

Terms of reference



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GENERAL INFORMATION

Title:Consultant for Risk Assessment Tool Validation

Project Name : Risk Assessment Protocol for Indonesian Violent Extremist Offenders

Reports to:National Project Officer UNICRI

Duty Station:Homebased

Expected Places of Travel (if applicable):Jakarta, Semarang, Surabaya & Makassar

Duration of Assignment:70 working days from December 2016 – April 2017

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
5	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

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

partial (on request basis upon presentation the deliverable)

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: N/A

I. BACKGROUND

The United Nations Interregional Crime and Justice Research Institute (UNICRI) continues to support Indonesian Corrections in the development of rehabilitation and reintegration programs. The project aims to provide technical support to Indonesia in establishing sustainable conditions for the development and implementation of effective rehabilitation and reintegration programmes for violent extremist offenders (VEOs) and in particular addressing the broad range of issues relating to radicalization in prisons. The implementation of the project is focused on collaborative efforts among UNICRI, the Indonesian Government, local stakeholders and other national and international experts called to cooperate and collaborate to ensure the development of effective strategies and working plans tailored to the Member State's needs and priorities. The activities related to the second phase of the project will be based on the guiding principles of the GCTF Rome Memorandum on Good Practices for Rehabilitation and Reintegration of Violent Extremist Offenders.

The Indonesian Correction services has requested UNICRI to support for the development of a risk assessment tool for violent extremist. Although Indonesian authorities have been successful in identifying, capturing, prosecuting and sentencing violent extremist offenders, a tradition of relatively short sentences for terrorism-related crimes, as well as multiple opportunities for remission, means that the actual period of time an offender spends incarcerated is often less than ten years. Some offenders use prisons as a place to plan future attacks, while others try to win new adherents to their cause from among the general population. Indonesian Corrections recognizes that it needs to enhance its capacity to assess the kinds of risks that violent extremist offenders pose within Indonesian prisons.

Risk assessment plays a central role in the management of terrorist offenders in the criminal justice system, impacting every level of decision-making - the identification of appropriate treatment opportunities in prison, the specification of the prisoner's placement in prison, the determination of parole eligibility and the allocation of resources in monitoring and supervising offenders in the community.

UNICRI continues to support the Indonesian Corrections in the development of its own culturally and linguistically appropriate violent extremist risk assessment tool. A pilot test of the risk assessment tool will be conducted in 10 locations throughout Indonesia, targeting 500 inmates (including as many convicted terrorists as possible). Within this framework, UNICRI plans to hire an Individual Consultant who will be responsible to oversight and provide technical support in the validation process of the tool and in its finalization.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Under the supervision of the National Project Officer and UNICRI Headquarter, upon consultation with the Directorate General of Correction of the Republic of Indonesia, the consultant/expert will provide his/her expertise to assist the risk assessment tool validation and its finalization. In delivering his/her services, the consultant/expert will conduct a series of consultation meetings with relevant DGC Senior Officers and support a series of trainings for prison/parole officers. Moreover he/she will be responsible for assisting DGC in the implementation of the pilot. In performing his/her duties, the consultant/expert is required to collaborate with other consultants with different expertise working in the same project.

The consultant is expected to perform the following tasks:

- Review and revise the recent draft of risk assessment tool, taking into consideration the new definition of high risk inmates and the indicators currently adopted in the Grand Design for the treatment of high risk inmates;

- Facilitate and organise a series of consultation meetings with relevant technical departments within DGC to ensure that the risk assessment tool is properly understood and ready to be used for the pilot;
- Prepare guidelines for the risk assessment tool utilization;
- Support and organise a series of trainings for Parole/Prison staff on risk assessment tool utilization, including preparing Senior Parole/Prison Officers to be able to supervise the pilot implementation;
- Assist DGC in ensuring the effectiveness of pilot implementation, including providing technical inputs on data entry and data verification;
- Provide inputs about the indicators to be included in the database system, in close collaboration with the Database consultant.

