

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 June 2022

Post Title:	Regional Consultant – Training of Trainers on Trafficking in Persons
Duration:	97 workings days
Location:	Home-based with travels
Project:	AREU51 (Establishment of the UNODC Office for the Gulf Cooperation Council Region) GLOT59 (Addressing increased protection and assistance needs of refugees and displaced persons vulnerable to trafficking in persons in Lebanon and Jordan) JORZ09 (Technical Assistance to Strengthen International Cooperation and Mutual Legal Assistance in Criminal Matters)
Requisition Number:	
Is this a LTA (yes/no)?	No

CONTEXT/BACKGROUND

AREU51: The UNODC Office for the Gulf Cooperation Council (GCC) Region (OGCCR) in Abu Dhabi was established in order to support the Government of the United Arab Emirates (UAE) and the other GCC countries in their efforts in the fields of drug control, crime prevention and combating transnational organized crime. The establishment of OGCCR improves the cooperation and coordination of UNODC operational activities in the GCC region in order to strengthen and enhance the effectiveness of the six Member States' agencies to prevent and combat cross-border illicit drug trafficking and organized crime. OGCCR serves as the UNODC hub coordinating the 'Strategic Partnership with the GCC Countries' and related programme framework, strategies and policies, securing funds and taking responsibility for the implementation of the drug and crime-related programme portfolio in the GCC region. OGCCR seeks and promotes new opportunities for partnership with the Governments concerned, including resource mobilization and contribution to the overall strategic approach and outputs of the Regional Programme. It also seeks and promotes the enhanced participation of the GCC countries in UNODC global initiatives, programmes and relevant platforms and intergovernmental bodies.

In accordance with its 'Strategic Partnership with the GCC Countries', UNODC relies on a training-of-training (ToT) approach to strengthen institutional capacities of the counterpart authorities with the overall aim of empowering national groups of experts to promote and apply international standards and good practices in their respective areas of work.

The regional consultant will deliver a number of ToT courses to government officials and criminal justice practitioners, within the framework of the ongoing agreements and related workplans between UNODC and the following entities: Naif Arab University on Security Sciences (NAUSS); UAE Dubai Customs, UAE Dubai Police Human Rights department in relation to the TIP diploma, MOI Bahrain, the Human Rights Commission (HRC)-chair entity of the NCCHT in Saudi Arabia; and the Ministry of Interior in the United Arab Emirates.

For GLOT59, UNODC is implementing a project on "Addressing increased protection and assistance needs of refugees and displaced persons vulnerable to trafficking in persons in Lebanon and Jordan" as part of its Global Programme against Trafficking in Persons (GLOT59). The project is implemented in Jordan until July 2022, in partnership with the Regional Office for Middle East and North Africa (ROMENA). It seeks to support relevant authorities and victim service providers at the national and local level in both countries to identify victims and strengthen cooperation in order to enhance the criminal justice response to cases of trafficking in persons. Under this project, UNODC has organized a number of training activities, bringing together relevant actors, particularly law enforcement agencies, humanitarian actors and service providers at refugee camps and communities with the highest concentrations of refugees.

The regional consultant will prepare and deliver a 5-days Training-of-Trainers' activity for Jordanian law enforcement officers within the framework of the GLOT59 project in Jordan. This activity will build on two multidisciplinary training courses, which brought together relevant actors and service providers at refugee camps and communities with the highest concentrations of refugees to facilitate the use of the referral mechanisms and procedures and ensure that professional offering humanitarian relief are "linked" to law enforcement officers and other officials of the criminal justice response. Following the amendment to Jordan's anti-trafficking law in 2021, the project also facilitated the amendment of the referral mechanisms and standard operating procedures in place.

The final activity under this project will be to train selected law enforcement officials as trainers, with a two-fold goal: 1) to enhance their ability in using the updated mechanisms and standard operating procedures to identify and refer for investigation and prosecution of trafficking cases, and 2) to equip them with skills to replicate the training among their ranks. In order to achieve the second goal, a train-the-trainers (ToT) methodology will be designed and delivered to this audience by an experienced consultant.

As for JORZ09, UNODC is implementing a project on "Technical Assistance to Strengthen International Cooperation and Mutual Legal Assistance in Criminal Matters" - "Support to the Rule of Law in Jordan". The project is implemented in Jordan until April 2023. Crime prevention and criminal justice system reform initiatives within the UNODC mandate are developed and implemented in accordance with international standards and norms in crime prevention and criminal justice. Under this project, UNODC has organized a number of training activities, bringing together relevant actors, particularly related law enforcement agencies, Judicial council, ministry of justice and state security court.

