



Terms of reference

GENERAL INFORMATION

Title: Senior Specialist for Policy Implementation Analysis on Parole and Probation Officer's Social Inquiry Report Regulation

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: 60 working days, starting End of December 2022 to the End of February 2023

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
4	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
<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 Directorate General of Corrections (DGC) in enhancing Indonesia's rehabilitation, parole, and probation process under the newly revised correctional law (Law Number 22, the Year 2022).
2. Previously, the UNODC with the DGC has conducted a gap analysis in the implementation of early release policy during the pandemic. The gap analysis concluded the importance of a policy to facilitate the early release and reintegration policy in the future, this includes within the rehabilitation, parole, and probation process in Indonesia. This consultancy will be a continuation of this gap analysis.
3. The rehabilitation, parole, and probation process in Indonesia require the preparation of the Social Inquiry Report. This report is part of the assessment tool that consists of data collection, processing, analysis, and presentation activities carried out systematically and objectively to assess the interests of prisoners' rehabilitation process, guidance, and parole clients. In addition, the report is one of the administrative requirements to evaluate and determine the appropriate service and interventions in the context of implementing the stages of rehabilitation for inmates in prison or detention centres starting from the initial up to the final stages.
4. In light of the new Correctional Law, Law No. 22, the year 2022 on Corrections, the Parole and Probation Office has the authority to be involved in the pre-adjudication process and to support the restorative justice process. Due to this development, the existing assessment report cannot accommodate the needs of the new law, especially for the pre-trial process. Therefore, a new report form must be designed and implemented to accommodate the new law and provide a robust restorative justice mechanism.
5. In consideration of the enactment of the law, the DGC must analyse their existing measurement instruments of the social inquiry report and adjust them to the demand of the new law. In addition, the new regulations provide the opportunity for more comprehensive restorative justice implementation, which must be reflected in the updated instruments. Therefore, it is essential to analyse the current instrument and what to implement in the updated instrument.
6. UNODC seeks to respond to the urgency and support the DGC's effort to implement restorative justice to promote an alternative to incarceration/non-custodial measures by analysing and supporting the refinement process of the DGC's current social inquiry report instruments. In addition, to help shape DGC's effort to reduce the prison population in the long term.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. The consultant will provide expert inputs to analyse the currently existing social inquiry report instruments/policy and the new requirement of the law regarding the report. As a result, support the development of the new instruments and policy development in relation to it. Furthermore, in consultations with the DGC, the consultant will ensure that this consultancy's

deliverable(s) and output(s) reflect suitability to Indonesia's context.

2. The consultant will conduct a gap analysis of the existing social inquiry report, including its instruments, with the requirements under Law No. 22 the year 2022 on Corrections.
3. Specifically, the consultant will be tasked to (i) conduct a desk study on the new requirement of the social inquiry report and (ii) develop a gap analysis of the existing and new regulations;

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 identify and analyse the existing application of the public-private partnership approach in the released prisoners' reintegration process. With specific tasks:

- a. Review the legal and policy matters and take stock of the relevant national and global experiences on social inquiry reports based on the previous and current Indonesian Laws and regulations.
- b. Open consultation with key officials, practitioners, and other stakeholders to obtain context-specific knowledge, including a practical recommendation, on the experience of social inquiry reporting and non-custodial measures.
- c. Based on tasks a and b, carry out further policy analysis to identify the approach's applicability 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 analysis of the current application and future development of the social inquiry report. 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 current application and future application of the social inquiry report based on the new Correctional Law regarding reducing prison population and alternatives to incarceration/non-custodial measures.
2. Activity report of a National Level Workshop (be it in person or virtual) with DGC and related stakeholders to present the findings and provide policy considerations for the new social inquiry reports instruments. The report shall note the inputs and points discussed, participants' numbers, and the discussion summary.
3. Submission of the final revised draft of analysis on current and future application of the social inquiry report based on the new Correctional Law.

Dates and details how the work must be delivered

Deliverable(s)	Output(s)	Working Days	Completion deadline	Supervised & Monitored By
A.	<p>(i) Submission of the analysis on the current application and future application of the social inquiry report based on the new Correctional Law.</p> <p>This draft shall consist of the outline of the analysis and baseline information.</p>	30	End of December 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 present the findings and policy considerations of the social inquiry report.</p> <p>The report shall note the inputs and points discussed, participants' numbers, and the discussion summary.</p>	10	Early January 2023	National Programme Officer
	<p>(iii) Submission of the report on the analysis of the current application and future application of the social inquiry report based on</p>	20	Mid-February 2023	National Programme Officer

		the new Correctional Law			
		Total Working Days	60 working days		

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 work under 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

Sixty (60) working days, Starting End of November 2022 to the Mid February 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 legal studies, psychology, or criminology 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. Eight (8) years of working experience for a master's degree or nine (9) years of experience for a first-level university degree working in development programs related to overcrowding strategies, prison rehabilitation, and reintegration interventions 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 overcrowding, restorative justice, reintegration of prisoners, and/or capacity building of corrections officers is desirable.
3. Experience working with relevant stakeholders, such as local communities, NGOs, and Directorate General of Corrections, Attorney Generals Office, and Supreme Court, 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

Criteria	Weight	Maximum Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	70%	70
1. An advanced university degree (master's degree) in legal studies, psychology, or criminology 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. Eight (8) years of working experience for a master's degree or nine (9) years of experience for a first-level university degree working in development programs related to overcrowding strategies, prison rehabilitation, and reintegration interventions 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 overcrowding, restorative justice, reintegration of prisoners, and/or capacity building of corrections officers is desirable.	15 %	15
4. Experience working with relevant stakeholders, such as local communities, NGOs, and Directorate	10%	10

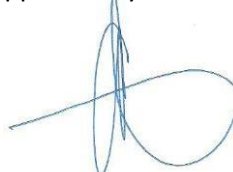
General of Corrections, Attorney Generals Office, and Supreme Court, is desirable.		
Criteria B: Brief Description of Approach to Assignment.	30%	30
<ul style="list-style-type: none"> Understand the task and apply a methodology appropriate to the task and the strategy in a coherent manner. 	10	10
<ul style="list-style-type: none"> Important aspects of the task are addressed clearly and in detail. 	10	10
<ul style="list-style-type: none"> Logical, realistic planning for efficient project implementation. 	10	10
Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by



Sulaiman Sujono
National Programme Officer

Approved by



Collie F. Brown
Country Manager and Liaison to ASEAN

WBSE is charged to SB-019071.05.03.01.01