

CALL FOR PROPOSALS

UNODC GRANT FOR THE DEVELOPMENT OF A TRAINING MANUAL ON POLICING URBAN SPACE

I. Terms of Reference:

1. Background:

ECOSOC resolution 2008/24 “Strengthening prevention of urban crime: an integrated approach” adopted on 24 July 2008, requested UNODC to draw Member States’ attention to urban crime as an emerging policy issue and to provide Member States, upon request and as a matter of high priority, technical cooperation, advisory services and other forms of assistance.

In this context, UNODC, in collaboration with the United Nations Human Settlements Programme, published the *Introductory Handbook on Policing Urban Space* in July 2011 (UNODC Criminal Justice Handbook series). The Handbook builds on the basic concepts and principles reflected in the UN standards and norms in crime prevention and criminal justice that relate to crime prevention and the role of the police. It seeks to provide government officials, police, municipal planners, members of civic groups and other practitioners, especially in low- and middle-income countries, with a conceptual grounding in democratic policing, and guidelines on good practices so that they can successfully undertake democratic policing in the urban contexts in which they operate. The *Handbook* is available on UNODC web page:

http://www.unodc.org/pdf/criminal_justice/Introductory_Handbook_on_Policing_Urban_Space.pdf

2. Purpose of the assignment:

The present grant is aimed at the development of a training manual on policing urban space to complement and accompany the *Introductory Handbook on Policing Urban Space*. UNODC considers that the development of the training manual will strengthen the capacity of national and local police services for preventing and responding to crime in urban areas and communities. The training manual will be made available to Member States and further disseminated by UNODC to national and local police agencies and other relevant organizations. It will facilitate the provision of technical assistance, in particular the provision of training.

3. Specific tasks to be performed:

Under the overall guidance and supervision of the Chief of the Justice Section and other officers in the Section, the grantee is responsible for preparing the training manual on the basis of the following process:

- Submit a draft outline of the training manual to UNODC for its review;
- Submit a first draft of the training manual to UNODC for its review;
- Incorporate the feedback received from UNODC;
- Produce the final document in WORD format in professional English;

- Consultations with Justice Section designated focal points will be held all along this process.

4. Expected tangible and measurable output:

- Training manual on policing urban space finalized.

5. Dates and details as to how the work must be delivered:

- Draft outline to be submitted to UNODC by 30 June 2012;
- First draft document to be submitted to UNODC by 15 September 2012;
- Final document incorporating inputs provided by UNODC (at least 50 pages in professional edited English) to be delivered to UNODC by 31 October 2012.

6. Indicator:

- Quality of the final training manual.

II. Qualifications and expertise sought:

- a. Must be a non-governmental organization, preferably with activities at the international level;
- b. Proven expertise in research and analysis of crime prevention methodologies, approaches and strategies and the role of the police in preventing crime in urban areas;
- c. Be a member of, or lead relevant expert networks or communities of practice which expertise will be drawn upon for the review the draft manual;
- d. Knowledge of the UN standards and norms in crime prevention and criminal justice;
- e. Knowledge of UNODC activities in the area of crime prevention and criminal justice and its publications;
- f. Proven capacity to produce publications in professional English.

III. Application procedure and necessary documentation:

Qualified and interested organizations are hereby invited to apply. The application should contain the following information not exceeding 5 pages:

- Self-Introduction;
- Organizational experience relevant to the grant application;
- Self-evaluation on how the organization meets the qualifications and expertise detailed in Section II above including a summary of latest activities;
- Proposed methodologies for the development of the training manual (implementation) including a timeline;
- A one page draft outline of a training manual based on the proposed content of the *Introductory Handbook on Policing Urban Space* and other documents as appropriate, focusing on community policing/problem-oriented policing and other similar approaches;
- Grant budget breakdown including item, unit cost, quantity and total.

Also, please attach the following documents in the application:

- Registration certificate showing the location of organization;
- Latest financial statement or audit report.

Applications should be submitted to the following email address:

justice@unodc.org

IV. Deadline of the application:

- **18th May 2012**, 6 p.m. Vienna local time

V. Selection criteria:

Applications will be evaluated by a combination of substantive, technical and managerial capabilities. The technical evaluation will take into account the following:

- a. Experience in research and analysis of effective crime prevention and policing methodologies, approaches and strategies in the context of urban areas/communities;
- b. Experience in producing relevant tools and training manuals;
- c. Suggested methodologies to carry out the Terms of Reference;
- d. Suggested draft outline of a training manual on policing urban space;
- e. Organizational capacity to manage and implement the grant.

VI. Amount of the grant:

USD 15,000 for research, development and finalization of the training manual.

The selected grantee will be paid based on agreed terms.
