Terms of reference

GENERAL INFORMATION

Title: National Consultant for Research on Children’s Association with Terrorist and Violent Extremist Groups

Project Name: STRIVE Juvenile

Reports to: UNODC Indonesia Programme Officer and STRIVE Juvenile Programme Manager

Duty Station: Home-based

Expected Places of Travel (if applicable): Solo, Medan, and Poso

Duration of Assignment: 40 working days, March – June 2022

REQUIRED DOCUMENT FROM HIRING UNIT

TERMS OF REFERENCE

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 or P11
☑ Copy of education certificate
☑ Completed financial proposal
☑ Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be home-based during his/her consultancy. No requirement to attend daily to the office. However, the consultant must be available for any online or offline 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
I. BACKGROUND

The mission of UNODC is to contribute to the achievement of security and justice for all by making the world safer from crime, drugs, and terrorism. UNODC has the mandate to support Member States in strengthening justice systems with the objectives to (i) better serve and protect children; and (ii) to prevent and respond to violence against children.

The mandate and role of UNODC in providing assistance in the areas of violence against children, justice for children and protection of children from terrorism have been reaffirmed throughout the years. In 2015, UNODC launched its Global Programme to End Violence against Children (Global Programme to END VAC). The Programme has been the vehicle to ensure policy and technical assistance coherence within UNODC in the area of violence against children in the field of crime prevention and criminal justice.

Under the Global Programme to END VAC, in 2016, UNODC began to work on Preventing and Responding to Violence against Children by Terrorist and Violent Extremist Groups, delivering technical assistance activities to over 35 countries in different regions of the world and has focused on multi-disciplinary capacity-building. Within this project, UNODC developed and launched a Training Package composed of four complementary publications. In addition, in 2019, UNODC launched the UNODC Roadmap on the Treatment of Children Associated with Terrorist and Violent Extremist Groups, which summarizes relevant guidance for action in the areas of prevention; rehabilitation and reintegration; justice responses, by proposing selected recommendations. Further information on the Global Programme to END VAC and its achievements are accessible on the website.

Recently, UNODC and the European Union have joined forces for the implementation of the project “STRIVE Juvenile: Preventing and Responding to Violence against Children by Terrorist and Violent Extremist Groups”. The project includes a research component aiming to:

- Address the lack of research on how the phenomenon of recruitment and exploitation by terrorist and violent extremist groups affects children specifically (including by investigating root causes);

- Collect evidence on effective interventions when dealing with children associated with terrorist and violent extremist groups.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The consultant will lead, coordinate, and undertake the research work for the Indonesian research component under the STRIVE Juvenile Project, including validating the research conducted by national research partner.

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**Specific task to be performed by the national consultant:**

1. Undertake background research and lead the collection of background material for the desk review, focusing on existing literature on this phenomenon and on the specific relevant background in Indonesia and prepare a short overview paper.

2. Provide input to the national research methodology and plan, working in strict cooperation with the Research Coordinator and the national research partner institution.

3. Support and participate the inception training provided by UNODC STRIVE Juvenile Global Team.

4. Monitor and do quality assurance of the work of the national research partners in data collection, including the preparation of relevant background material and participate in virtual meetings with national counterparts.

5. Develop, together with the research partner and in close coordination with the research coordinator an outline for the Case Study for Indonesia, contribute to its drafting by supporting the national research partner as requested and ensure its finalization and revision.

6. Participate in 2nd Scientific Board, organize/participate presentation of research outcome/dissemination and provide feedback and input to the final global research report.

7. Contribute to the finalisation of the entire study.

   Develop a 4 pager in English and Bahasa summarizing the findings of the national research and the global research study.

**Expected Outputs and Deliverables**

All documents must be submitted in English and Bahasa Indonesia

Expected Output of this consultancy are:

1. Short report on inception training of the research partner
2. Desk review and short overview paper
3. Indonesian case study report
4. Material for 2nd scientific committee meeting and final input to research study
5. Four pagers document on summary of the national research

