

Annex I

Terms of reference



GENERAL INFORMATION

Title: Legal Consultant to Support the Forest Crime Programme Implementation
Project Name: United Nations Office on Drugs and Crime Sub-Programme 1 (INDW-16)
Reports to: National Programme Officer
Duty Station: Jakarta
Expected Places of Travel (if applicable): Papua and West Papua
Duration of Assignment: 120 working days within January – July 2022 (7 months)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	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

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

Need for presence of IC consultant in office:

- ☐ partial (explain):
- ☒ intermittent (explain): The contractor will be based in Jakarta and will be required to attend office 2-days a week and as requested by the Supervisor. As UNODC currently applies work in the office in shifts, he/she is required to be present at the office when the Programme Team is on the shift.
- ☐ 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:

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I. BACKGROUND

The United Nations Office on Drugs and Crime (UNODC) is implementing the programme of Strengthening Criminal Justice Response to Forest Crime in Indonesia (Forest Crime Programme). This Program is under Sub-Programme 1 of Country Programme for Indonesia that is to combat the Transnational Organized Crime and Illicit Trafficking (ToC-IT).

The Forest Crime Programme aims to strengthen the capacity of national and subnational forestry institutions, personnel and communities to combat forest crime, particularly illegal logging. To achieve this, UNODC pursues to deliver supports to:

- the development of the Country's legal and operational frameworks, and support systems;
- the inter-agency cooperation in law enforcement;
- capacity building of law enforcement agencies; and
- enhance the involvement of trained community groups and civil society organisations in supplementing the Country's response to forest crime.

To deliver the supports, UNODC seeks a legal consultant to support the Programme implementation by providing robust legal, regulatory, and policy researches. The researcher is to assist UNODC to produce outputs in contextual manner so that the Programme's deliverables are more effective for Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the National Programme Officer and the overall supervision of the Programme Coordinator and UNODC Country Manager, the consultant will:

No	Activity	Day
1	Research to support the regulatory review activities	12 days
2	Research on the inter-agency cooperation framework and operational procedures in countering forest crime	19 days
3	Research on forest crime cases management and/or digital evidence	9 days
4	Research to support the training development on timber tracking and analysis	9 days
5	Research to support the training development on corporate liability	7 days
6	Research to support the training development on specialized techniques of investigation and prosecution	9 days
7	Research to support the training development on associated financial crimes in forest crime	7 days
8	Research to support the training development on electronic surveillance and controlled delivery	9 days
9	Research to support the community policing development	7 days
10	Research to support the capacity development for independent forest monitoring	7 days
11	Supports to administrative enquiries related to the implementation of activities.	25 days

Expected Outputs and deliverables

- a) Submission of the progress report monthly with the draft or final research report documents outlined in the working arrangement section below (in English and Bahasa)
- b) Submission of the final consultancy report (in English and Bahasa)

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will perform its work under the supervision and report directly to the National Programme Coordinator, UNODC Indonesia. He/she will work in close coordination with the Forest Crime Programme Team. UNODC Country Manager will provide overall guidance and supervision.

During the consultancy, the consultant is expected to coordinate with relevant counterparts in order to collect data and information, and/or verify research findings. The scope and methodology of each research will be subject to Supervisor's approval.

Any related travel cost will be born directly by UNODC in accordance with UNODC rule and regulations

Duration of the Work

120 Working Days, within January – July 2022

Deliverables/ Outputs	Estimated number of working days	Estimate Due Date	Review and Approvals Required
<u>Deliverable 1</u> Submission of: a. Draft research report to support the regulatory review activities b. Draft research report on forest crime cases management and/or digital evidence c. Draft research report to support the training development on specialized techniques of investigation and prosecution d. Brief progress report on the implementation of researches and supports to administrative enquiries	12 working days	February 2022	National Programme Coordinator of ToC-IT
<u>Deliverable 2</u> Submission of: a. First draft research report on the inter-agency cooperation framework and operational procedures in countering forest	14 working days	March 2022	National Programme Coordinator of ToC-IT

<p>crime</p> <p>b. Draft research report to support the training development on corporate liability</p> <p>c. Draft research report to support the training development on electronic surveillance and controlled delivery</p> <p>d. Brief progress report on the implementation of researches and supports to administrative enquiries.</p>			
<p><u>Deliverable 3</u></p> <p>Submission of:</p> <p>a. Final research report to support the regulatory review activities</p> <p>b. Final research report on forest crime cases management and/or digital evidence</p> <p>c. Draft research report to support the training development on timber tracking and analysis</p> <p>d. Brief progress report on the implementation of researches and supports to administrative enquiries.</p>	21 working days	April 2022	National Programme Coordinator of ToC-IT
<p><u>Deliverable 4</u></p> <p>a. Second draft research report on the inter-agency cooperation framework and operational procedures in countering forest crime</p> <p>b. Final research report to support the training development on corporate liability</p> <p>c. Final research report</p>	21 working days	May 2022	National Programme Coordinator of ToC-IT

<p>to support the training development on specialized techniques of investigation and prosecution</p> <p>d. Brief progress report on the implementation of researches and supports to administrative enquiries.</p>			
<p><u>Deliverable 5</u></p> <p>a. Draft research report to support the training development on associated financial crimes in forest crime</p> <p>b. Final research report to support the training</p> <p>c. Draft research report to support the community policing development</p> <p>d. Brief progress report on the implementation of researches and supports to administrative enquiries.</p>	21 working days	June 2022	National Programme Coordinator of ToC-IT
<p><u>Deliverable 6</u></p> <p>Submission of:</p> <p>a. Final research report on the inter-agency cooperation framework and operational procedures in countering forest crime</p> <p>b. Final research report to support the training development on associated financial crimes in forest crime</p> <p>c. Final research report to support the community policing development</p> <p>d. Draft research report to support the capacity development for independent</p>	21 working days	July 2022	National Programme Coordinator of ToC-IT

forest monitoring e. Brief progress report on the implementation of researches and supports to administrative enquiries.			
<u>Deliverable 7</u> a. Final research report to support the training development on timber tracking and analysis b. Final research report to support the capacity development for independent forest monitoring c. Final consultancy report	10 working days	July 2022	National Programme Coordinator of ToC-IT

Duty Station

The contractor will be based in Jakarta and will be required to attend office 2-days a week and as requested by the Supervisor. As UNODC currently applies work in the office in shifts, he/she is required to be present at the office when the Programme Team is on the shift.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- A Bachelor Degree in Law

Years of experience:

- Minimum three (3) years of experience working in related area of criminal law and/or environment/forestry law.
- Experience in conducting legal, regulatory, and policy research.
- Experience in working for providing technical assistance or capacity building for relevant stakeholders in the field of law.

III. Competencies and special skills requirement:

- Strong motivation and good team player;
- Good analytical skills;
- Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
- Ability to work under pressure and handle multi-tasking situations; and
- Proficient in English and Bahasa languages, spoken and written.

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>Technical</u>	70%	100
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> • A bachelor degree of law • Minimum three (3) years' of experience working in related area of criminal law and/or environment/forestry law. • Experience in conducting legal, regulatory, and policy research. • Experience in working for providing technical assistance or capacity building for relevant stakeholders in the field of law. 		70 15 15 20 20
Criteria B: Brief Description of Approach to Assignment. <ul style="list-style-type: none"> • Understanding assignment specified in the TOR • Proposed approach and methodology 		30 15 15