1. BACKGROUND OF THE ASSIGNMENT:

The United Nations Office on Drugs and Crime (UNODC) is the lead agency to address illicit drugs, transnational organized crime, terrorism, and corruption. The Regional Office for Southern Africa (ROSAF) covers 11 countries in the region, namely: Angola, Botswana, Democratic Republic of Congo, Lesotho, Malawi, Mozambique, Namibia, South Africa, Zambia, and Zimbabwe. It operates under the joint UNODC-SADC Regional Programme, which includes thematic pillars aimed at addressing cross-border crime, as well as Justice and Health pillars. Through the Criminal Justice and Integrity Pillar of its Regional Programme for Southern Africa (2013-2020), UNODC has implemented projects to strengthen the criminal justice institutions in the region by improving the effectiveness of investigation, prosecution, access to justice with focus on the needs of women and children. It is against this mandate that UNODC ROSAF has launched its Phase II of the Gender-Based Violence (GBV) project. GBV, is largely underreported phenomenon, causing many women to continue living in situations of violence, for various reasons.
One of the objectives of the programme is to formulate two elearning UNODC programmes for judicial officers based on the UNODC Handbook for the judiciary on effective criminal justice responses to gender-based violence against women one within the SADC region for judicial officers; and the other to be localized to the Namibian context. The elearning programmes should be aligned with and complement the forthcoming global UNODC e-learning module on coordinated criminal justice responses to gender-based violence against women. It is required that the elearning programmes be hosted on the UNODC ROSAF website.

Two workshops will be held at which the UNODC Global Handbook for Gender Based Violence will be presented. In addition, during the workshops an engagement of the aforementioned handbook will be held in order to ensure its localization. The workshops will be physically held as follows:

- 11-13 April 2022- to be held in Windhoek, Namibia
- 30 May – 3 June 2022- to be held with SADC Judicial Officers, in Johannesburg, Gauteng

2. PURPOSE OF THE ASSIGNMENT:

UNODC wishes to engage the services of an organisation to develop an elearning programme for judicial officers based on the UNODC Global Handbook for Judges, further localized from input from SADC member states, at 2 workshops.

The organisation will carry out the proposed consultancy, under the overall guidance and supervision of the UNODC Gender Based Violence NPO at ROSAF, and with substantive support from the relevant colleagues of Justice Section, UNODC-HQ; and the UNODC Global eLearning Team in Vienna. Additional consultations will be conducted with judicial officers in the region, to validate the relevance and applicability of the content.

The elearning programme should be tailored and considered for adaptability on the UNODC ROSAF or similar website. The elearning programme will be monitored for sustainability to create a pool of regional judicial experts capable of ensuring additional transference of the training, on GBV.

3. SPECIFIC TASKS TO BE PERFORMED BY THE ORGANISATION

Specific Deliverables of this assignment pertain to the development of two elearning programmes based on the UNODC Global Gender Based Violence Handbook Book for Judicial Officers. The e- development and supported administration of the self-paced online short course will be approximately 6 hours. The target audience is judicial officers in Namibia and within the SADC Region. The course will cover
specific components and compliance requirements of UNODC.

Specifications of the deliverables are as follows

i. The organisation will be expected to assist in the coordination of at least the SADC Judicial workshop; and ensure attendance at 2 symposiums (Namibia & SADC) to compile comments and recommendations on the adaptation of the UNODC Global Gender Based Violence Handbook for Judicial Officers to the national and regional context. The feedback received on the aligned of the elearning programmes should be captured. Hence, develop 2 reports on the recommendations provided at the symposiums to ensure alignment of the UNODC Global Handbook (NB. Feedback may be in other SADC languages)

ii. Further research may be required to ensure elearning content that is practical, encourages self-learning, that leads to the design and development of 2 elearning programmes (Namibia & SADC Region). The content needs to be present for approval and review by UNODC, and Judicial officers. In addition, particular processes should be included: certification of learners; pre-post-tests; monitoring and tracking of learners; creation of eLearning database of all registered learners

iii. In coordination with UNODC, to assist with a pilot to ensure the system is full-active and to ensure a live process and certification of the first group of learners.

4. DATES AND DETAILS OF DELIVERABLES/PAYMENTS:
(N.B Dates proposed below may be subject to change.)

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Output</th>
<th>Days Worked</th>
<th>To be accomplished by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Arrangement of 2 workshops for Judges and compilation of 2 reports on the recommendations provided at the symposiums to ensure alignment of the UNODC Global Handbook</td>
<td>10</td>
<td>11-12 April 2-6 May 2022 (Subject to change)</td>
</tr>
<tr>
<td>B.</td>
<td>Design and development of 2 elearning programmes (Namibia &amp; SADC Region) and present for approval to UNODC, amend according to reviews and input provided from UNODC (&amp; judicial officers)</td>
<td>15</td>
<td>18 May</td>
</tr>
</tbody>
</table>
5. PAYMENT SCHEDULE

The payment fee will be paid as per the common UN rules and procedure.

Payments will be made upon satisfactory completion and/or submission of outputs/deliverables and based on approval by the GBV NPO Linda Naidoo (in partnership with Judicial Officers in SADC & in Namibia). Reviews of the web-based programme will be conducted jointly with the Justice Section in Vienna.

Payments will be made upon satisfactory completion of outputs/deliverables.

- The first instalment or 30% of the total cost of the contract will be paid after the delivery of the inception report with methodology, and reports based on the workshops (Deliverable A)
- Second instalment or 40% of the total cost of the contract will be paid after the submission of 2 elearning programmes tailored for judicial officers in Namibia, and judicial officers in the SADC region (Deliverable C)
- Third and final instalment or 30% of the total cost of the contract will be paid after the delivery of the output oriented final report on the first group of certified (Delivery D)

**Indicators to evaluate the organisation’s performance**

All outputs should be submitted in English, (other relevant languages such as Portuguese and French should be considered) and meet the satisfaction of UNODC according to the following indicators:

- Technical competence; Quality of written work; Timeliness of delivery.
• Regular consultation and validation of products by UNODC
• Comprehensive and impact-oriented report.

EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED):

• An advanced university degree (Master's degree or equivalent) in the fields of law, criminology, political science, international relations, or related fields of degree is required. A first-level university degree OR equivalent academic education, professional training with certification from a recognized international/national legal or other staff training institution, with specialization in law, criminology, political science, international relations and/or other related areas, in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree is required.
• At least 10 years of professional experience and demonstrated experience in carrying out technical legal assistance interventions with judicial officers in the SADC region, case law, related capacity building for judicial officers, compiling research, networking with the judiciary in the SADC region
• Experience in engagement and facilitation with SADC judicial officers, and other criminal justice stakeholders.
• Demonstrated experience in the drafting of training materials, especially elearning programmes, training delivery is desirable
• Experience working with UN and/or Government entities is desirable
• English and French are the working languages of the United Nations. For this post, fluency in oral and written English is required. Knowledge of another official United Nations Secretariat language is an advantage. Knowledge of other languages used within the SADC context would be an asset.

APPLICATION REQUIREMENTS

A completed application must include the following documents:

a) Financial and technical proposal
b) Personal History Profile/UN P11 form of the experts involved.

Organizations/Institutions with relevant experience should send their completed application with the Subject line “Institutional Contractor- Development of an eLearning Programme for Judges” to unodc-rosaf.procurement@un.org

For technical queries, please contact the Procurement Unit at the provided UNODC procurement email. This TOR will also be available on UNODC website:
CLOSING DATE FOR APPLICATIONS: 08 April 2022

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

**Note:** Failure to submit supporting documents as specified in the advertisement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.

******************************************************************************