The regional consultant will prepare and deliver a 5-days Training-of-Trainers' activity for Jordanian Judges, law enforcement officers and ministry of justice staff within the framework of the Programme "Support to the Rule of Law" in Jordan.

This activity will be conducted to provide Train-the-Trainers course to 20 judges on international cooperation and mutual legal assistance in criminal matters and providing them with the necessary skills in order to enable them to retrain cadres and transfer knowledge among their ranks.

SCOPE OF WORK AND SPECIFIC TASKS

The purpose of this assignment is to provide technical expertise for the preparation and implementation of several ToT courses, targeting criminal justice practitioners, law enforcement officials, judges as well as specialised TOT in the field of Trafficking in Persons (TiP). The courses will be delivered in Arabic, with no interpretation services available.

For activities under AREU51, the consultant will deliver the expected outputs under the overall supervision of the UNODC Representative for the GCC Region and the direct supervision of the OGCCR Programme Management Officer in Abu Dhabi, UAE.

For activities under GLOT59, the consultant will deliver the expected outputs under the overall guidance of UNODC HTMSS at HQ and the direct supervision of the UNODC Country Programme Manager in Jordan.

For activities under JORZ09, the consultant will deliver the expected outputs under the direct supervision of the UNODC Country Programme Manager in Jordan.

The consultant will carry out the following specific tasks:

1. Liaise with UNODC Project team and Jordanian stakeholders, as required, and agree on the modalities of delivery of the 5-day Training-of-Trainers course, as well as get acquainted with the Jordanian SOPs and other materials developed in the course of the project **(3 working days)**.
2. Deliver as lead trainer, in coordination with UNODC Project team and Jordanian stakeholders, one five-day Training-of-Trainers course to select law enforcement audience on skills needed to design and deliver training on identification and referral of victims of human trafficking for relevant actors interacting with populations of refugees in Jordan (including travel to Jordan) **(7 working days, including travel to Amman and evaluation)**.
3. Preparation of materials preparation for the Training-of-Trainers course to select Judges audience on skills needed to design and deliver training international cooperation and MLA in criminal matters. **(2 working days)**.
4. Deliver as lead trainer, in coordination with UNODC Project team and Jordanian stakeholders, one five-day Training-of-Trainers course to select Judges audience on skills needed to design and deliver training international cooperation and MLA in criminal matters **(7 working days, including travel to Amman and evaluation)**.
5. Prepare and deliver presentations and supporting training materials in Arabic for (3) generic Training of Trainers courses for law enforcement officials in the Saudi Arabia in collaboration with NAUSS **(18 working days)**.
6. Prepare and deliver presentations and supporting training materials in Arabic for (3) generic Training of Trainers courses for law enforcement officials specialized in TIP in the UAE in collaboration with Dubai Police **(18 working days)**.
7. Prepare and deliver presentations and supporting training materials in Arabic for (2) generic Training of Trainers courses for officials specialized in TIP in the KSA in collaboration with HRC **(12 working days)**.
8. Prepare and deliver presentations and supporting training materials in Arabic for (2) generic Training of Trainers courses respectively on TiP and International Organizations in collaboration with the Ministry of Interior in the UAE. **(12 working days)**.
9. Prepare and deliver presentations and supporting training materials in Arabic for one generic Training of Trainers courses for law enforcement officials specialized in TIP in the Bahrain in collaboration with MOI Bahrain. **(6 working days)**.

10. Prepare and deliver presentations and supporting training materials in Arabic for Two generic Training of Trainers courses for law enforcement officials in the Bahrain in collaboration with MOI Bahrain. **(12 working days).**

EXPECTED OUTPUTS AND DELIVERABLES

- Modalities of delivery, Jordanian SOPs and other materials developed in the course of the project are consulted and agreed on between UNODC Project team and Jordanian stakeholders for the 5-day Training-of-Trainers course including evaluation.
- Delivery of one five-days Training-of-Trainers course *in Jordan* to select law enforcement audience, including a travel to Jordan.
- Delivery of one five-day Training-of-Trainers course *in Jordan* to select Judges audience, including a travel to Jordan.
- Development and preparation of presentations and supporting training materials, in Arabic, on the topic of generic TOT and specialised TOT on TIP.
- Delivery of (13) online and onsite (depending on the COVID-19 Situation) Training-of-Trainers courses for *Saudi, Bahraini and Emirati Officials*.

Deliverables/Outputs	Estimated Duration to Complete	Review and Approvals Required
1. Liaise with UNODC Project team and Jordanian stakeholders, as required, and agree on the modalities of delivery of the 5-days Training-of-Trainers course, as well as get acquainted with the Jordanian SOPs and other materials developed in the course of the project.	3 Days	HTMSS - UNODC Country Programme Manager in Jordan
2. Deliver as lead trainer, in coordination with UNODC Project team and Jordanian stakeholders, one five-days Training-of-Trainers course to select law enforcement audience on skills needed to design and deliver training on identification and referral of victims of human trafficking for relevant actors interacting with populations of refugees in Jordan.	7 Days	HTMSS - UNODC Country Programme Manager in Jordan
3. Prepare materials for the Training-of-Trainers course to select Judges audience on skills needed to design and deliver training international cooperation and MLA in criminal matters.	2 days	UNODC Country Programme Manager in Jordan
4. Deliver as lead trainer, in coordination with UNODC Project team and Jordanian stakeholders, one five-day Training-of-Trainers course to select Judges audience on skills needed to design and deliver training international cooperation and MLA in criminal matters.	7 Days	UNODC Country Programme Manager in Jordan

5. Prepare and deliver presentations and supporting training materials in Arabic for (3) generic Training of Trainers courses for law enforcement officials in the Saudi Arabia in collaboration with NAUSS.	18 Days	OGCCR Programme Management Officer
6. Prepare and deliver presentations and supporting training materials in Arabic for (3) generic Training of Trainers courses for law enforcement officials specialized in TIP in the UAE in collaboration with Dubai Police.	18 Days	OGCCR Programme Management Officer
7. Prepare and deliver presentations and supporting training materials in Arabic for (2) generic Training of Trainers courses for officials specialized in TIP in the KSA in collaboration with HRC.	12 Days	OGCCR Programme Management Officer
8. Prepare and deliver presentations and supporting training materials in Arabic for (2) generic Training of Trainers courses respectively on TiP and International Organizations in collaboration with the Ministry of Interior in the UAE.	12 Days	OGCCR Programme Management Officer
9. Prepare and deliver presentations and supporting training materials in Arabic for one generic Training of Trainers courses for law enforcement officials specialized in TIP in the Bahrain in collaboration with MOI Bahrain.	6 Days	OGCCR Programme Management Officer
10. Prepare and deliver presentations and supporting training materials in Arabic for Two generic Training of Trainers courses for law enforcement officials in the Bahrain in collaboration with MOI Bahrain.	12 Days	OGCCR Programme Management Officer
Total # of working days	97 Working Days	

INSTITUTIONAL ARRANGEMENT

- The individual consultant is required to exhibit his/her commitment to this assignment with UNODC OGCCR, UNODC HTMSS and UNODC programme office -Jordan, via the quality, appropriateness and timeliness of the expertise, advice and input s/he will provide.
- The individual consultant shall perform tasks under the general guidance of the UNODC Representative for the GCC Region and the direct supervision of the OGCCR Programme Management Officer as well HTMSS and UNODC programme office in Jordan. The supervision will include approvals/acceptance of the outputs as identified in previous sections.
- The individual consultant is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders and UN colleagues;
- The individual consultant is required to maintain close communication with UNODC OGCCR team as well

as HTMSS and programme office in Jordan teams on regular and needed basis throughout the assignment in order to monitor progress. In the event of any delay, s/he will inform UNODC promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of the contract;

- Should UNODC deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

The duration of the work is expected to be **97 working days** expanded over the period starting from the date of signature of the contract until **31 December 2022**.

DUTY STATION

The assignment is home-based for preparation with possible travel depending on the pandemic situation.

If any unforeseen travel outside the consultant home-based city is requested by UNODC and not required by the Terms of References (ToR), such travel shall be covered by UNODC in line with applicable rules and regulations and upon prior written agreement.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

A. Academic qualifications:

B. Master's degree in political science, law, sociology, economics or a related field is required.

C. Professional experience:

- A minimum of 9 years of professional technical experience in the fields of crime prevention, criminal justice, international relations, international criminal law and/or related areas.
- Experience in delivering trainings and workshops.
- Formal training/education on evaluation methodologies and principles.
- Experience in the Middle East and North African region.
- Previous working experience with the United Nations (UN).

D. Language requirements:

- Fluency in the Arabic language (written and spoken); English is an asset.

E. Competencies:

○ *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNODC's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNODC;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

○ *Functional*

- Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
- Strong analytical and synthesis skills;
- Ability to work independently and achieve high-quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills;
- Ability to communicate in a clear and concise manner;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Seeks and applies knowledge, information and best practices from within and outside of UNODC;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must indicate a daily fee for the delivery of requested services. Daily fee must be “all-inclusive”. Please note that the term “all-inclusive” implies that all costs (professional fees, communications, consumables if any, etc.) that could possibly be incurred are already factored into the final amount submitted in the proposals. Also, please note that the contract price will be based on deliverables/outputs.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory.