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<tr>
<th>Deliverable</th>
<th>Output(s)</th>
<th>Number of working days</th>
<th>Number of working days</th>
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<tbody>
<tr>
<td>1</td>
<td>Deliver the Inception training based on the training manual and after having received a short training by the research coordinator, and submit a short report following training of the research partner</td>
<td>3</td>
<td>15 March 2022</td>
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<tr>
<td>2</td>
<td>Submission of the desk review and short overview paper on Indonesian background,</td>
<td>4</td>
<td>22 March 2022</td>
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<tr>
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<td>complementing the work of the research partner</td>
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<tr>
<td>3</td>
<td>Provide input to the national research methodology and plan</td>
<td>2</td>
<td>29 March 2022</td>
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<tr>
<td>4</td>
<td>Liaise and guide the national research partner, submit activity reports following the consultant’s organization of and participation in regular meetings with national research partner (at least 3), including detailed feedback to the national research partners to ensure quality of data collection process and its results.</td>
<td>10</td>
<td>29 April 2022</td>
</tr>
<tr>
<td>5</td>
<td>Submission of the final draft of the Indonesia case study incorporating feedback from the STRIVE Juvenile Team.</td>
<td>9</td>
<td>31 May 2022</td>
</tr>
<tr>
<td>6</td>
<td>Submission of preparation material for the 2nd Scientific committee meeting and submission of input to the final research Study.</td>
<td>5</td>
<td>30 June 2022</td>
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<tr>
<td>7</td>
<td>Develop a 4 pager in English and Bahasa summarizing the findings of the national research, including a short summary of and reference to the global research study and participate in meetings, as needed</td>
<td>7</td>
<td>30 June 2022</td>
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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 meeting and/or group discussion relevant to the deliverables must be conducted in a clear, well-organised and effective manner;
4. 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 consultant will perform its work under the supervision of the Programme Officer for CT, UNODC Indonesia and STRIVE Juvenile Programme Manager.
2. The UNODC Country Manager will provide overall guidance to the consultant.
3. The UNODC National Programme Officer for Terrorism Prevention will monitor and evaluate deliverables’ progress by conducting regular meetings.
4. During the contract period, the consultant is expected to coordinate closely and liaise with key counterparts, included but not limited to National Counter Terrorism Agency, Indonesian National Police, Directorate General of Corrections, Ministry of Social Affairs, and provincial-level government official.
5. UNODC will provide the necessary budget allocation to convene meetings with stakeholders, including travel cost for consultant. The travel cost is excluded to the daily rate of consultancy. Support will be provided under the guidance of National Programme Officer.

Duration of the Work
40 working days, March 2022 – June 2022

Duty Station
The consultant will be home-based during his/her consultancy. 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 and Work Qualifications:

- Master’s Degree in law, political science, conflict studies, security studies, criminology, psychology is required, with minimum 8 years of progressively responsible professional work experience in justice for children, child protection, migration (and the involvement of children), security and counter terrorism, or related field.

- Strong track record in leading policy studies related to international cooperation, child rights or security issues is required.

- Minimum of 5 official reports or academic publications in related field is required with mastery of social sciences research methods and methodologies.

- Experienced in working with international organisation, donor agency, international funded projects, and/or relevant international knowledge for project/programme/work related to terrorism, violent extremism or child rights is desirable.

- Proven experience in working with national stakeholder, included but not limited to, National Counter Terrorism Agency, Ministry of Social Affairs, local NGOs, other national and provincial levels of government is desirable.

Competencies and special skills requirement:

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 point would be considered for the Financial Evaluation

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<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
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<tr>
<td><strong>Criteria A: qualification requirements as per TOR:</strong></td>
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<tr>
<td>1. Master’s Degree in law, political science, conflict studies, security studies, criminology, psychology is required, with minimum 8 years of progressively responsible professional work experience in justice for children, child protection, migration (and the involvement of children), security and counter terrorism, social sciences or related field.</td>
<td>70%</td>
<td>70</td>
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<tr>
<td>2. Strong track record in leading policy studies related to international cooperation, child rights or security issues is required.</td>
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<td>3. Minimum of 5 official reports or academic publications in related field is required with mastery of social sciences research methods and methodologies.</td>
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<td>4. Experienced in working with international organisation, donor agency, international funded projects, and/or relevant international knowledge for project/programme/work related to terrorism,</td>
<td>10%</td>
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violent extremism or child rights is desirable.

5. Proven experience in working with national stakeholder, included but not limited to, National Counter Terrorism Agency, Ministry of Social Affairs, local NGOs, other national and provincial levels of government is desirable

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<th>Criteria B</th>
<th>Brief Description of Approach to Assignment.</th>
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<td></td>
<td>Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.</td>
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<td>Important aspects of the task addressed clearly and detailed.</td>
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<td>Logical, realistic planning for efficient project implementation.</td>
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<tr>
<td>Criteria C: Further Assessment by Interview (if any)</td>
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Prepared by

Avezia Ariane
Programme Officer

Approved by

Collie Brown
Country Manager