1. BACKGROUND OF THE ASSIGNMENT:

In the Southern African region, UNODC is an active partner in the region’s efforts to address the challenges of organised crime, drug abuse and terrorism and support member states efforts.

Furthermore, in the context of global counter-terrorism, the United Nations Office on Drugs and Crime (UNODC) is mandated to provide assistance to requesting countries in their efforts to address the legal and criminal justice aspects of countering terrorism.

The Government of Mozambique has expressed its desire to strengthen responses to the threats facing the country, actively reaching out to UNODC to request further assistance in building its criminal justice responses to terrorism, money laundering and organize crime. Mozambican officials have already demonstrated senior level engagement on the counter-terrorism capacity building activities that UNODC has already organized, the Prime Minister endorsing a UNODC-Mozambique “Maputo Roadmap of UNODC engagement in Mozambique” of criminal justice assistance.

Since 2019, UNODC has been working jointly with the Government of Mozambique to support its response to violent extremism and terrorism. This included the implementation of a series of training activities for investigators, prosecutors and judges working on terrorism issues between July 2019 and December 2020, including in-depth training for Mozambican investigators.

UNODC will build on this assistance through the delivery of further capacity building assistance for relevant Mozambican criminal justice officials.

The UNODC office in Mozambique jointly with Terrorism Prevention Branch (TPB) of UNODC is one of the United Nations’ key providers of counter-terrorism technical assistance in the legal and related areas.

Accordingly, it is expected that the programme office will help to enhance national capacity for effective implementation of counter-terrorism and counter-organize crime related provisions and good practices in accordance with the rule of law and with due respect for human rights; strengthening national capacity in international cooperation in criminal matters.
The position is located in the Programme Office in Mozambique (POMOZ), Regional Office for Southern Africa (ROSAF) with duty station in Maputo, Mozambique, Division for Operations (DO), United Nations Office on Drugs and Crime (UNODC). The incumbent works under the overall supervision of the UNODC Country Representative for Mozambique, and the substantive guidance of the Programme Officer in POMOZ, with consultations with the Adviser (Anti-Money Laundering and Counter-Financing of Terrorism) (AML/CFT) and Associated Terrorism Prevention Officer.

2. PURPOSE OF THE ASSIGNMENT:

The purpose of the assignment is to provide programmatic assistance to the Programme Office in Mozambique in implementation of comprehensive capacity building activities being organized.

3. SPECIFIC TASKS TO BE PERFORMED BY THE INDIVIDUAL CONTRACTOR:

The incumbent will carry-out the following tasks:

- Carry out various administrative tasks related to project planning, implementation, monitoring and evaluation;
- Coordinate and prepare various written outputs, such as translations from Portuguese into English and from English into Portuguese of documents related to activities, correspondence, dissemination of presentations, preparation and collection of surveys, inter alia.
- Provide logistic support for events: list of participants, rooming lists, transfers, agendas, preparation of all elements related to conference room for events, including but not limited to liaising with interpreters, IT and sound equipment and operators, printing, and inter alia.
- Provide administrative support to the implementation of projects in Mozambique, in particular to the implementation of the overall cooperation framework of UNODC in Mozambique (Maputo Roadmap)
- Support the engagement of UNODC with other UN agencies in Mozambique
- Provide logistic and administrative support to the management of the office in Maputo, and provide administrative and logistical support for the establishment of new project office of UNODC in Mozambique
- Support the liaison and coordination with national stakeholders.

4. EXPECTED TANGIBLE AND MEASURABLE OUTPUT(S):

- Provision of well-researched, thoroughly prepared and sound input for implementation monitoring and reporting on the activities.
- Effective organization and coordination of inputs for delivering technical assistance.
- Effective support for overall planning, implementation monitoring and management of the activities.

5. DATES AND DETAILS AS TO HOW THE WORK MUST BE DELIVERED:

The individual contractor will perform the assigned functions under the overall guidance of the Programme Officer and will be based in Maputo.

The individual contractor will be requested to work 65 working days from February – April 2022.

A monthly remuneration will be paid, on the basis of the level of the functions to be performed and the level of qualifications of the individual contractor.
6. EXPECTED OUTPUTS, DELIVERABLES AND DETAILS OF PAYMENTS:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Output</th>
<th>Working Days</th>
<th>To be accomplished by (date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Carry out various administrative tasks related to project planning, implementation, monitoring and evaluation;</td>
<td>4</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>B.</td>
<td>Coordinate and prepare various written outputs, such as translations from Portuguese into English and from English into Portuguese of documents related to activities, correspondence, dissemination of presentations, preparation and collection of surveys, inter alia.</td>
<td>25</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>C.</td>
<td>Provide logistic support for events: list of participants, rooming lists, transfers, agendas, preparation of all elements related to conference room for events, including but not limited to liaising with interpreters, IT and sound equipment and operators, printing, and inter alia.</td>
<td>6</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>D.</td>
<td>Provide administrative support to the implementation of projects in Mozambique, in particular to the implementation of the overall cooperation framework of UNODC in Mozambique (Maputo Roadmap)</td>
<td>4</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>E.</td>
<td>Support the engagement of UNODC with other UN agencies in Mozambique</td>
<td>5</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>F.</td>
<td>Provide logistic and administrative support to the management of the office in Maputo, and provide administrative and logistical support for the establishment of new project office of UNODC in Mozambique</td>
<td>4</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>G.</td>
<td>Support the liaison and coordination with national stakeholders.</td>
<td>15</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>H.</td>
<td>Final report</td>
<td>2</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>65 days</td>
<td></td>
</tr>
</tbody>
</table>

The completed deliverables will be submitted to UNODC POMOZ through Monthly reports for assessment and approval before payment is being processed. Payment fee will be paid as per the common UN rules and procedures in three monthly instalments as follows:

- The first instalment amounting to 40% of the total cost of the contract will be paid after submission and certification of the first monthly report by UNODC that services have been satisfactorily performed.
- The second instalment amounting to 30% of the total cost of the contract will be paid after submission of the second monthly report.
- The third instalment amounting to 30% of the total cost of the contract will be paid after final report has been submitted, assessed and approved by UNODC ROSAF

6. INDICATORS TO EVALUATE THE CONSULTANT’S PERFORMANCE:

All the outputs should meet the satisfaction of the designated staff of POMOZ/ROSAF according to the following criteria:

- Substantive quality and quantity of contributions provided and timely completion of assigned tasks. Assessment of performance as at least fully satisfactory by the supervising staff.
- Feedback from UNODC field office and POMOZ/HQ/UNODC experts will be taken into account whenever appropriate.
- Effectiveness of planning and coordination, as well as quality and efficiency of inputs provided.
- Quality and timely completion of outputs and submissions.

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

- A high school diploma is required. A first level university degree in international law, political science, international relations or a related field is an advantage.
- A minimum of 2 years of relevant professional experience, including some experience with the United Nations or other multilateral entities in areas related to international relations, law, and/or terrorism is desirable.
- Good knowledge of the UNODC mandates and activities is desirable.
- Sound planning and organizing skills is required.
- Proven experience in working in Africa continent.
- Proven experience in supporting the organization of events, preferably UNODC events and capacity building.
- Fluency in English, French and Portuguese with excellent drafting skills is required.

**APPLICATION REQUIREMENTS**

A completed application must include: Financial and technical proposal, Cover letter, CV with three contactable referees, and Personal History profile (UNDP P11 Form). Personal History profile must include past work experiences, information on computer skills, samples of knowledge products (guides, toolkit, etc.) and include three contactable referees.

Interested candidates may send their completed application with the Subject line “Individual Contractor-Admin” to the UNODC-ROSAF Procurement at unodc-rosaf.procurement@un.org (incomplete applications will not be considered). For enquiries, please contact Mr. Antonio De Vivo at the provided email.

These TOR’s will also be available on UNODC website: https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html

UNODC reserves the right not to make an appointment.

CLOSING DATE FOR APPLICATIONS: 24 January 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.

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