

TERMS OF REFERENCE n°10

NON KEY EXPERTS (Senior)

Criminal Investigation Skills (Law-Enforcement, Prosecutors and Investigative Judges)

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.

The pool of experts is valid until December 2020.

Information of 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 10 on Investigation Skills, including a module for Prosecutors (oversight and monitoring of investigations):

The experts may be requested to, assess skills and processes in order to identify barriers/opportunities for the Project to work on; to design tailored training and deliver associated presentations, conducting practical exercises and training, hosting seminars and conducting relevant mentoring to enhance investigation skills in the area of drugs and organized crime. The experts will introduce and promote modern methods and techniques for efficient investigations that respect the rule of law and human rights. They will address all phases of investigation, from crime scene and evidence handling, to preliminary acts, searching, surveillance and interview techniques.

It is expected that as a result of these activities the abilities and skills of beneficiaries in one or more of the following areas will be enhanced:

- Case management in the law enforcement process;
- Role and responsibilities of the investigation officer;
- Interviewing techniques when taking statements during the course of a criminal investigation;
- