

TERMS OF REFERENCE
(Individual Contractor Agreement)

Position: Technical Advisor (Rule of Law Coordination)
Project: 21999-001 Rule of Law Facilities
Duty Station: Home-based
Unit: LCR, PAMCO Costa Rica
Contract: ICS 11/IICA 3
Supervisor: Senior Project Manager

1. Background Information

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian, and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian, and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement, and infrastructure services to a wide range of governments, donors, and United Nations organizations.

Project Context

This project will support the strengthening of the chain of justice in the island of Sint Maarten by offering UNOPS turn-key services for the construction of a new rule of law facility. The project will be achieved in two phases. The first phase has the following objective:

- Design resilient, sustainable, and effective Long-Term Facilities contributing to strengthening national infrastructure capacity in the correctional sector enabling adequate, safe and humane detention, which facilitates reintegration of offenders back into society.
- Design and planning of the Priority 1 Soft Components included in the following categories: 1) Point Blanche Facility Operation and Maintenance, 2) Correctional Sector Strengthening, and 3) Justice Sector Strengthening.
- Build the new Point Blanch Prison.

The UNOPS Panama Multi-Country Office covering Panama, Costa Rica and the Dutch and English Caribbean has opened an office on the island of Sint Maarten to ensure close coordination with relevant stakeholders of the justice sector. The Technical Advisor - Rule of Law Coordination will have a key role in the technical coordination, identification, planning, and implementation of Rule of Law components for the UNOPS office in Sint Maarten.

2. Functional Responsibilities

The Technical Advisor - Rule of Law Coordination is expected to work in full coordination and under the direct supervision of the Senior Project Manager. He/she coordinates, through his/her expertise and technical advisory, the identification, planning and implementation of technical assistance to external stakeholders in Rule of Law components, known as “soft components”.

His/her main duties will be:

Technical Support

- Analyze ample data and information including prison population profiles, infrastructure, framework, technology, human resources, timing and budget data
- Lead the preparation of the master planning of the Prison
 - Identification and baseline analysis of “Soft Components” that either impact future prison capacity assumptions, improve the correctional sector in relationship to prison capacity matters, or improve the criminal justice sector in relationship to the justice sector
 - Conduct a “Gap Analysis” to identify discrepancies or “gaps” between the current performance and the desired objectives of the Justice and Criminal Sector.
- Support in incorporating Soft Components matters in the preparation of Prison Profiles
 - Analyse current and future prison population projections
 - Establish categories for inmates and determine appropriate accommodation types.
 - Analyse existing rehabilitation and reintegration programmes.
 - Review visiting policies and modalities.
 - Assess statistics and trends including age, gender, cultural values, health and mental health among others
 - Analyse the present use and potential benefits of alternative measures to incarceration.
- Support in the preparation of the functional configuration of the Prison, considering the different “soft” components space needs
- Support in the preparation of the business case of the Prison
 - Identification of soft components in need of development in three greater areas: Prison Operations and Management, Correctional Sector, and Broader Criminal Justice Sector
- Implement analysis and **needs assessments for the identified soft components** related to Rule of Law
- Prepare and provide technical recommendations on each soft component based on its own experience and expertise, applicable international standards and best practices, budget considerations, and others alongside cost estimations for the recommendations)
- **Plan, prepare, and implement technical assistance** to the project partner, related to Rule of Law
- Deliver **implementation plans** for areas for support and intervention related to Rule of Law.
- Ensure the Rule of Law improvements by **coordinating the implementation plans** for areas for support and intervention related to Rule of Law.

- Assess, plan, define and assure **quality standards** for these Rule of Law improvements
- Preparing and delivering **training and guidance materials** on Rule of Law strategy, implementation and documentation;
- Establish constant communication and interaction with stakeholders;
- Evaluate the **local legal framework** to ensure full alignment between the activities, practices and plans proposed and the applicable laws, including assessing whether legal advice is needed and directing such requests for legal advice to appropriate experts in coordination with the Legal Group.
- Participate in the development of Security Systems integrated in Prison Design projects.
- Design and conduct round tables and workshops with Prison Management teams to develop Operational Procedures and foster the use of International Regulations, Treaties and IHL in their common practices.

Advisory Services

- Review of and advise on program and project proposals with Rule of Law components;
- Expert advice on the strategic direction of and best practice related to the project and/or program management aspects in the areas of Rule of law to internal and external stakeholders;
- Advise the Project Manager, Project Team, and other internal stakeholders on design and program formulation to support interventions in the areas of Rule of Law.
- Provide technical support related to Rule of Law, as required by the Project Management during the implementation of the project and/or program.
- Provide expert contributions in relevant meetings, workshops, panels, symposia and other relevant fora related to the Correctional Sector.
- Review implementation plans for Rule of Law improvements developed by service providers or other partners to ensure the expected quality level is achieved.
- Advise in strengthening UNOPS' contribution to Rule of Law and the Sustainable Development Goal 16.
- Ensure that all legal advice provided to any UNOPS business unit or personnel is either requested from or coordinated with the Legal Group.

Knowledge Sharing

- Participate in the prison project evaluation process, highlighting challenges associated with the project and feeding back into a continuous improvement cycle.
- Provide training and knowledge transfer about rule of law best practices and lessons learned to the partner, national &/or contractor personnel, if needed
- Register and share lessons learned with the project team or other colleagues

3. Impact of Results

The effective and successful achievement of key results by the Technical Advisor - Rule of Law Coordination, directly affects the overall efficiency of the office's provision of Technical Assistance in Rule of Law, impacting its capacity to contribute effectively to Sustainable Development Goal 16.

4. Monitoring and control of progress

In this type of contract an estimated number of days to be worked during the period is established. The Supervisor will call the contractor to work only on the days required and will be paid only for the days worked.

5. Requirements

A. Education

- An advanced university degree (Master's degree or equivalent) in Law with a specialty in Criminal Law, Penitentiary Law or in any similar area is required.
- A second University degree (equivalent to a Bachelor's degree) will be accepted in one of the aforementioned areas or similar as long as it accredits a minimum of 9 years of relevant experience.
- Prince 2 or MSP certificates are an advantage

B. Experience

- A minimum of 7 years of experience (or more based on academic merits) working in the Public Penitentiary System, Ministry of Justice or similar.
- Relevant experience in Judicial or Criminal System management is required.
- Relevant experience working in Prison management teams is required.
- Experience working with International contexts is highly desirable.
- Experience working in counseling for Prison Systems is highly desirable.
- Experience working within International Organizations, UN or similar is desirable.
- Experience working in projects in the Caribbean Region is highly desirable.

C. Key Skills

- Use of G-Suite software: Google Docs, Google Slides, and Google Sheets is considered an asset.
- Writing technical and executive reports is considered an asset.
- To conduct and lead workshops and communicate in public is considered an asset.

D. Languages

- Fluency in English is required.
- Proficiency in another UN language, such as French and Spanish is desirable.

6. Key competences



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist-10, LICA Specialist-11, NOC, NOD, P3, P4 and above).**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VII. Signature	
Incumbent Name:	
Signature:	Date: