

**TERMS OF REFERENCE nº 01**

**NON KEY EXPERTS (Senior)**

**Organised Crime Assessment specialists**

**Call for an Expert**

**Background information:**

FIIAPP is a foundation of the State public sector whose activities, characterised by the absence of profit and the pursuit of the general interest, are framed in the field of international cooperation aimed at institutional modernisation, the reform of public administrations and the attainment of democratic governance.

FIIAPP is searching for short-term experts in several areas of DDR - Drug Demand Reduction (prevention, treatment, rehabilitation), and DSR - Drug Supply Reduction (criminal justice, including law-enforcement, prosecution and corrections).

The selected specialists will be part of a pool of experts conducting assessments, training, seminars and mentoring in designated countries within the geographical scope of the Project (Heroin routes), in order to assist beneficiary countries in the adaptation of their policies, legislation, mechanisms and practices to the best international standards in preventing and combating drug-related organized crime.

**Information about the project:**

The Project 'EU Action against Drugs and Organized Crime (EU-ACT)' is funded by the European Union Instrument contributing to Stability and Peace, and it is managed by the International Foundation of Administration and Public Policies (FIIAPP) from Madrid, Spain.

EU-ACT tackles both drug demand and drug supply reduction. It assists beneficiary countries in preventing consumption, as well as addressing demand-reduction policies and practices, in addition to reinforcing the due process-compliant capacities to better address drug-related organized crime, building meaningful trust and networking amongst countries and relevant institutions that will enable them to cooperate (trans-) regionally while ensuring compliance with human rights and the rule of law.

The duration of the Project is four years (from January 2017 to December 2020) and its geographical scope includes selected countries along the 'Heroin Route' from and to Afghanistan, in the regions of **South and Central Asia, Eastern Europe, South Caucasus and East Africa**.

Project permanent staff includes 7 Key Experts (1 Team Leader, 1 Project Deputy, 5 Regional Coordinators) and 5 Local Experts; and a Coordination Unit at FIIAPP HQ.

The Regional Coordinators are based in **Bishkek** (Kyrgyzstan), **Kyiv** (Ukraine), **Tbilisi** (Georgia), **Islamabad** (Pakistan), and **Dar Es Salaam** (Tanzania).

### **Selection process of NKE 1 on Organised Crime Assessment specialists:**

The specialists will be part of a pool of experts conducting assessments in designated countries, in order to help prepare a detailed needs assessment of host relevant agencies. The assessment will aim to understand the ability of the relevant agencies of the host countries to:

- a) exchange information, be it intra-service, inter-agency and internationally;
- b) use of information exchange mechanisms;
- c) utilise a variety of investigation techniques, including covert policing skills;
- d) conduct analysis, and prepare risk / threat assessments;
- e) conduct financial investigations and asset recovery;
- f) conduct surveillance, both human and technical;
- g) informant handling and undercover policing;
- h) witness protection;
- i) Use of i2 and iBase software (beginners, intermediate and advanced);
- j) Covert intelligence gathering, including informant handling and undercover policing, but including external oversight;
- k) Scene of crime analysis (basic and advanced);
- l) Investigation techniques, including interview skills and collaboration with public authorities and civil society;
- m) Open source / internet intelligence techniques;
- n) Joint Investigation Teams and Controlled Deliveries;
- o) Advanced search techniques;
- p) Intelligence analysis techniques and products (Crime pattern analysis, Demographic/social trends analysis, Network analysis, Market profiles, Criminal business profiles, Risk analysis, Target profile analysis, Operational intelligence assessment, Results analysis);
- q) Intelligence Management Modelling, including crime prevention and the Tasking and Coordination process;
- r) Data protection including the review, retention and disposal of data;
- s) Criminal case management, including evidence handling and case preparation;
- t) Use of analysis and forensics in a judicial context;
- u) Strategic analysis training in the context of law enforcement operational activity;

The experts will conduct semi-structured interviews and research with the potential beneficiary agencies, resulting in a detailed report regarding the existing capabilities, and identifying a prioritised list of needs and its rationale, which will form the basis of the Project's future planning of activities.

In conjunction with the Project Team, the experts will identify specific activities that can be carried out in order to meet the prioritised list of needs previously identified in the host countries.

Location of work: the expert(s) will perform their work at home (preparation when necessary) and/or in some of EU-ACT priority countries (Georgia, Kyrgyzstan, Tanzania, Pakistan and Ukraine).

