya Tabula Rasa. Also, the ongoing engagement between the UNODC and MoSA has identified several areas that can be improved further on halfway house's rehabilitation and reintegration programmes. It is recognised that there is a need for improvement in terms of human resources who handle VEOs' cases. MoSA needs to have a batch of social workers who can handle the VEOs' at the Halfway House Facility.
4. Furthermore, the National Action Plan for Preventing and Countering Violent Extremism that Leads to Terrorism (RAN PE) also prescribed that capacity building of officials handling VEOs cases is one of the vital pillars that will enable the achievement of the broader countering and preventing violent extremism strategy.
5. This consultancy will focus primarily on setting up a guideline and mechanism to determine the minimum standard and quality of MoSA's social workers assigned to handle the social rehabilitation and reintegration case of VEOs at the pilot Balai Karya Tabula Rasa facility. Having professional social workers who will play the role of case managers and equip them with specialised skill set and knowledge to manage VEOs' cases is crucial for the programme's success.
6. It is identified that the Halfway House Facility needs social workers with specific qualifications to meet the programme's demand. The recruitment guidelines themselves can further serve as the basis for the social workers' broader human resource development in Balai Karya Tabula Rasa.
7. UNODC responds to this urgency and initiates to facilitate the development of the recruitment guidelines alongside MoSA. The development of the guidelines will serve as the foundation of the later established halfway house program for former VEOs in Indonesia, a first of its kind.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. The consultancy requires a consultant's services to formulate the recruitment guidelines for a halfway house that focuses on the rehabilitation of former VEOs. In consultations with the MoSA, the consultant shall highlight the desired capabilities suited for the social workers who will run the programme. The consultation with MoSA will ensure that the deliverable(s) and output(s) under this consultancy assignment reflect suitability to Indonesia's context to ensure the sustainability of the output.
2. The consultant will incorporate the existing national rules and regulations, ministerial rules and regulations, and SOPs and other relevant documents in formulating the guidelines. Assess, develop, and provide analysis on the desired criteria and capabilities for recruitment guidelines.
3. The consultant will develop, and design specified recruitment guidelines for social workers to rehabilitate former VEOs in a Balai Karya Tabula Rasa. The result should be directed towards workable recruitment guidelines.
4. Specifically, the consultant will be tasked to (i) conduct a desk study to analyse the requirements desired for Balai Karya Tabula Rasa; (ii) develop recruitment guidelines based upon the desired requirements; (iii) disseminate the developed recruitment guidelines.

The specific task to be performed by the consultant:

1. Establishing the desired requirements and capabilities of social workers for Balai Karya Tabula Rasa, with specific tasks:
 - a. Document review of any relevant national and global documents and experiences in recruiting social workers for rehabilitation of VEOs.
 - b. Consult to obtain inputs with relevant stakeholders, especially MoSA.
 - c. Carry out an analysis to identify established standards and guidelines.
 - d. Present the draft version and discussed with relevant counterparts
 - e. Finalise the entire recruitment guidelines.
2. Enhancing the understanding of the social workers' recruitment guidelines, with the specific task to initiate a national level policy briefing.

Expected Outputs and Deliverables

1. Submission of the first draft and final draft on the recruitment guidelines for social workers of Balai Karya Tabula Rasa.
2. Facilitation of Focus Group Discussion on presenting the first, second, and final draft of the recruitment guidelines.
3. Facilitation of National Level Roundtable Meeting to disseminate the report.

Dates and details how the work must be delivered

	Deliverable(s)	Output(s)	Working Days	Completion deadline	Supervise & Monitor By
	A.	(i) Submission of the first draft of the recruitment guidelines for Balai Karya Tabula Rasa social workers in English and Bahasa	25	February 2022	National Programme Officer

		(ii) A focus Group Discussion (be it in person or virtual) with MoSA and related Ministry for the purpose of: <ul style="list-style-type: none"> • Presentation of the first draft of the recruitment guidelines. • Solicit input for the 1st draft of the recruitment guidelines. 	2	February 2022	National Programme Officer
		(iii) Submission of the revised 1 st draft recruitment guidelines in English and Bahasa	5	February 2022	National Programme Officer
		(iv) A focus Group Discussion (be it in person or virtual) with MoSA, related Ministry, and relevant stakeholders for the purpose of: <ul style="list-style-type: none"> • Presentation of the second draft of the recruitment guidelines. • Solicit input for the 2nd draft of the recruitment guidelines. 	2	February 2022	National Programme Officer
		(v) Submission of the revised 2 nd draft of the recruitment guidelines in English and Bahasa	5	March 2022	National Programme Officer
		(vi) A focus Group Discussion (be it in person or virtual) with MoSA, related Ministry, and relevant stakeholders for the purpose of: <ul style="list-style-type: none"> • Presentation of the second draft of the recruitment guidelines. • Solicit input for the final draft of the recruitment guidelines 	2	March 2022	National Programme Officer
		(vii) Submission of the final draft of the recruitment guidelines in English and Bahasa	10	March 2022	National Programme Officer
		(viii) Advocacy Meeting with Policy Makers to disseminate the recruitment guidelines	4	April 2022	National Programme Officer

		Total Working Days	55 working days	
<p><i>Indicators and details as to how the work must be delivered:</i></p> <ol style="list-style-type: none"> <i>1. All deliverables must be submitted in a timely manner, are well researched, practiceoriented, and geared towards use in Indonesia, fitting the local context</i> <i>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</i> <i>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</i> <i>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</i> <i>5. All deliverables were formatted, well-organised, and written in clear, professional English.</i> 				

III. WORKING ARRANGEMENTS

Institutional Arrangement

1. The consultant will perform its work under 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 emails at a minimum once in two weeks.
3. The consultant is expected to coordinate closely and liaise with key counterparts (DGC, MoSA, and other government stakeholders) during the contract period.
4. UNODC will provide the necessary budget allocation to convene a consultative meeting with stakeholders. Support will be provided under the guidance of the National Programme Manager.

Duration of the Work

Fifty five (55) working days, Starting January to April 2022.

Duty Station

The consultant will be home-based during their consultancy. However, should there be a need to travel, UNODC will arrange the travel arrangement. 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 Qualification:

An advanced university degree (master's degree or equivalent) in social science, law studies, psychology, criminology, public administration, public policy, sociology, social welfare studies or first-level university degree in the same areas;

Years of Experience:

1. Two (2) years of working experience for master's degree or five (5) years for first-level University Degree in lieu of the advanced university degree.
2. Experience in working with an international organisation, donor agency, international funded projects, and/or relevant international knowledge exchange and elsewhere for project/programme/work related to overcrowding, restorative justice, reintegration of prisoners, and/or capacity building of corrections and MoSA's officers is desired.
3. Experience working with relevant stakeholders, such as local communities, NGOs, national and sub-national levels of government, is desirable; and
4. Knowledge of Indonesia's correctional and rehabilitation system, particularly related to overcrowding, restorative justice, reintegration of prisoners, prison reform, social welfare, governance and/or civil society is desired.

Competencies and special skills requirements:

1. Proven analytical skills to conduct research and analysis, identify the issue and recommend a solution
2. Demonstrated ability to work with persons of different ethnicity and cultural background
3. Robust 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 points would be considered for the Financial Evaluation

	Criteria	Weight	Maximum Point
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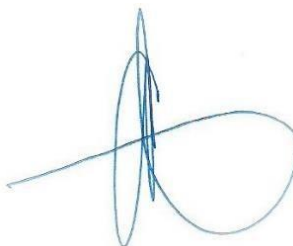
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	70%	70
1. An advanced university degree (master's degree or equivalent) in social science, law studies, psychology, criminology, public administration, public policy, sociology, social welfare studies or first-level university degree in the same areas;	15 %	15
2. Two (2) years of working experience for master's degree or five (5) years for first-level University Degree in lieu of the advanced university degree	10%	10
3. Experience in working with an international organisation, donor agency, international funded projects, and/or relevant international knowledge exchange and elsewhere for project/programme/work related to overcrowding, restorative justice, reintegration of prisoners, and/or capacity building of corrections and MoSA's officers is desired.	10 %	10
4. Experience working with relevant stakeholders, such as local communities, NGOs, national and sub-national levels of government, is desirable.	10%	10
5. Knowledge of Indonesia's correctional and rehabilitation system, particularly related to overcrowding, restorative justice, reintegration of prisoners, prison reform, social welfare, governance and/or civil society is desired.	25%	25
Criteria B: Brief Description of Approach to Assignment.	30%	30
• Understand the task and apply a methodology appropriate to the task and the strategy in a coherent manner.	10	10
• Important aspects of the task are addressed clearly and in detailed.	10	10
• Logical, realistic planning for efficient project implementation.	10	10
Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by



Sulaiman Sujono
National Programme Officer

Approved by



Collie F. Brown
Country Manager and Liaison to ASEAN