



Terms of reference

GENERAL INFORMATION

Title: National Consultant for AML/CFT Professional Development System Road Map Delivery

Project Name: UNODC AML/CFT Programme

Reports to: UNODC AML/CFT Adviser

Duty Station: Jakarta

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 20 working days, January – March 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

UNODC Programme Office in Indonesia (POIDN) assists the Government of Indonesia (GoI) to support the implementation of strategies and effective interventions to enhance the capacity among governments institutions to collaborate in preventing terrorism. One of the current concerns is to reduce the risks to national security and economies by enhancing the government's ability to Countering the Financing of Terrorism (CFT). Therefore, UNODC is working with the GoI, specifically the Pusat Pelaporan dan Analisis Transaksi Keuangan (PPATK), to prevent non-state actors, particularly terrorist organization in assessing any funding that can be used for financing the terrorism.

Many member states have implemented standalone training courses aimed at enhancing the investigative capabilities of its national authorities. Whilst standalone training gives enhanced capacity in the short term there is a need to consider long term sustainability of training that is aimed at addressing continued effectiveness of an AML CFT regime.

The UNODC Professional Development System (PDS) enables member states to provide a framework for AML CFT practitioners' professional development, assist in the planning and identification of development needs associated with the national AML CFT Strategy, as well as provide evidence, nationally and internationally, on the expertise and professionalism of competent authorities.

The objectives of scoping discussions on the PDS under the PPATK-UNODC CFT Programme Workplan 2021 is to assist and collaborate in the schematic development of a PDS framework that includes the identification of standards on financial investigations, the modelling of ongoing professional development for financial investigations, and the overall requirements for the enhancement and effectiveness of ML and TF investigations by accredited practitioners.

Scoping discussions with the Indonesian Financial Intelligence Institute's (IFII) will involve discussions and planning for the implementation of a continuous and sustainable professional development program for the AML/CFT community in Indonesia. The continuous training program ensures that staff maintain a high professional standard and up to date skills through a multi-level cumulative system that provides accreditation to AML/CFT professionals.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The national consultant will work with the International Financial Intelligence Institute at PPATK (Pusdiklat PPATK) to assist in the delivery of the Professional Development System (PDS) Road Map and Recommendations report. UNODC and PPATK have conducted a series of technical scoping discussion to capture important aspect on a PDS such as competency standards, accreditation system, coaching/mentoring, and a learning management system. The results of these scoping discussions will be collated in a report for further action on the design and implementation of the PDS framework for Indonesia.

The specific tasks to be performed by the national consultant:

1. Conducting a series of meetings with Pusdiklat PPATK to collate the results from technical scoping discussions.
2. Meeting with an international consultant on future plans for the implementation of the PDS to include in the road map
3. Finalizing and transforming the technical scoping discussion results into a recommendations-based report and representing the PDS development plans as a Roadmap.
4. Writing the final activity report and providing the report electronically to UNODC GPML.

Expected Outputs and Deliverables

All documents must be submitted in English and Bahasa.

Deliverables	Outputs	Estimated number of working days	To be accomplished by (date)
A	Conducting series of meetings with Pusdiklat in order to sum up and finalize the Technical Scoping Discussions on the PDSFramework.	5 days	February 2022
B	Meeting with an international consultant on future plans for the implementation of the PDSto include in the road map	2 days	February 2022
C	Producing a Recommendations based Report and developing a Road Map for the implementation of the PDS.	10 Days	March 2022
D	Submission of the final Recommendations and Road Map Report in English and Bahasa Indonesia.	3 days	March 2022

Indicators and details as to 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. All final documents are formatted, well-organised and written in clear, professional English and Bahasa Indonesia, or as instructed by the tasks above.

III. WORKING ARRANGEMENTS

Institutional Arrangement

1. The UNODC Country Manager and the UNODC GPML AML CFT Advisor 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 twice in a month.
2. During the contract period the consultant will perform the work in collaboration with the AML CFT team based in Indonesia and will engage with key counterparts as required.

Duration of the Work

20 working days, February – March 2022

Duty Station

The consultant will be homebased during his/her consultancy. No daily requirement to attend the office, however, the consultant is to be available for meeting requests by the supervisor. Subject to the progress of the pandemic situation, most of the meetings are likely to be held online.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic and Work Qualifications:

- Advanced university degree (master's degree or equivalent) in social sciences, law, psychology or other field related to human resource development, professional development design, and capacity building with a minimum of five (5) years of experience working in development programme related to good governance, anti-corruption, money laundering and financing of terrorism investigation.
- Experienced in working with an international organisation, a donor agency, internationally funded projects, and/or having relevant international knowledge for project/programme/work related to the capacity building for law enforcement of government officials.
- Proven experience or engagement with national stakeholders, such as PPATK, KPK, Indonesian National Police, Attorney General Office, Ministry of Manpower, and/or the National Certification Profession Agency (BNSP)
- Knowledge on the report writing with strategic policy recommendation.

III. 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. 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 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		

Criteria A: qualification requirements as per TOR:	70%	70
1. Advanced university degree (master's degree or equivalent) in social sciences, law, psychology or other field related to human resource development, professional development design, and capacity building with a minimum of five (5) years of experience working in development programme related to good governance, anti-corruption, money laundering and financing of terrorism investigation.	20%	20
2. Experienced in working with an international organisation, a donor agency, internationally funded projects, and/or having relevant international knowledge for project/programme/work related to the capacity building for law enforcement or government officials.	10%	10
3. Proven experience in working with national stakeholders, such as PPATK, KPK, Indonesian National Police, Attorney General Office, Ministry of Manpower, and/or the National Certification Profession Agency (BNSP)	20%	20
4. Experience with report writing and the development of strategic policy recommendation.	20%	20
Criteria B: Brief Description of Approach to Assignment.	30%	30
• Understand the task and applies a methodology appropriate to the task as well as the strategy in a coherent manner.	10%	10
• Key aspects of the task are addressed clearly and in detail.	10%	10
• Logical, realistic planning for efficient project implementation.	10%	10
Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by



Hardya Pranadipa
National Programme Officer

Approved by



Zoelda Anderton
O.I.C / Country Manager