Duration of the assignment: the time to be employed varies according to the specific needs of the mission. It is expected that assignments will last a maximum of 12 days per country, each expert.

Estimated Starting Date: From April 2018 on, depending on Project needs.

### **Profile of the expert(s):**

#### **Requirements** (CV):

#### **Qualifications and skills:**

- A university degree or equivalent qualification<sup>1</sup>, such as Law Enforcement / Police academy diploma or any other criminal justice field diploma, or at least 10 years operational experience in lieu;
- Excellent general knowledge and understanding of organised criminality, particularly relating to cross-border crime;
- An excellent verbal and written command of English is essential, and knowledge of Russian is a strong advantage;
- Knowledge and experience in, at least, one of the following countries: Georgia, Kyrgyzstan, Pakistan, Tanzania and Ukraine;
- IT literacy (MS Office);
- Proven organisational, communication, mobilisation and inter-personal skills;
- Strong report writing skills.

#### **General professional experience:**

- Minimum of 5 years professional experience on international missions, particularly related to drugs and organised crime;
- Professional experience in regional and international law enforcement cooperation;

<sup>1</sup> For reference on equivalent qualifications see EPSO website-Annex 1, ([http://europa.eu.int/epso/on-line-applications/pdf/guide-1242-171104\\_en.doc](http://europa.eu.int/epso/on-line-applications/pdf/guide-1242-171104_en.doc))

- Experience in conducting assessments of law enforcement capabilities and identification of needs;
- Proven skills in public diplomacy and cultural awareness.

Specific professional experience:

- Minimum of 10 years professional experience in a law enforcement agency;
- Minimum of 5 years professional experience related to investigation, in particular related to organised crime and / or cross-border criminality;
- Minimum of 5 years professional experience in the field of intelligence-led policing;
- Excellent knowledge, experience (minimum of 2 years) and understanding of methodology, procedures and mechanisms to exchange information be it intra-service, inter-agency, cross-borders and internationally;
- Minimum of 5 years professional experience in information gathering and exchange at a national and international level;
- Minimum of 5 years of professional experience related to both strategic and operational analysis.

**Assets (CV):**

A university degree or equivalent qualification, such as Law Enforcement / Police academy diploma or any other criminal justice field diploma, or at least 10 years operational action in lieu	(Max= 15 points) Any degree : 5 points Degree in relevant subject : 9 points Master's degree : 12 points Masters in relevant subject : 15 points 10 years' service in lieu : 9 points
Russian language	Fluency : 4 Other: max. 3
Knowledge and action in some of the following countries: Georgia, Kyrgyzstan, Pakistan, Tanzania and Ukraine	(Min= 1 country) 2 countries : 3 3 countries : 4 4 countries : 5 5 countries : 6
Report writing skills	(Min= 5 years) 5-7 : 1 point

	7-10 : 3 points >10 : 5 points
Professional action in a law enforcement agency	(Min= 10 years) 10 : 5 point 10-12 : 7 points >12 : 10 points
Professional action related to investigation, in particular related to organised crime and / or cross-border criminality	(Min= 5 years) 5 : 3 point 5-7 : 5 points >7 : 10 points
Professional action in the field of intelligence-led policing	(Min= 5 years) 5 : 3 point 5-7 : 5 points >7 : 10 points
Professional action on international missions, particularly related to drugs and organised crime	(Min= 5 years) 5 : 3 point 5-7 : 5 points >7 : 10 points
Excellent knowledge, action and understanding of methodology, procedures and mechanisms to exchange information be it intra-service, inter-agency, cross-borders and internationally	(Min= 2 years) 2 : 3 point 2-5 : 5 points >5 : 10 points
Professional action in information gathering and exchange at a national and international level	(Min= 5 years) 5 : 3 point 5-7 : 5 points >7 : 10 points
Professional action related to both strategic and operational analysis	(Min= 5 years) 5 : 3 point 5-7 : 5 points >7 : 10 points



**Application:**

Interested candidates who meet the above criteria are invited to send a covering letter in English and an informative CV in English (please use the attached CV format) by e-mail to both:

Ms María Gastón Betrán

[mgaston@fiiapp.es](mailto:mgaston@fiiapp.es)

[hiring@eu-act.info](mailto:hiring@eu-act.info)

**Deadline:** 13<sup>th</sup> April 2018