



## Terms of reference

### GENERAL INFORMATION

**Title:** Senior Specialist for National Crime Statistics Database Development to Enhance Non-custodial Avenues

**Project Name:** UNODC Outcome 5 Criminal Justice

**Reports to:** Criminal Justice National Programme Coordinator

**Duty Station:** Homebased

**Expected Places of Travel (if applicable):** Jakarta (If the consultant is not Jakarta-based)

**Duration of Assignment:** 40 working days, starting End of November 2022 to the End of January 2023

### REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist <b>(4) Senior Specialist</b> (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### Need for the 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, 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

1. The United Nations Office on Drug and Crime (UNODC) supports the Government of Indonesia (GoI), civil society stakeholders, and donor partners in developing strategies and measures to enhance the justice system's responses to challenges. Under its criminal justice outcome, the UNODC supports the GoI, specifically the Directorate General of Corrections (DGC), in fulfilling the Sustainable Development Goals (SDGs) commitment by developing the Indonesia national crime statistics database.
2. Indonesia National Statistics Body (Badan Pusat Statistik/BPS) adopted the UNODC International Classification of Crime for Statistical Purposes (ICCS) to fulfil the SDG's commitment. The ICCS will be implemented as the template for Indonesia's national crime statistic database to coordinate the data collected by its criminal justice actors, mainly the police, attorney, and corrections.
3. However, in developing the database, there are difficulties in synchronising the different indicators used by various agencies to the ICCS. Further, the completed indicators and database must be synchronised in a platform accessible to criminal justice agencies and the public.
4. Considering the challenges, the DGC must be able to synchronise its database with mutually accepted definitions and terminologies used by other criminal justice agencies. Furthermore, it is also essential for the DGC to utilise their existing digital platform to be enhanced to support the future national crime statistics database and be accessed efficiently. This activity will further help the policy-making process for the use of non-custodial measures through better identification and availability of data.
5. For this purpose, the UNODC seeks to respond to the urgency, support the DGC's effort to synchronise their understanding of the national crime statistics indicators and formulate the ideal shape of the platform, means of access, and categorisation of the data. In addition to the SDGs' commitment, this effort will assist the GoI in enhancing its general criminal justice strategy to help shape DGC's long-term effort to reduce the prison population.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### *Scope of Work*

1. The consultants will facilitate the synchronisation processes between the internationally accepted concept of the crime statistic indicators and the Indonesian version of that indicators. Subsequently, draft a concept document on how to incorporate the new database into the existing Indonesian platform.
2. The consultant will facilitate two workshops to disseminate the drafted concept document above, synchronise the understanding of ICCS between Indonesia's criminal justice agencies, and analyse how the concept can be integrated into DGC's database. The workshops will include many agencies, including the Central Statistic Bureau (BPS) and others related to this topic.
3. Produce a recommendation draft for Indonesia's government regarding further steps and action points related to a broader strategy for implementing the ICCS in Indonesia.

*The specific task to be performed by the consultant:*

Conduct desk-based research in consultation with relevant officials, practitioners, stakeholders and experts and other necessary tasks to analyse the synchronisation of the ICCS to the Indonesian context and develop a concept document regarding incorporating the database into the existing platform. With specific tasks:

- a. Review the existing process in synchronising the ICCS to the Indonesian context and further look into the standards and indicators of the ICCS.
- b. Open consultation with key officials, practitioners, and other stakeholders to obtain context-specific knowledge, including a practical recommendation, on adopting the ICCS.
- c. Based on tasks a and b, carry out further analysis to identify the important aspects of adoption in the Indonesian context.
- d. Present and validate the findings of tasks a, b, and c with relevant counterparts by holding online or face-to-face meetings as a resource person with DGC and other stakeholders and experts and addressing any feedback received.
- e. Draft (in English) the result of the research in tasks a, b, c, and d, which is on the synchronisation of the ICCS to the Indonesian context and develop a concept document that includes a further recommendation regarding the incorporation of the ICCS-based database into an existing platform. Finalise the draft based on feedback and findings validation activity above.

*Expected Outputs and Deliverables*

1. Submission of the first draft and final draft of analysis on the concept document regarding the incorporation of the ICCS-based database into an existing platform.
2. Activity report of a National Level Workshop (be it in person or virtual) with DGC and related stakeholders for the presentation of the findings and providing policy considerations for synchronising the ICCS to the Indonesian context and the incorporation of the ICCS-based database into an existing platform. The report shall note the inputs and points discussed, participants' numbers, and the discussion summary.
3. Submission of the final revised draft of the analysis incorporating the ICCS-based database into an existing platform.

