



**TERMS OF REFERENCE
19P144**

JPO (Associate Expert)

I. General Information

Title:

JPO in Criminal Justice Reform

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc.):

Provision of substantive services for the implementation of technical assistance activities on prison reform and the prevention of violent extremism in prison settings and among released inmates in the Middle East and North African region.

Organization/Office:

United Nations Office on Drugs and Crime, Regional Office for the Middle East and North Africa

Duty Station:

Cairo, Egypt

[Non-Family Duty Station: yes / no X]

Duration:

1 year (with possible extension for another year)

[*Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance*]

II. Supervision

Title of Supervisor:

Crime Prevention and Criminal Justice Officer

Content and methodology of supervision:

The JPO will be trained to perform his/her duties, with the objective of progressively acquiring autonomous responsibility for his/her field of work. The JPO is encouraged to take initiatives and have a pro-active view of his/her duties. Supervision will entail work assignments, discussion and approval of a time-bound work plan, regular guidance on how to accomplish work goals, review of work progress, review of all products, and periodic informal and formal assessment of performance.

- a) Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.
- b) Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

- A. Assist in the implementation, monitoring and technical backstopping of the regional project “*Strengthening prison management and fostering the social reintegration of offenders in line with relevant international standards and norms*”, including the preparation of presentations, technical reports:

- Assist in the preparation of project reports, notes and documents, participate in meetings and other project-related events when required;
 - Assist in monitoring the implementation of projects and in identifying problems impeding progress of activities and results;
 - Provide support to the organization of activities by liaising with suppliers (hotels, vendors, etc.) to ensure smooth and timely logistical arrangements in relation to training events and procurement processes;
 - Contribute to, and follow up, on project and budget revisions, and liaise with relevant colleagues in the MENA region and at Headquarters as appropriate;
 - Assist UNODC colleagues in drafting reports (annual, semi-annual, donor-related) and liaise with them to improve quality where needed;
 - Coordinate inputs for the drafting of the Regional Office's annual report in relation to Sub-Programme IV on criminal justice and crime prevention.
- B. Contribute to programme development in the field of prison reform and the prevention of violent extremism in the MENA region:
- Keep abreast with latest developments and trends in relation to the management of high-risk prisoners/violent extremist prisoners in the MENA region;
 - Assist in the identification and establishment of partnerships with Arab States on issue related to prison reform, prevention of violent extremism, rehabilitation and reintegration of prisoners (including former terrorist fighters), with a view to develop technical assistance interventions;
 - Assist in the identification, design, formulation and revision of programmes and projects under the UNODC Regional Programme for the Arab States (2016-2021), notably Sub-Programme IV, including the preparation of logical frameworks, workplans, and budgets;
 - When required, participate to UN inter-agency programme identification and development efforts;
- C. In addition to the above duties, the JPO will undertake other duties as may be required by the Regional Office for the Middle East and North Africa.

IV. Qualifications and Experience

Education:

Advanced university degree in law, political science, criminology, international relations political/social/behavioral sciences or equivalent.

Work experience:

At least two years of relevant work experience in the fields of international cooperation and/or technical assistance is required. Experience or demonstrated knowledge in prison reform, rehabilitation/reintegration of prisoners and/or the social and psychological aspects of radicalization or prevention of violent extremism is desirable. Experience in project development and monitoring technical assistance project is desirable.

Languages:

Proficiency in written and spoken English and French is required. Knowledge of Arabic is desirable.

Other skills:

Strong computer skills and good knowledge of relevant software applications.

UN competencies:

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines.

Planning & Organizing: Identifies priority activities and assignments; adjusts priorities as required;

Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified

applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO would have been involved in the implementation of specific aspects of the work of UNODC, with a main focus on project development, management and monitoring, while developing substantive knowledge in the areas of prison management, rehabilitation/reintegration of prisoners (including terrorists), and deradicalization and prevention of violent extremism in prison settings among youth and adults. The JPO would have also received guidance, supervision and on the job-training on a regular basis.