Milestone	Estimated due date	Expected number of working days	Payment
1. Liaise with UNODC Project team and Jordanian stakeholders, as required, and agree on the modalities of delivery of the 5-days Training-of-Trainers course, as well as get acquainted with the Jordanian SOPs and other materials developed in the course of the project (<i>Preparation</i>).	By 31 July 2022	3 days	After confirmation of satisfactory performance of the milestone
2. Deliver as lead trainer, in coordination with UNODC Project team and Jordanian stakeholders, one five-day	By 31 July 2022	7 days	After confirmation of satisfactory performance of the milestone

Training-of-Trainers course to select law enforcement audience on skills needed to design and deliver training on identification and referral of victims of human trafficking for relevant actors interacting with populations of refugees in Jordan.			
3. Prepare materials for the Training-of-Trainers course to select Judges audience on skills needed to design and deliver training international cooperation and MLA in criminal matters.	By 31 July 2022	2 days	After confirmation of satisfactory performance of the milestone
4. Deliver as lead trainer, in coordination with UNODC Project team and Jordanian stakeholders, one five-day Training-of-Trainers course to select Judges audience on skills needed to design and deliver training international cooperation and MLA in criminal matters.	By 31 July 2022	5 days	After confirmation of satisfactory performance of the milestone
5. Prepare and deliver presentations and supporting training materials in Arabic for (2) generic Training of Trainers courses respectively on TiP and International Organizations in collaboration with the Ministry of Interior in the UAE.	By 30 September 2022	12 days	After confirmation of satisfactory performance of the milestone
6. Prepare and deliver presentations and supporting training materials in Arabic for two generic Training of Trainers courses for officials specialized in TIP in the KSA in collaboration with HRC.	By 15 Oct 2022	12 Days	After confirmation of satisfactory performance of the milestone

7. Prepare and deliver presentations and supporting training materials in Arabic for three generic Training of Trainers courses for law enforcement officials specialized in TIP in the UAE in collaboration with Dubai Police.	By 15 Nov 2022	18 Days	After confirmation of satisfactory performance of the milestone
8. Prepare and deliver presentations and supporting training materials in Arabic for three generic Training of Trainers courses for law enforcement officials in the Saudi Arabia in collaboration with NAUSS.	By 15 Dec 2022	18 Days	After confirmation of satisfactory performance of the milestone
9. Prepare and deliver presentations and supporting training materials in Arabic for one generic Training of Trainers courses for law enforcement officials specialized in TIP in the Bahrain in collaboration with MOI Bahrain.	By 31 Dec 2022	6 Days	After confirmation of satisfactory performance of the milestone
10. Prepare and deliver presentations and supporting training materials in Arabic for Two generic Training of Trainers courses for law enforcement officials in the Bahrain in collaboration with MOI Bahrain.	By 31 Dec 2022	12 Days	After confirmation of satisfactory performance of the milestone

RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit documents under point 1, 2, &3 to demonstrate their qualifications. Candidates that fail to submit these documents, the application will not be considered.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- 3) Brief Description of why you consider yourself as the most suitable candidate for this assignment;
- 4) **Financial Proposal: Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive**

When the financial proposal is requested it should indicate the all-inclusive Deliverables/Outputs based total

contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit required documents to Job Advertisement Website (https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 10 July 2022

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: <http://procurement-notice.undp.org/>

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Individual consultants will be evaluated based on the following methodologies:

Step 1: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Master’s degree in political science, law, sociology, economics or a related field.
- **Criteria B:** A minimum of 9 years of professional technical experience in the fields of crime prevention, criminal justice, international relations, international criminal law and/or related areas.
- **Criteria E:** Fluency in the Arabic language (written and spoken);

Step 2: Technical Review:

Shortlisted candidates will undergo a technical evaluation, and a submission of a proposal to tackle the assignment.

Technical evaluation Criteria max 100 points (Weighted 70):

Shortlisted candidates will be assessed and scored against the following evaluation criteria:

- **Criteria A:** Master’s degree in political science, law, sociology, economics or a related field **(20 points)**;
- **Criteria B:** A minimum of 9 years of professional technical experience in the fields of crime prevention, criminal justice, international relations, international criminal law and/or related areas. **(20 points)**;
- **Criteria C:** Experience in delivering trainings and workshops **(15 points)**;
- **Criteria D:** Formal training/education on evaluation methodologies and principles **(10 points)**;

- **Criteria E:** Experience in the Middle East and North African region. **(15 points);**
- **Criteria F:** Previous working experience with the United Nations (UN). **(10 points);**
- **Criteria G:** Fluency in the Arabic language (written and spoken); English is an asset. **(10 points).**

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step III: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.