

Project Title:
**Support to South Africa's Victim Empowerment
Programme (VEP)**

Project Number:
XAMT15

REQUEST FOR APPLICATION FOR TECHNICAL SERVICES

VE Legislation Feasibility Consultant

MAY 2010

TERMS OF REFERENCE FOR SERVICE PROVIDERS

VE Legislation Feasibility Consultant

1. OBJECTIVES

The UNODC Project Management Unit (PMU) seeks to recruit a 'VE Legislation Feasibility Consultant' who - in close collaboration and cooperation with an already-appointed Consortium of Research Service Providers - shall

- assess sentiments within the Criminal Justice Cluster for the launch of a Victim Empowerment Legislative Act in South Africa;
- develop and propose a lobbying strategy for the proposed legislation.

2. BACKGROUND

The Government of South Africa's Victim Empowerment Programme (VEP) aims to address the high rates of criminal victimization, in South Africa. Victim Empowerment was identified as one of the Governments' priority programmes in the 1996 National Crime Prevention Strategy (NCPS). According to the NCPS, the main purpose of the VEP is to facilitate the establishment and integration of interdepartmental/inter-sectoral programmes and policies for the support, protection and empowerment of victims of crime and violence. In order to support the VEP, the European Union has funded a three-year Victim Empowerment *Project* in support of the overall Programme, to be implemented by the United Nations Office on Drugs and Crime. The overall project objective has thus been defined as follows: *"The Victim Empowerment Programme has contributed to building safe and peaceful communities, strengthening a human rights culture and provides more effective, multi-sectoral, coordinated responses to victims of crime and trauma, particularly children.* The project is funded by the European Union and implemented by United Nations Office on Drugs and Crime [UNODC] in partnership with the Department of Social Development [DSD]. Both the DSD VEP program and the UNODC VEP project have provincial coordinators mandated to implement the project across the nine provinces.

3. GOAL AND SPECIFIC OUTCOMES OF THE VE PROJECT

The goal of the UNODC program of assistance is to contribute to the process of turning the victim empowerment policy documents into concrete action benefiting victims of crime and thereby contributing to the building of safe and peaceful communities.

A total of five outcomes, associated outputs and performance indicators have been identified:

- Outcome 1: Implementation plans for VEP policies developed, VE policies and implementation plans disseminated and mass awareness on VE policy created by the end of the project.
- Outcome 2: Improved coordination between victim empowerment government departments both vertically and horizontally and with CSOs.
- Outcome 3: The capacity of government staff to implement policies and comply with minimum standards in all relevant Government departments is strengthened.
- Outcome 4: The capacity of the National and Provincial Departments of Social Development and Victim Empowerment Coordinators of other government agencies to manage, coordinate and lead the governments VEP is strengthened.
- Outcome 5: Improving the capacity of CSO's in delivering services to victims of crime.

4. SCOPE OF WORK AND EXPECTED OUTPUT OF THE SERVICES REQUESTED IN THIS RFP

The United Nations Office on Drugs and Crime [UNODC] has appointed a Consortium of Research Service Providers with the mandate to assess the feasibility of launching an advocacy campaign for the implementation of a Victim Empowerment Legislative Act in South Africa. In order to complement the research, advocacy and VE service delivery expertise of the recruited Consortium with senior government organizational expertise, it has been decided to contract a VE Legislation Feasibility Consultant who shall assess the feasibilities and challenges in obtaining endorsement of a VE Legislative Act from stakeholders inside the SA Government apparatus.

The VE Feasibility Assessment Consultant shall document the workings of the Criminal Justice Cluster, as well as develop and propose an advocacy strategy as well as implementation modalities for lobbying for VE Legislation within the Criminal Justice Cluster. The consultant shall interact and share research findings with the appointed Consortium in charge of assessing VE legislation feasibility, thereby contributing organizational expertise and experience of the work- and policy environment of the Criminal Justice Cluster.

The amount of time allotted for the above-mentioned tasks is 60 Consultancy Days.

A. REQUIRED EXPERTISE OF THE CONSULTANT

In order to execute the above-mentioned activity, the successful candidate must be able to demonstrate the following achievements and characteristics:

- Experience of having worked within the criminal justice cluster for at least ten years.
- Extensive experience of working at senior management level within the criminal justice cluster.
- At least five years senior management and policy making experience within the criminal justice cluster.
- At least five years experience in participating and being a member of the key criminal justice cluster committees.
- Thorough knowledge of all criminal justice relevant policies and legislations.
- Knowledge of the evolution of the government's crime prevention strategy in the last decade.
- Knowledge of the Government of South Africa's Victim Empowerment Programme.
- Must be available for commencement of assignment on 30 May 2010.

B. PROPOSAL FORMAT

Interested consultant candidates are requested to submit an "Expression of Interest" that contains the following components:

- Cover letter
- Justification of the necessity and relevance to assess the feasibility of advocating for VE Legislation in South Africa
- Proposal of Research Strategy and Workplan: Prepare a narrative and a logframe (with timeline) in which a research workplan and roll-out is being presented; where outcomes and outputs are being listed, together with 'indicators of success', and 'means of verification' for measuring proposed outcomes and outputs.
- Explanation why consultant candidate considers himself/herself to be a suitable candidate for this assignment.
- Curriculum Vitae (CV) of the consultant.

C. Selection of Candidates

A panel of UNODC and DSD experts will review 'Expressions of Interest' received. 'Expressions' that best reflect the scope of this ToR will be selected by means of a Proposal Desk Review, after which the most qualified candidate will be determined. Applications from professionals from historically disadvantaged groups are encouraged to apply.

NOTE:

1. UNDP does not accept proposals from firms or institutions. Submissions of single consultants are preferred.
2. Consultants currently holding a government contract will – in the case of their appointment – have to report the appointment to their employer. If they wish to accept the appointment, a 'reimbursable loan-agreement' must be negotiated, i.e. the government employee must obtain permission to take un-paid leave, and declare to forfeit salary for the period of the proposed consultancy.
3. It is UN policy to negotiate fee ranges for National Consultants / Individual Contractors based on the following salary scale

Level	Qualifications / Experience	MONTHLY RANGES		DAILY RANGES	
		Minimum	Maximum	Minimum	Maximum
NO-A	Univ. degree; 1 year professional experience	ZAR 29,322.-	ZAR 41,535.-	ZAR 1,348.-	ZAR 1,910.-
NO-B	Univ. degree; 2 year professional experience	ZAR 35,907.-	ZAR 51,130.-	ZAR 1,651.-	ZAR 2,351.-
NO-C	Advanced Univ. degree; 5 year professional experience	ZAR 45,922.-	ZAR 64,951.-	ZAR 2,111.-	ZAR 2,986.-
NO-D	Advanced Univ. degree; 8 year professional experience	ZAR 58,441.-	ZAR 82,227.-	ZAR 2,627.-	ZAR 3,781.-

Interested Consultant Applicants are requested to present their Expression of Interest to

United Nations Development Programme [UNDP]
Attn: Nokufa Matiloane
Operations Associate
Metro Park Building
351 Schoeman Street
P.O. Box 6541,
Pretoria 0001
South Africa
Phone: 012-354-8003
Fax: 086 636 4967

Submission deadline is Monday, 24 May, 2010; 12 noon.