Additional training opportunities may become available through participation in specialized courses in the area of work and attendance to substantive events on project management in a UNODC context, including field missions, seminars, workshops, etc. After a two-year assignment, the JPO will have:

- Gained improved substantive knowledge on specialized UNODC mandate areas (prison reform, rehabilitation/reintegration of prisoners, differentiated approach for children in conflict with the law, deradicalization and prevention of violent extremism in prison settings among youth and adults);
- Gained direct substantive work experience in all these specialized mandate areas;
- Gained exposure to the overall work of the United Nations in the areas of prison reform, justice sector reform and counter-terrorism, as well as improved skills in research and analysis, and in the preparation of reports and projects;
- Gained substantive experience and knowledge to the overall work of the United Nations in the field of programme development and management, cooperation and technical assistance;
- Improved skills in research and analysis, in preparing policy and programme documents, and in carrying out technical assistance activities in response to requests made by countries;
- Gained understanding and experience in international negotiations/discussions in relation to working in highly-sensitive areas (prison reform).

VI. Background Information

Since its establishment in 1997, the United Nations Office on Drugs and Crime (UNODC) has served as a global leader in the fight against illicit drugs and international crime. UNODC relies on voluntary contributions, mainly from Governments, for 93% of its budget. UNODC is mandated to assist Member States in their combat against illicit drugs, crime, corruption and terrorism. The work programme of UNODC is centered around the provision of field-based technical cooperation projects, research and analysis, and normative work to support the ratification and implementation of relevant international treaties.

UNODC operates in all regions of the world through an extensive network of field offices. The UNODC Regional Office for the Middle East and North Africa (ROMENA) is based in Cairo, Egypt, and covers 20 countries (Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Palestine, Qatar, Saudi Arabia, South Sudan, Sudan, Syria, Tunisia, the United Arab Emirates and Yemen). In addition to the Regional Office, there are two Sub-Regional Programme Offices in Tripoli (Libya) and Abu Dhabi (UAE), and eight Programme Offices in Algeria, Jordan, Iraq, Lebanon, Morocco, Palestine, Sudan and Tunisia.

All of ROMENA work in these countries is implemented under the framework of ‘The Regional Programme to Prevent and Combat Crime, Terrorism and Health Threats, and to Strengthen Criminal Justice Systems, in line with International Human Rights Standards’ for the period covering 2016 to 2021. This programme is implemented in partnership with the League of Arab States and seeks to support the efforts of the relevant member States to bring peace and stability to the region by further enabling governments to effectively and efficiently combat organized crime, terrorism and corruption, in compliance with the rule of law and human rights standards.

The overarching theme of the Regional Programme is the promotion of rule of law and human development and the full integration of the evolving human security threats posed by drugs and crime into the Middle

East and Northern African development agenda. The Regional Programme is comprised of five priority Sub-Programmes: combating organized crime, countering terrorism, combating corruption and financial crimes, strengthening crime prevention and criminal justice, and the prevention of drug use and the provision of treatment and care of drug use disorders HIV/AIDS prevention and care. The annual portfolio of ROMENA is around US\$ 20 million and is growing every year.

Falling under the fourth Sub-Programme on strengthening crime prevention and criminal justice, ROMENA is implementing a regional project entitled “*Strengthening prison management and fostering the social reintegration of offenders in line with relevant international standards and norms*”. The project started in 2017 and will continue for the foreseeable future. The overall budget of the project is currently US\$ 7.8 million, with funds from Canada, Italy, European Union, Netherlands and the United Kingdom. Substantial additional funding is expected in the course of 2018/2019. The project is currently implementing focused technical assistance in Egypt, Lebanon and Jordan, with active support provided to Global UNODC initiatives in Tunisia and Palestine. Expansion to Iraq and Libya is foreseen during the period 2018-2019, with additional possibilities towards Sudan and Yemen. Activities focus on capacity-building for prison managers and guards, prisoners’ classification policies, incident management, prison intelligence, educational and vocational training for inmates, legal/psychological support, reintegration services for released inmates, policies and practices to prevent the spread of violent ideologies in closed settings, deradicalization among children in closed settings, etc. Close work with NGOs and reintegration services is conducted, as well as coordination with other UN agencies (UNICEF, UNDP). The promotion of international cooperation and sharing of best practices plays an important role in the project.