*Dates and details of how the work must be delivered*

<b>Deliverable(s)</b>	<b>Output(s)</b>	<b>Working Days</b>	<b>Completion deadline</b>	<b>Supervised &amp; Monitored By</b>
<b>A.</b>	(i) Submission of initial outline and findings on the analysis of the synchronisation of the ICCS to the Indonesian context and the incorporation of the ICCS-based database into an existing platform	15	End of November 2022	National Programme Officer

		<p>(ii) Activity report of a National Level Workshop (be it in person or virtual) with DGC and related Counterparts to facilitate the synchronisation of the ICCS to the Indonesian context and the incorporation of the ICCS-based database into an existing platform.</p> <p>The report shall note the inputs and points discussed, participants' numbers, and the discussion summary.</p>	15	End of December 2022	National Programme Officer
		(iii) Submission of the final document on analysis of the synchronisation of the ICCS to the Indonesian context and the incorporation of the ICCS-based database to an existing platform that incorporates previous discussions	10	Early January 2022	National Programme Officer
		<b>Total Working Days</b>	<b>40 working days</b>		

*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. *Quality and relevance of strategic advice and input towards suitable mechanisms and concrete interventions related to the use of faith professionals to support disengagement, rehabilitation, and reintegration processes of Violent Extremist Prisoners in Facilities*
4. *Delivery of clear, well-organised, and effective expert group discussions as well as excellent presentations, guidance, and facilitation during group discussions, as evidenced by the degree of interest and understanding of the topics by participation; and*
5. *All deliverables were formatted, well-organised, and written in clear, professional English.*
6. *Payment will be made upon submission and acceptance of each deliverable.*

### **III. WORKING ARRANGEMENTS**

#### *Institutional Arrangement*

1. The consultant will be under the supervision and report directly to the Criminal Justice National Programme Coordinator, UNODC Indonesia.
2. The UNODC Country Manager and UNODC Indonesia Criminal Justice Team will provide overall guidance and supervision to the consultant and monitor and evaluate deliverables' progress by conducting regular meetings or emails at a minimum once a month.
3. During the contract period, the consultant is expected to coordinate closely and liaise with key counterparts (DGC and other government stakeholders).
4. UNODC will provide the necessary budget allocation to convene a consultative meeting with stakeholders. Support will be provided under the guidance of the National Programme Manager.

#### *Duration of the Work*

Forty (40) working days, Starting End of November 2022 to the End of January 2023

#### *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. Should the consultant need to travel, the UNODC will cover the travel arrangements.

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### ***Academic Qualification:***

An advanced university degree (master's degree) in computer science, system information science, or statistical science is required, or a first-level university degree in similar areas in combination may be accepted in lieu of the advanced university degree may be accepted;

##### ***Years of Experience:***

1. Three (3) years of working experience for a master's degree or four (4) years of experience for a first-level university degree working in digital platform development, software architecture, and database development is required.
2. Experience working with an international organisation, donor agency, international funded projects, and/or relevant international knowledge exchange and elsewhere for project/programme/work related to crime database management and/or digital system management is desirable.
3. Experience working with relevant stakeholders, such as the Ministry of Law and Human Rights (Directorate General of Corrections), Indonesia National Police, the Attorney General's Office, the Supreme Court, and the Ministry of Home Affairs, is desirable.

##### ***Competencies and special skills requirements:***

1. Knowledge and involvement in the correctional system in Indonesia, particularly related to overcrowding strategies, rehabilitation, and reintegration of prisoners, and/or capacity building, is required
2. Proven analytical skills to conduct research and analysis, identify the issue and recommend a solution
3. Demonstrated ability to work with persons of different ethnicity and cultural background
4. Strong reporting, communication, and interpersonal skills
5. Ability to work under pressure and handle multiple tasks simultaneously
6. Proficient in English and Bahasa Indonesia languages, spoken and written
7. Ability to operate MS-Office
8. Ability to work in a team
9. 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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		
<b>Criteria A: qualification requirements as per TOR:</b>	70%	70
1. An advanced university degree (master's degree) in computer science, system information science, or statistical science is required, or a first-level university degree in similar areas in combination may be accepted in lieu of the advanced university degree may be accepted;	25%	25
2. Three (3) years of working experience for a master's degree or four (4) years of experience for a first-level university degree working in digital platform development, software architecture, and database development is required.	20%	20
3. Experience working with an international organisation, donor agency, international funded projects, and/or relevant international knowledge exchange and elsewhere for project/programme/work related to crime database management and/or digital system management is desirable.	10 %	10
4. Experience working with relevant stakeholders, such as the Ministry of Law and Human Rights (Directorate General of Corrections), Indonesia National Police, the Attorney General's Office, the Supreme Court, and the Ministry of Home Affairs, is desirable.	15%	15
<b>Criteria B: Brief Description of Approach to Assignment.</b>	30%	30
<ul style="list-style-type: none"> <li>Understand the task and apply a methodology appropriate to the task and the strategy in a coherent manner.</li> </ul>	10	10

<ul style="list-style-type: none"> <li>• Important aspects of the task are addressed clearly and in detail.</li> <li>• Logical, realistic planning for efficient project implementation.</li> </ul>	10	10
	10	10
<b>Criteria C: Further Assessment by Interview (if any)</b>	-	-

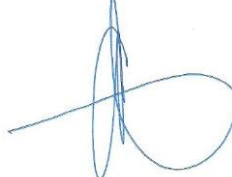
Prepared by



Sulaiman Sujono

National Programme Officer

Approved by



Collie F. Brown

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**WBSE is charged to SB-019071.05.03.01.01**