

INDIVIDUAL CONSULTANT (National) (IC) - Juvenile Justice Consultant

I. GENERAL INFORMATION

Services/Work Description: A consultant to review and translate the 'Procedure Manual of Department of Juvenile Justice', which was drafted by UNICEF on February 2020.

Post Title: Juvenile Justice Consultant

Places of Work: Department of Juvenile Justice, Male'

Duration: 03 months (Agreement Based)

Expected Start Date: As contained in Individual Consultant Agreement

II. BACKGROUND / PROJECT DESCRIPTION

Since the implementation of Juvenile Justice Act in November 2020, Department of Juvenile Justice has made significant efforts to strengthen the Juvenile Justice System in the Maldives. One emerging concern is the lack of standard procedure outlined to perform work within the department. The purpose of this project is to provide our staff with a standard procedure for the mandated services defined in the Juvenile Justice Act (18/2019). The structure of Department of Juvenile Justice is as follows:

Corporate Affairs Section			
Rehabilitation & Re-integration Division			
Juvenile Residential Treatment Centre	Half-way House	Diversion, Rehabilitation, and Reintegration Section	
Diversion, Rehabilitation, and Reintegration Section			
Early Intervention Unit	Assessment and Case Management Unit	Diversion and Reintegration Unit	Psycho-Social Support Unit
Training, Advocacy and Research Section			

Notably Department of Juvenile Justice is still in the process of strengthening its services, the department faces many challenges while fulfilling its responsibilities for children in conflict with the law. In particular, one of the many challenges that need immediate assistance is reviewing and compiling the procedure manual for Department of Juvenile Justice. As specific focus needs to be given to outlining a final procedure manual for DJJ in both languages, English and Dhivehi.



III. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

The assigned objectives are as follows:

1. Review the existing draft guidelines and procedures and referral system for case management and supervision of case work, assessments, and training: DJJ Procedure Manual
2. Translation of DJJ Procedure Manual to the local language, Dhivehi.

Tasks	End Product/Deliverables
1. Undertake desk review of relevant documents in juvenile justice system/assessments and consultancy reports, trainings and participate in briefing sessions with Department of Juvenile Justice	Inception Report and desk review, showing an understanding of juvenile justice system and agencies providing services existing services and gaps in the system.
2. Develop a work plan with a time frame for consultancy period in coordination with Department of Juvenile Justice	Detailed work plan with timeline for key events and outputs.
3. Assessment and Case Management Unit: reviewing internal guidelines and procedures for case management and rehabilitation of children in conflict with the law.	Development of Case Management Chapter of the Procedure Manual (with statutory documents and policies, Theoretical Resources, Practical Tools, and Forms (Assessments))
4. Early Intervention Unit: reviewing internal guidelines and procedures for case management and crime preventive measures for applicable audiences.	Development of Chapter on early intervention of the Procedure Manual (with statutory documents and policies, Theoretical Resources, Practical Tools, Forms (Assessments)).
5. Diversion and Reintegration Unit: reviewing internal guidelines and procedures for case management and diversionary measures for clients referred to the unit.	Development of the chapter on Diversion and reintegration of the Procedure Manual with statutory documents and policies, Theoretical Resources, Practical Tools, Forms (Assessments).
6. Training, Advocacy and Research Section: reviewing the guidelines in relation to implement trainings for	Development of Procedure Manual- Training Needs Assessment Report with recommendation on how to implement.



staff dealing with children in conflict with the law.	
7. Finalization and validation of manual - Present and validate amended manual (English) with the full DJJ team	Final Procedure Manual (English)
8. Translation of Procedure Manual into Dhivehi	Final Translated Procedure Manual
9. Drafting of the End of Mission Report covering areas for further development.	Final report on whole consultancy.
End product (e.g. final report, article, document, etc.)	
<ol style="list-style-type: none"> 1) Detailed work plan with timeline for key events and outputs. 2) Procedure Manual (both English and Dhivehi) with statutory documents and policies, Theoretical Resources, Practical Tools, Forms (Assessments) of Department of Juvenile Justice structure. 3) End of Mission Report: 	



IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Reporting

- The Consultant will be reporting to and will be working alongside the Director of Diversion, Rehabilitation, and Reintegration Section and Director of Training, Research and Advocacy Section.

Duration

- The consultancy is expected for a period of 3 months commencing from the date of the agreement.

Payment details

- The consultant is required to submit their proposed price when applying for the consultancy. The payment shall be made upon acceptance of deliverables as per the agreement.

V. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTORS (ICs)

(2) Consultant- Juvenile Justice

Education

- Advanced university degree (MA or PhD) in social work, psychology, criminal justice, criminology or other related field – MNQF level 7, 8 or 9

Experience

- At least 5 years of professional work experience, out of which 3 years practical experience in juvenile justice, child protection, rehabilitation and reintegration.
- Strong skills in interpersonal relations, networking and communication.
- Proven ability to work independently with limited supervision.
- Proven expertise in analysis and research in the juvenile justice field.
- Solid knowledge and understanding of international human rights laws, and juvenile justice standards.
- Excellent drafting and oral communication ability, production of articles in English and Dhivehi.

Language Requirements:

Excellent written and oral English and Dhivehi Language skills.

NOTE: The Consultant must demonstrate the ability, through experience or networks, to deliver all components of the ToR.



VI. EVALUATION AND SELECTION CRITERIA

The award of the agreement will be made to the consultant whose offer has been evaluated and determined as having received the highest combined score.

Criterion		Weightage points*
1	Meeting the qualification requirements	30
2	Years of Relevant Experience in area of qualification.	30
4	Proposed financial amount	40
Total		100

VII. GUIDELINE FOR SUBMISSION OF PROPOSAL

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested prospective individual consultant must submit the following documents/information to demonstrate their suitability:

- **Proposal:** Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete all the components of the ToR.
- **Personal Information:** Curriculum Vitae including past experience in similar projects.
- **Qualification:** Accredited (for certificated obtained from foreign universities) and attested documents supporting Educational Qualifications and experiences mentioned in CV
- **Financial Proposal:** Specifying the total amount.

VIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of Department of Juvenile Justice.

