CONSULTANCY REQUEST
INDIVIDUAL CONTRACT (IC)
CODE: MEXW22-2021-02

Independent Evaluator (Substantive Expert)

Office: Liaison and Partnership Office in Mexico (LPOMEX) UNODC

Name and title of Supervisor: Mrs. Ana María Echeverri Correa, Project Coordinator.

Duty Station: Home-based with possible travels to Mexico City, State of Mexico, Coahuila, Sonora, Baja California, Veracruz, Guanajuato, Michoacán, Morelos and/or Durango. (depending on COVID-19 measures and development)

Proposed Period: 20/September/21 to 31/January/22
Actual work time: (53 working days)

Those interested should send the requested documents to the following email: unodcaplicacionesromex@un.org

Please indicate in the title of the email the Consulting Code: MEXW22-2021-002

Please refrain from requesting acknowledgment of receipt in any way. Only shortlisted bidders will be contacted.

A. Terms of Reference
B. Documents to be included in the presentation of the offer

Applications that do not include the 4 complete documents will not be accepted

1. Work proposal (Technical proposal)

   Briefly describe:
   a) The reasons that place it as the best provider to successfully fulfill the requested services.
   b) The methodology or activities that plan to carry out to successfully fulfill the requested services or activities.

   Free format

2. Economic Proposal

   Format available on WEB page
Use the Format published on our WEB page (mandatory). The fee offered must include all taxes.

<table>
<thead>
<tr>
<th>Name: Financial Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Curriculum Information</td>
</tr>
<tr>
<td>Personal CV that includes past experiences in similar projects</td>
</tr>
<tr>
<td>Free format</td>
</tr>
<tr>
<td>4. Format P11</td>
</tr>
<tr>
<td>Format available on WEB page</td>
</tr>
</tbody>
</table>

A. Economic proposal

- Overall expenditures (lump Sum):

The economic proposal must specify the overall expenditures and payment terms related to specific and measurable deliverables (qualitative and quantitative). Payments are based on the delivery of products or services. For the comparison of the economic proposals, these must include a breakdown of the overall expenditures (including travel, daily subsistence, and anticipated number of working days.)

- Travels:

If the conditions allow it, this consultancy should contemplate possible travels to collect information as it is shown in the table below.

<table>
<thead>
<tr>
<th>Number of nights</th>
<th>Location</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Mexico City</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Mexico State</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Coahuila</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Sonora</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Baja California</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Veracruz</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Guanajuato</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Michoacán</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Morelos</td>
<td>Field research and/or results presentation.</td>
</tr>
<tr>
<td>3</td>
<td>Durango</td>
<td>Field research and/or results presentation.</td>
</tr>
</tbody>
</table>
Note: All travels will be constrained to the rules and regulations of national authorities regarding the COVID-19 sanitary contingency. In cases where travels were not conducted, an amendment will be done to the contract for the according adjustment regarding the non-costed travels.

The costs of unforeseen trips will be reimbursed to the consultant against the F10 format and presenting all the necessary supporting documentation (tickets, receipts, invoices, etc.). The costs of the mission may not exceed the daily subsistence allowances established by the United Nation.

UNDP will not accept travel costs that exceed the economy class tickets. If an individual consultant prefers to travel in a higher class, the expenses will be at their own expense.

EVALUATION CRITERIA

Individual consultants will be evaluated based on the following criteria:

* Cumulative analysis: The contract will be awarded to the individual consultant who obtains the best technical-economic combination. Where the background and the technical offer is equivalent to 70% and 30% to the economic offer.

