



Terms of Reference

Job Title:	Prosecution and Police Cooperation Expert
Total Position(s):	1
Industry:	Non-profit
Job Type:	IC
Job Location:	Home based, occasional travel to Islamabad
Minimum Education:	University degree or degrees equivalent to Masters
Degree Title:	Law, criminology, public administration or equivalent academic training/education from a recognized educational institution
Minimum Experience:	10-15 years
Career Level:	Expert
Organizational Unit:	UNODC
Duration:	5 months
Posted On:	17 January 2012
Apply By:	23 January 2012

Background

The United Nations Office on Drugs and Crime (UNODC) Country Office for Pakistan (COPAK) is tasked with assisting Pakistan through its Country Programme (CP) 2010-14 with a focus on needs related to illicit trafficking and border management, criminal justice and drug demand reduction and HIV/AIDS.

COPAK requires the services of a Prosecution and Police Cooperation Expert to develop and deliver materials for police-prosecutor cooperation agreed with the Government of Pakistan as part of the UNODC CP. The Prosecution and Police Cooperation Expert will be reporting to the Criminal Justice/Sub-Programme 2 Advisor throughout the development of the documentation and consultation with Pakistani counterparts.

Assignment Objective

The objective of the assignment is to support the implementation of Outcome 5 of the CP 'More effective prosecution of criminal cases'. Specifically, the Prosecution and Police Cooperation Expert will develop materials for police-prosecutor cooperation that result in the delivery of better criminal justice services to citizens the Citizens of Pakistan.

Expected Deliverables

Under the overall supervision of the UNODC Criminal Justice/Sub-Programme 2 Advisor based in Islamabad, and working with the UNODC team, the Prosecution and Police Cooperation Expert will develop key documents and training materials. The Contractor will undertake the following substantive duties and responsibilities:

1. Prepare a report of the Q1 2012 national police-prosecutor workshop (approximately 10 pages, 2 drafts for review and final version)
2. Develop SOP/guideline/manual for police-prosecutor cooperation in Pakistan following the Q1 2012 workshop (approximately 30 pages in plain user-friendly English, 2 drafts for review and final version)
3. Prepare, manage and report on consultation workshops with the Governments of Balochistan, Khyber Pakhtunkhwa and Sindh in Q1 and Q2 2012 on the SOP/guideline/manual for police-prosecutor cooperation and related training in Pakistan (length of consultation reports tbd)
4. Develop training curricula and plan including presentation materials for the roll-out of the SOP/guideline/manual for police-prosecutor cooperation in Pakistan (length tbd)

Qualification and Experience

- Minimum 10-15 years professional legal experience, preferably as a , preferably as a prosecutor, police officer or judge, including some advisory and or development work in an international environment
- Experienced in partnership development
- Demonstrated administrative, planning, organisational and advisory skills
- International experience with the UN and working with different governments would be an asset
- Excellent verbal and written communication skills in English

Methodology

The work will be primarily home based and the contractor will be required to travel to Pakistan at least 3 times during the assignment to work with the UNODC Criminal Justice/Sub-Programme 2 Advisor and UNODC Pakistan team. He/she will review documents and interact with government counterparts. COPAK staff will support, guide and direct necessary substantive and administrative inputs.

Planning and Implementation Arrangements

The Contractor will work closely with the UNODC Criminal Justice/Sub-Programme 2 Advisor, and have documents approved by them and the UNODC Representative prior to being considered final.

Although the contractor is meant to take all views expressed into account, he/she will have to use his/her independent judgment in preparing documents.

Payment Schedule and Rate

The consultant will be issued a Individual Contract and paid on a monthly basis in accordance with United Nations rules and procedures. Payment is linked to the completion of deliverables and scale is determined by UNDP recommended rates for senior-level international specialists (level C). Travel costs including transportation and Daily Subsistence Allowance (DSA) for travel are calculated in accordance with United Nations rules and procedures, and will be incorporated within the proposal to paid by UNODC.

Application Guidelines

Interested candidates are requested to submit a technical and financial proposal with application to fo.pakistan@unodc.org:

(i) Technical proposal should include the following:

1. Cover letter explaining interest for the position
2. Detailed P-11 form
3. Proposed methodology and workplan for the deliverables stated in the Terms of Reference

(ii) Financial Proposal should indicate lump sum amount/fee for the entire set of consultancy services including travel to take-up the assignment.