CONSULTANCY ANNOUNCEMENT

TERMS OF REFERENCE

TITLE : National Consultant - Development of an Operational Monitoring and framework for Malawi Prisons Service

ORGANISATION : United Nations Office on Drugs and Crime

NAME & TITLE OF A SUPERVISER : Hendry NDINDI, National Project Coordinator

DUTY STATION : Home base with possibility to travel within Malawi

TYPE OF CONTRACT : Consultant

PROPOSE PERIOD : 30 March – 31 June 2020

ACTUAL WORK TIME : 50 days over a period of 3 consecutive calendar months

Background
The Malawi Prisons Service (MPS) with the support of the United Nations Office on Drugs and Crime (UNODC) is seeking the services of a consultant to undertake a development of an Operational Monitoring Framework for Malawi Prisons Service.

The Malawi Prisons Service is one of the key institutions in the criminal justice system which forms one of the key aspects of the democratic governance sector in Malawi. Institutions in this sector work to achieve improved justice delivery, rule of law, internal security and human rights.

The Malawi Prisons Service is established under Section 163 of Constitution of Malawi, and Section 5 of the Prisons Act, 1956. The department is under Ministry of Homeland Security and operates under the control and leadership of the Chief Commissioner of Prisons.

The department is mandated to house, detain and rehabilitate persons committed to prisons. The main functions of the Department are to keep all persons committed to prisons securely and safely; control and manage all prisons and penal institutions incidental matters.

The department drafted its Strategic Plan 2015-2020, whose some of the Strategic goals are to enhance public security through safe custody of offenders, create conducive environment for enhanced offender rehabilitation services in prisons, expand and improve offender reformation programmes, strengthen institutional, socio-economic and infrastructure development, establish and roll out effective community re-integration of offenders; and mainstream cross-cutting issues of HIV/AIDS, gender and climate change.

Among some of the strategic challenges identified within the Malawi Prisons Service Strategic Plan, is lack of monitoring and evaluation strategies, and ability to sustain projects. This being the case an objective under the strategic goal of strengthening institutional, socio-economic and infrastructure development, was identified to create a Monitoring Framework for Malawi Prisons Service.
It is against this background that Malawi Prisons Service with the support of UNODC plans to develop an Operational Monitoring framework to track all aspects of operations and mandates of the Malawi Prisons Service.

**Expected Project Outcomes**

i. Malawi Prisons Service Monitoring framework developed and tested; and  
ii. Prison Management, Officers in Charge and Monitoring Officers trained in the Monitoring framework and its indicators

**Objectives of the Assignment**

The objective of the assignment is to develop a Monitoring Framework that will be used in monitoring the implementation of the Prison Management Systems.

**Scope of the Assignment**

The Prospective Consultant will be expected to undertake the following:

i. Review the operational documents and progress implementation reports for Malawi Prisons Services and Malawi Government Master M&E Plan   
ii. Review Malawi Prisons policy documents on reintegration and rehabilitation, Health Policies and Standing Orders;  
iii. Undertake consultations will key stakeholders and partners including key ministries including Ministries of Home Affairs and Internal Security, departments and agencies (MDAs) such Malawi Police Service and Judiciary and Development Partners working in Prisons.  
iv. Design the Monitoring framework with all the required standard components; such as indicators and their definitions, data collection tools, prescribed responsibilities and reporting frequencies.  
v. Facilitate trial run of the system with full participation of the Malawi Prison Services  
vi. Presentation of the developed Monitoring System to Malawi Prisons Services and their partners for input and approval  
vii. Facilitate training workshops on the Monitoring system at the following levels, Malawi Prisons Headquarters and 4 Regional Offices including their Stations

**Key outputs of the assignment**

i) An inception report of the assignment, detailing approach, methodology and tools for undertaking the assignment.  
ii) Results framework with all indicators that have the following targets, frequency of reporting, responsibility, data source  
iii) Monitoring Framework with all the standard components;  
iv) Delivery of the 5 training workshops on the Monitoring Framework, and submission of the training reports.  
v) Process Report of the assignment

**Qualifications, Skills, Attributes and Experiences**

A successful candidate must meet the following criteria:

**Education**

A Masters’ degree Minimum in a relevant field such as Social Science and Development Studies
**Working Experience**

- Have sound knowledge and understanding of Monitoring & Evaluation Systems acquired through development, implementation and evaluations for a minimum of five (5) years.
- Proven track record in working with public sector institutions in Malawi and SADC
- Demonstrated knowledge and experience of working with multi-sectoral stakeholders;
- Excellent writing, oral communication and presentation in English.
- Excellent report writing skills in English language are required.

**Time frame**

UNODC and Malawi Prisons Service expects the Monitoring Framework and the trainings to be delivered by **end of June 2020**.

**Operational Support of the Consultancy**

The consultant will work under the overall supervision of the Regional Program Coordinator of UNODC, direct supervision of the National Project Coordinator for UNODC and working closely with Malawi Prisons Service Commissioner of Farms and Industry as a focal person.

**Remuneration**

The consultant will receive remuneration in lump-sum relevant to his/her qualification and in line with UN financial rules and regulations. Remuneration will be released in two separate instalments subsequent to receipt and approval of deliverables by UNODC.

1. The first instalment, amounting to 20% of the total cost of the contract will be released upon signature of the contract and UNODC receipt of the inception report
2. The second instalment of 50% of the total cost of the contract will be released upon receipt and UNODC’s/Malawi Prisons Service approval of the final Monitoring and Evaluation Framework
3. Final payment of 30% will be made upon delivery of training materials on Monitoring and Evaluation to Senior Prison Management, Officer in charges and M & E officers

**Note:**

a) Payment is subject to **approval by UNODC** on all deliverables at each step. Approval will only be granted based on quality assessment of deliverables submitted.

b) Logistics for consultations for Prison Officers and training of officers on the developed M & E Framework, will be arranged by UNODC

**Criteria for Selection**

Offers will be evaluated using the combined scoring method, where the experience and approach will be weighted a maximum of 60% and the Financial Proposal 40%.

**Concept Note will be evaluated** based on, but not limited to:

- The degree to which the proposal indicates thorough understanding of the task.
- The scope of task well defined and corresponding to the Terms of Reference

**Enquiries**

For any further information regarding this assignment, please contact Henry Ndindi on: henry.ndindi@un.org
Submission of Applications
Interested individual consultants are invited to submit:
- Detailed CVs, motivation letter and P11 form;
- Concept Note (including time frame) detailing how the work will be approached;
- Financial proposal, in line with the activities mentioned in the concept note and individual costing for activities including travel and accommodation;

Interested candidates should send their applications to chimwemwe.thole@un.org on or before the 11 March 2020 by 13:00 or by hand to UNODC Offices in UNICEF House, Airtel Complex, City Centre, Lilongwe with the subject line “Development of an Operational Monitoring and Evaluation Framework for Malawi Prisons Services”.

Qualified women are encouraged to apply.
UNODC RESERVES THE RIGHT TO NOT FILL THIS POSITION
Correspondence will be limited to shortlisted candidates only.