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>MAXIMUM SCORE PER REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>About experience</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Academic degree required in point 7 of TOR's</td>
</tr>
</tbody>
</table>

Technical Proposal Score (TP)

TP score = (Total score obtained by the offer / Maximum score obtainable by the PS) x 100

Financial Proposal Score (FP)

FP score = (Lowest price offered / Price of the analyzed offer) x 100

Total combined score

(TP) Score x 70% + (FP Score x 30%)
<p>| | | |</p>
<table>
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<tbody>
<tr>
<td><strong>2</strong></td>
<td>Professional requirements as described in point 7 of TORs (will be evaluated based on CV / P11)</td>
<td>25%</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Language requirements as described in point 7 of TORs.</td>
<td>10%</td>
</tr>
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</table>

**About the technical proposal**

<p>| | | |</p>
<table>
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<tbody>
<tr>
<td><strong>4</strong></td>
<td>Planning capacity considering the coherence that must exist in the proposed objectives, the execution time and the resources. The work proposal clearly reflects the contents, scope, objectives and methodology for the development of each deliverable. (* A Clear Proposal is understood to be one that is methodologically well-constructed, coherent, without writing or spelling errors, and that responds to the requirements of the products requested by the project, through the schedule and the enunciation of specific actions to follow.)</td>
<td>40%</td>
</tr>
</tbody>
</table>

| Total |   | 100% |
Terms of Reference
Final Independent Evaluation of Project "Advanced Standards of the Penitentiary System in Mexico" (MEXW22)
August, 2021

Terms of Reference

Title: Consultant (Substantive Expert)

Organizational Section/Unit: United Nations Office on Drugs and Crime (UNODC), Office of Liaison and Partnership in Mexico (LPOMEX).

Name and title Supervisor: Mrs. Ana María Echeverri Correa, Project Coordinator.

Duty Station or Home-based: Home-based with possible travels to Mexico City, State of Mexico, Coahuila, Sonora, Baja California, Veracruz, Guanajuato, Michoacán, Morelos and/or Durango.

Proposed period: 20/September/21 to 31/January/22
Actual work time: 53 days
Fee Range: C

1. Background of the assignment:

The United Nations Office on Drugs and Crime (UNODC) is the world's leading Office in the fight against illicit drugs and transnational organized crime. It was founded in 1997 when the United Nations International Drug Control Program (UNDCP) together with the Center for International Crime Prevention formed the United Nations Office for Drug Control and Crime Prevention (ODCCP). Subsequently, on March 15, 2004, an office was set up with its own legal personality and with legal powers. Through the bulletin STSGB/2004/6, issued by the United Nations General Secretariat, the United Nations Office on Drugs and Crime (UNODC) was created with the mandate to assist Member States in the fight against illicit drugs, crime and terrorism.

Within the United Nations system, UNODC is the guardian of international norms and standards in crime prevention and criminal justice, including the United Nations Standard Minimum Rules for the Treatment of Prisoners, and has therefore exercised Secretariat throughout the review process of the
Minimum Rules. Based on its mandate to assist Member States, upon request, to put these norms and standards into practice, UNODC has accumulated an extensive experience in providing technical guidance and implementing assistance programmes in the field of prison reform.

The UNODC in Mexico was established in 2003 with a regional scope of action - Mexico, Central America and the Caribbean-. Later, in October 2012, the commitment of the Government of Mexico with UNODC was renewed, resulting in the establishment of a new form of strategic association under the modality of Liaison Office and Strategic Association.

In this context, the “UNAPS-Advanced Standards of the Penitentiary System in Mexico” project is a cooperation initiative between the Office of Liaison and Partnership in Mexico (UNODC) and the Executive Secretariat of the National Public Security System that seeks to improve the quality of life and the prison environment of persons deprived of liberty, of girls and boys who live in prisons, of prison staff, as well as visits.

2. Purpose of the assignment:

Based on what is established in the document of the project to be evaluated, in the evaluation policy of UNODC and in the Norms and Standards of Evaluation (UNEG), a final independent evaluation of the project “UNAPS-Advanced Standards of the Penitentiary System in Mexico” will be carried out during the period from August to November 2021, by a team of external independent consultants.

During the evaluation, the following CAD criteria will be assessed: relevance, efficiency, effectiveness, impact and sustainability. Likewise, the established alliances and cooperation will be evaluated, as well as aspects related to human rights and the incorporation of the gender perspective. The evaluation will specifically assess the way in which the aspects of gender, human rights and inclusion of vulnerable groups have been incorporated into the project, as well as the Sustainable Development Goals and their respective goals.