Specifically for utilisation purposes, the consultant is expected to support in:

- Including in the risk assessment tool the following components:
 - a) Psychometric aspect;
 - b) Inventory aspect;
 - c) Risk level dimension and scoring;
- Facilitating consultation meetings with relevant technical departments and experts
- Supporting a series of trainings for parole/prison staff on risk assessment tool utilization
- Supervising pilot implementation, including supervision of data entry and data verification process
- Providing substantive input for risk assessment database development
- Preparing the final report

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Revised Draft risk assessment tool	15 days	January 2017	National Project Officer
Guideline of the utilization of risk assessment tool	5 days	January 2017	National Project Officer
Training report	10 days	February 2017	National Project Officer
Preliminary data being processed	25 days	March 2017	National Project Officer
Risk Assessment tool that has validated based on pilot implementation	15 days	April 2017	National Project Officer
Total	70 days		

III. WORKING ARRANGEMENTS

Institutional Arrangement

The incumbent will be supervised by and report to National Project Officer who will also carry out a performance evaluation by end of assignment. In terms of technical substantive, the incumbent also required to close consultation with respective technical directorate under Directorate General of Correction and UNICRI Senior Adviser.

Duration of works

70 working days from December 2016– April 2017

Duty Station :

Home based

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
	Jakarta	1X	3 days
	Semarang	1 x	3 days
	Surabaya	1 x	3 days
	Makassar	1 x	3 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

BA or Master degree in Psychology, Law or Statistical.

Years of experience:

- BA min 10 years and MA min 8 years experience in psychology, security, criminal law, law enforcement, counter terrorism or social sciences
- Knowledge of terrorism-related issues and corrections system
- Proven experience in development of measurement instruments and piloting of tools
- Proven experience in facilitating trainings
- Demonstrated experience in working with the government both in national and sub-national level.
- Substantive knowledge, understanding and expertise in dealing with counter-terrorism and prison issues within political and practical levels

Competencies:

- Proven analytical skills and ability to conceptualize strategic intervention.
- Excellent interpersonal and communication skills as well as networking with the government, donor agencies and civil society organization.
- Strong cultural sensitivity to work in multicultural, multi-ethnic environment.
- Able to work independently as well as in a team.
- Able to produce quality outputs under time pressure.
- Sound judgment as well as professionalism and maturity.
- Ability to organize work efficiently and deal with a heavy workload.
- Ability to write reports, make presentation, provide training, etc.

- Proficient in Bahasa Indonesia language spoken and written. Fluent in English preferred.
- Familiarity with UN procedures this will limit number of submission, suggest to delete.
- Familiarity working with government

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:
 Cumulative analysis using weighted scoring method will be applied to evaluate the applicant.
 The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to TOR, and
- 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

Criteria	Weight	Maximum Point
<u>Technical</u>		100
<ul style="list-style-type: none"> • <i>Criteria A: qualification requirements as per TOR:</i> <ol style="list-style-type: none"> 1. <i>BA or Master degree in Psychology, Law or Statistical</i> 2. <i>BA min 10 years, MA min 8 years in psychology, security, criminal law, law enforcement, counter terrorism or directly related social sciences</i> 3. <i>Knowledge of terrorism-related issues and corrections system</i> 4. <i>Proven experience in development of measurement instruments and piloting of tools as well as facilitating trainings</i> 5. <i>Demonstrated experience in working with the government both in national and sub-national level.</i> 6. <i>Substantive knowledge, understanding and expertise in dealing with counter-terrorism and prison issues within political and practical levels</i> 	70%	5 10 10 20 10 15
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment:</i> <ul style="list-style-type: none"> - <i>Understands the task and applies a methodology appropriate for the task?</i> - <i>Important aspects of the task addressed clearly and in sufficient detail?</i> - <i>Is planning logical, realistic for efficient project implementation?</i> 	30%	10 10 10