INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 December 2018

Agency: UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)

Description of the assignment: Consultant – Gender and Law Enforcement Trainer Lao PDR

Duty Station: Home based is Vientiane. Travel within Lao PDR is required with occasional travel to other countries in ASEAN Region

Period of assignment/services: Up to Fifty-two (52) workdays from February - November 2019

Proposal should be submitted by email to unodc-roseaprecruitment@un.org no later than 11 January 2019 extended to 15 February 2019.

Any request for clarification must be sent by standard electronic communication to the e-mail indicated above. UNODC ROSEAP will respond by standard electronic mail.

1. BACKGROUND

By its very nature, transnational crime crosses national borders. Effective border control is therefore one key element in combating transnational organized crime.

In the coming decade, export-driven growth and major regional infrastructure upgrades in Southeast Asia, including those associated with the ASEAN Connectivity Masterplan, will concentrate resources along "development corridors." While these trends will generally be positive in terms of lowering overall trade costs and boosting economic growth, they will also provide increased opportunities for organized criminal groups to traffic illicit goods and smuggle across borders.

The regional roadmap for connectivity, such as the ASEAN Community 2025 and Greater Mekong Sub-Region Transport Master Plan, includes major upgrades in infrastructure and initiatives to promote a freer movement of people and goods. Entry and exit points at border crossings will be increasingly pressed by the need to ensure efficient movements while also guaranteeing the legality of these movements.
Border control officers in this region remain ill-equipped, making it difficult to combat the trafficking of people, narcotic drugs and precursor chemicals, wildlife, timber and counterfeit goods in a comprehensive manner. At the same time, the flows of people and cargo are growing bigger and moving faster, illustrating the need for increasing the fundamental knowledge, information and operational capacity among frontline officers.

UNODC strengthens border management in the region, including cross-border collaboration by:
- Enhancing cross-border cooperation through multi-agency mechanisms;
- Improving capabilities to collect, analyze and disseminate information; and
- Enhancing staff knowledge and skills through training programmes.

This TOR supports the efforts of UNODC to strengthen border management, to increase the role of women in law enforcement and limit the negative impacts of illicit activities in Lao PDR. This will be achieved by providing capacity building services, training for frontline units and working with officers so they can integrate women into border management teams.

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

UNODC supports over 76 BLOs throughout Southeast Asia. The combination of common training, tools, systems and equipment provided to BLOs helps countries in the region accomplish the following goals:

1. Sustain and expand national coordination and policy committees
2. Strengthen cooperation between front-line border agencies
3. Strengthen cooperation between border agencies across national borders
4. Enable the rapid sharing of intelligence leading to seizures and arrests
5. Enable the sharing of information on modus operandi, trends and trafficking routes, and
6. Facilitate the execution of joint operations against transnational crime networks

Under the supervision of the project manager in charge of the Border Management Programme activities, the consultant will liaise with other trainers and UNODC officers and experts to:

A. Develop training material for law enforcement officers in Lao PDR
   - Review existing standardized UNODC training material/curricula in order to develop new training material/curricula for frontline officers and for other criminal justice practitioners in relation to transnational organized crime, as well as the investigation of drugs, precursors and clandestine labs
● Develop and deliver training material for anti-smuggling training courses, cross-border training courses, and/or advanced training courses for frontline officers in relation to transnational organized crime, as well as the investigation of drugs, precursors and clandestine labs

● Develop training that is focused on forensic investigations including documentation analysis, fraudulent document and related documentation risk assessment

● Develop training and mentorship materials to a) help women officers become more assertive in law enforcement settings and b) help men in position of responsibility to facilitate a gender-inclusive environment for female officers.

B. Deliver training courses and mentorship to law enforcement officers in Lao PDR

● Develop and deliver training courses for frontline officers or other criminal justice practitioners in relation to transnational organized crime, as well as the investigation of drugs, precursors and clandestine labs

● Develop and deliver anti-smuggling training courses, cross-border training courses, and/or advanced training courses for frontline officers in relation to transnational organized crime, as well as the investigation of drugs, precursors and clandestine labs

● Provide short-term mentorship to select locations in Lao PDR to improve the effectiveness of the investigation of transnational organized crime cases

● Assess the performance of the participants of each training course

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

● A minimum one (1) years (with Master’s degree), or, minimum three (3) years (with Bachelor’s degree) of relevant work experience at international level. Relevant work experience may include work for the national government agencies, the UN or other international organizations and companies.

Experience and Skills

● Experience with training for government officials and understanding of law enforcement institution in Lao PDR is ideal

● Experience in project management and monitoring of implementation is ideal.

● Highly proficient desktop publishing skills, especially in Microsoft Office Excel, and experience in managing web-based systems is required.

● Fluency in Lao language (written and spoken) is required.

● Excellent written and spoken English is required.
4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Please study the TOR and propose number of work days not exceeding fifty-two (52) work days over a period from **February to November 2019**

Duty station is Vientiane. Travel within Lao PDR is required with occasional travel to other countries in ASEAN Region.

Note: It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own insurance coverage during the conduct of the consultancy.

5. FINAL PRODUCTS

Satisfactory outputs based on activities as listed under scope of work. Timely and satisfactory completion of assigned tasks, with consistent attention to quality and detail of outputs. Format to submit assignments and the technologies and systems to use are defined by the Border Management Programme Manager. All activities under the TOR are included in the annual plan.

<table>
<thead>
<tr>
<th>Month</th>
<th>Products</th>
<th>Days &amp; payment schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2019</td>
<td>A Complete Training Reports Phase I - includes course review and recommendations, participant performance reports, event evaluation analysis report</td>
<td>7 Days (28 February)</td>
</tr>
<tr>
<td>March 2019</td>
<td>B Complete Training Reports Phase II - includes course review and recommendations, participant performance reports, event evaluation analysis report</td>
<td>10 Days (28 March)</td>
</tr>
<tr>
<td>June 2019</td>
<td>C Complete Training Reports Phase III - includes course review and recommendations, participant performance reports, event evaluation analysis report</td>
<td>10 Days (30 June)</td>
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<tr>
<td>September 2019</td>
<td>D Complete Training Reports Phase IV - includes course review and recommendations, participant</td>
<td>10 Days (30 September)</td>
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<td>Date</td>
<td>Event Description</td>
<td>Duration</td>
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<tr>
<td>November 2019</td>
<td>E Complete Training Reports Phase V - includes course review and recommendations, participant performance reports, event evaluation analysis report</td>
<td>15 Days (30 November)</td>
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6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant shall be under direct supervision of the Programme Manager for Border Management. Progress of actions and monitoring of the Regional Coordination Consultant will be based on agreed work plans that are reviewed and updated on a monthly basis.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultant must submit the following documents/information to demonstrate your qualifications:

1. Proposal:
   (i) Explaining why you are the most suitable for the work
2. Financial proposal: Refer to Annex I.
3. P.11 and/or personal CV including past experience in similar assignments and the name and contact details of 3 references.

8. FINANCIAL PROPOSAL

**Lump sum contract**

The financial proposal shall specify a total lump sum amount, number of work days, daily fee and shall be all inclusive. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

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1 UNODC P.11 Form can be downloaded from

ANNEX I: BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Unit Cost (USD)</th>
<th>Quantity</th>
<th>Total Rate for the Entire Contract Duration (USD)</th>
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</thead>
<tbody>
<tr>
<td>I. Personnel Costs</td>
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<tr>
<td>Professional Fee</td>
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<tr>
<td>Note: Vientiane. Travel within Lao PDR is required with occasional travel to other countries in ASEAN Region.</td>
<td></td>
<td>52 days</td>
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**TOTAL**

**Note:**

(1) It is understood that the consultant would not hold UNODC responsible for any unforeseen or untoward incident during the duration of the consultancy. It is recommended that the consultant secure his/her own life, medical, and travel insurance coverage during the conduct of the consultancy.

(2) This procurement notice opens only to residents of Asia and Pacific countries. Proof is required before award of contract.

**Proposed by:**

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<th>Name:</th>
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