The final evaluation will focus on measuring results, both expected and unexpected. In addition, this evaluation will allow to identify the areas of opportunity and the best practices learned during the development of the project to obtain recommendations based on the findings. Finally, the information collected by the evaluation team will serve as evidence in the planning of future projects with similar topics, it will be an input to review the relevance of the development of a proposal to give continuity to the project in a second stage in the country, it will determine its replicability in other regions, or in the creation of new projects and/or policies and possible institutional learning for the Programme to Prevent Crime and Violence of UNODC.

In this way, the main users of the evaluation findings will be the following:

- UNODC LPOMEX,
- The project donor,
- The members of the Technical Working Group (TWG) of the project,
- Personnel in charge of coordinating this and other UNODC projects in the field of Justice.
3. **Specific tasks to be performed by the Substantive Expert:**

Under the guidance and supervision of the Head or Deputy Head of the Independent Evaluation Section at Headquarters (Vienna, Austria), the Substantive Expert will collaborate and work closely with the Evaluation Expert Evaluator during the entire evaluation process and will contribute to the development of the following tasks:

- Provide substantive technical knowledge in the development of the inputs required in the subject under evaluation throughout the evaluation process and in the construction of all deliverables.
- Generate all the information inputs required for the initial report (both in the design, methodology, tools and techniques that will be used), the draft and the final evaluation report, the informative summary and the final presentation.
- Review and attend to all the comments received throughout the evaluation process concerning the subject object of this evaluation and in all the deliverables (consultative processes with IES, project coordination and stakeholders in basic learning), this considers editing, correction of style, writing and spelling.
- Guarantee that all the deliverables mentioned in these Terms of Reference are delivered in a timely manner, and in line with the quality criteria that appear in the checklist.

4. **Expected tangible and measurable output(s)/deliverable(s):**

The Substantive Expert will be responsible for presenting the specific deliverables specified below, with the proper quality and timeliness, interacting with the IES throughout the evaluation process. All products should be well written, inclusive and show a clear review process. The evaluation team will report exclusively to the Head or Deputy Head of the Independent Evaluation Section of UNODC.

The Substantive Expert will work in close coordination and cooperation with the Evaluation Expert throughout the evaluation process and will contribute to the following tasks:

- Draft inception report containing preliminary desk review observations, outlined assessment questions, data collection instruments (surveys or questionnaires and interview guides), sampling strategy, assessment chart and the limitations of the assessment (in line with and with respect to the current COVID restrictions on travel and face-to-face meetings), as per UNODC rules, standards, guidelines and assessment templates; referral to IES (Unite Evaluations) for review and approval. Several rounds of IES observations may be necessary.
- Contribute to the presentation of preliminary observations and recommendations to key internal and possibly external stakeholders (if applicable).
- Contribute technical inputs related to the subject matter of this evaluation in accordance with the norms, standards, guidelines and evaluation templates of UNODC, also incorporating an analysis of the project’s performance in terms of adequately addressing the related issues to gender equality and human rights, with concrete findings, conclusions and recommendations.
referral to IES (Unite Evaluations) for review and approval. Several rounds of IES observations may be necessary.

- Contribute to the review of the draft final report, specifically with technical knowledge on the subject matter of this evaluation based on the observations received in the various consultative processes (IES, project management and partners in basic learning). This process requires a proof reading, writing, and spelling check to be performed.

- Collaborate in the preparation of the final evaluation report, informative summary (Brief) and ppt presentation of the evaluation, after correction of style and spelling, according to the norms, standards, guidelines and evaluation templates of UNODC; referral to IES (Unite Evaluations) for review and approval. Several rounds of IES observations may be necessary. Review the information required to address the suggested changes in technical aspects on the subject matter of this evaluation.

According to UNODC norms and UNEG norms and standards, the Evaluation Expert may not have participated in the design or execution, supervision and coordination of the programme/project or subject under evaluation, nor have benefited of this.

The evaluation team will report exclusively to the Head or Deputy Head of the Independent Evaluation Section of UNODC, who is the only person empowered to approve the deliverables and products of the evaluation.

The Substantive Expert must respect the ethical guidelines of the UNEG.

5. Dates and details of deliverables/payments

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Output</th>
<th>Working Days</th>
<th>To be accomplished by (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Inception Report(^1)</td>
<td>10</td>
<td>15/10/21</td>
</tr>
<tr>
<td>2.</td>
<td>Draft Evaluation Report(^2)</td>
<td>26</td>
<td>22/11/21</td>
</tr>
<tr>
<td>3.</td>
<td>Final Evaluation Report, informativesummary (Brief) of the evaluation, and presentation of the results(^3) (includes proof reading, writing, and spelling)</td>
<td>17</td>
<td>31/01/22</td>
</tr>
</tbody>
</table>

\(^1\) Average working days: 15

\(^2\) Average working days: 7 (consider 1 day for the presentation of the final evaluation results)

\(^3\) Working days: 7 (consider 1 day for the presentation of the final evaluation results)
Note: These dates and details regarding the deliverables and payments must be met in accordance with the deadlines and deliverables specified in the Terms of Reference document for the Independent Final Evaluation of the MEXW22 Project - Advanced Standards of the Penitentiary System in Mexico.

Payments will be made once the products or deliverables have been completed and presented satisfactorily, according to the evaluation of the IES. The project management is requested not to make payments until the approval of the IES has been obtained.

6. **Indicators to evaluate the Substantive Expert’s performance:**

Timely, satisfactory and high-quality presentation of the products mentioned, according to the IES evaluation (in accordance with the UNODC norms, standards, guidelines and evaluation templates and UNEG norms and standards).

7. **Requested qualifications or technical knowledge (educational background, years of relevant work experience, other skills or special knowledge required):**

a) **Academic requirements:**
   - An advanced university master’s degree or equivalent is required in political science, social science, public policy, international relations. A first-level college degree in similar fields in combination with an additional two years of qualifying experience may be accepted in place of the advanced college degree.

b) **Professional requirements:**
   - A minimum of five years of professional technical experience is required in the design, implementation and evaluation on prison/penitentiary system.
   - Experience in teamwork is required.
   - Experience is required in presenting and communicating complex evaluation or research results in a structured way (in reports, reports, presentations, etc.).

c) **Language requirements:**
   - Proficiency in English (advanced) is required.
   - Requires command of Spanish and excellent report writing skills in Spanish (advanced).

d) **Desirable qualifications:**
   - It is desirable to have experience in conducting different types of evaluations or related studies at the national or international level for the United Nations, preferably in the areas of the criminal justice system, the prison system, evaluation models and justice.
   - It is desirable to have experience in the United Nations System and specifically in the Office on Drugs and Crime (UNODC).
   - Knowledge of quantitative and qualitative methods is desirable.
   - Knowledge in evaluation and certification models of the prison system will be valued.
• It is desirable to have knowledge of evaluation methodologies and analysis with a gender equality approach and an understanding of human rights and ethical issues related to the evaluation.

About UNODC:

The United Nations Office on Drugs and Crime (UNODC) is the world's leading Office in the fight against illicit drugs and transnational organized crime. It was founded in 1997 when the United Nations International Drug Control Program (UNDCP) together with the Center for International Crime Prevention formed the United Nations Office for Drug Control and Crime Prevention (ODCCP). Later, on March 15, 2004, an office was set up with its own legal personality and with legal powers. Through bulletin STSGB/2004/6, issued by the United Nations General Secretariat, the United Nations Office on Drugs and Crime (UNODC) was created. UNODC has 50 offices around the world, with a presence in more than 150 countries. Ninety per cent of the UNODC budget comes from voluntary contributions, mainly from governments.

UNODC has the mandate of assisting Member States in the fight against illicit drugs, crime and terrorism. In the Millennium Declaration, the Member States also resolved to intensify the fight against transnational organized crime in all its dimensions, to strengthen efforts to implement the commitment to fight the world drug problem and to adopt concerted measures against international terrorism.

For more information, please consult the web page: http://www.unodc.org/