

**PROCUREMENT NOTICE INTERNATIONAL CONSULTANT**

**(REGIONAL CONSULTANT – TRAINING, MENTORING AND OPERATIONAL SPECIALIST**

# PROCUREMENT IC NOTICE No. UNDP/IC/UNODC INTERN’L REGIONAL/001/2022

**Date: July 15, 2022**

**Country: Liberia**

1. Job Information

Job Title: Regional Consultant – Training, Mentoring and Operational Specialist

Number of Position: 01

Level of Position (Local or International): International

Nature of the consultancy (Support/ Substance): Substance

Type of Contract and Grade: Individual Consultant

Duty Station or home-based: Duty Station

Duty Station: Monrovia, Liberia

Duration: **03 months**

Estimated starting date: 1st September 2022

Languages: **English**

Proposals should be submitted at the following address: by email to bids.lr@undp.org (Please include procurement notice number in the subject area) no later than **Friday, 1st September 2022 at 12:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

# Background

The Regional Office for West and Central Africa (ROSEN) of the United Nations Office on Drugs and Crime (UNODC) is tasked with assisting Governments in its region with building capacity in the areas of drug control, crime prevention and criminal justice. Activities are implemented through regional and thematic programmatic frameworks.

ROSEN Law Enforcement Section supports the implementation and monitoring of ongoing projects at national and regional level to counter drug trafficking, illicit trafficking, human trafficking and smuggling of migrants, organized crime, trafficking in firearms, money laundering, wildlife trafficking and maritime crime, as well as the development of new project proposals. It also ensures that UNODC’s law enforcement projects and initiatives are aligned with UNODC Regional Programme for West Africa.

ROSEN requires the services of a Consultant (Training, Mentoring and Operational Specialist) to provide technical assistance and mentoring to address the drug and crime situation in Liberia, in support of the West Africa Coast Initiative (WACI) Project in Liberia and the operational activities to be conducted by the Liberia LEAs at its borders with the neighboring countries (Sierra Leone, Guinea and ivory Coast).

In addition, the Consultant will, under the direct supervision of the WACI Regional Programme Coordinator, serve as a technical advisor for the law enforcement agencies that are beneficiaries of the Project.

# Responsibilities / Scope of the assignment

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| **III. Functions and Responsibilities** |
| Under the direct supervision of the WACI Regional Programme Coordinator, the incumbent will perform the following tasks:   1. Support the WACI Project in monitoring performance and operating procedures of the Transnational Organized Crime Unit (TCU) of Liberia and propose ways forward for reforming the unit to increase national ownership, sustainability and effectiveness. 2. Assist WACI Project in the preparation, coordination and conduct of specialized training, mentoring and operational activities for Liberian law enforcement agencies. 3. Conduct joint border operations at the border between Liberia, Sierra Leone, Guinea and Ivory Coast in order to mentor on terrain the LEAs to counter the TOC within the region. 4. Support WACI Project in enhancing cooperation between law enforcement and judiciary institutions to enhance the Liberian Judiciary's ability to prosecute and convict transnational organized crime. 5. Provide technical expertise to enhance intelligence collection and analysis, surveillance, investigations, tactical operations and international coordination to the Liberian Drug Enforcement Agency (LDEA), the Transnational Crime Unit (TCU) and the Liberian National Police (LNP). 6. Monitor complementary law enforcement activities in the country and promote synergies between WACI actions and other national, regional or international initiatives in the fields of drug control, crime prevention and reform of criminal justice. 7. Analyze the major trends and modus operandi with respect to organized crime and drug trafficking in the country through the crime prevention algorithms based on the existing information collected by the different LEAs. 8. Organize best practice exchange visits among LEAs of the sub-region to analyze existing criminal trends and strengthen coordination among different law enforcement agencies. 9. Perform other duties as required. |

**Output and Deliverables**

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| **IV. Deliverables Details and Chronology** | |
| **Output and Deliverables**   |  |  | | --- | --- | | Deliverable | Output | | A. | Provide operational reports after conducting the border operations. | | B. | Support the drafting of cooperation agreements and mechanisms of exchange of operational information between law enforcement agencies in Liberia. | | C. | Provide strategic reports of the best practices exchange visits organized and conducted. | | E. | Provision of a report on seizures and arrests relating to trafficking of drugs and narcotics in Liberia as well as post-seizure investigations | | F. | Provision and training on the use of necessary equipment and supplies for the LDEA to enhance their operational capacity | | |
| **Corporate Competencies:**   * Demonstrates integrity by modeling the UN’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 Competencies:**  **Professionalism**: Has knowledge of substantive and functional areas with very good research and analytical skills. Is able to identify and contribute to the solution of problems/issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.  **Teamwork**: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity, including gender balance.  **Communication:**Ability to write in a clear and concise manner and communicate effectively orally. |

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| **VI. Qualifications/Expertise sought** | |
| Academic requirements: | Police academy / Law Enforcement National Institution. |
| Experience: | Minimum of 10 years’ relevant work experience required in an operational capacity, in national and/or international law enforcement, investigation, police, drug and/or crime prevention and control.  Experience in education and training activities in the law enforcement area, particularly in collaboration with relevant international organisations.  Experience in liaising with external counterparts.  Experience conducting operations with diverse security stakeholders including INTERPOL and the WAPIS, FIND and MIND devises.  Experience in handling international human trafficking investigations.  Experience in a UN field office in West Africa.  Proficiency in word-processing software (and MS Office software).  Proficiency in geolocation systems and data analysis. |
| Languages: | Fluency in English, with proven drafting and communication skills, is required. |
| **VII. Indicators to evaluate the consultant’s performance:** | |

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

Financial Proposal

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

1. **Evaluation**

Individual consultants will be evaluated based on the following methodologies:

*Cumulative analysis*

*Award of the contract will 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*

*\* Technical Criteria; 90 points]*

*\* Financial Criteria; [10 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation*

The technical revision of CVs will consider the following criteria:

Relevance of Academic Qualifications

Professional Experience in similar projects

Appropriateness of proposed methodology for the requirement

Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

**ANNEX 1-** TERMS OF REFERENCES (TOR)

**ANNEX 2**- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3** – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT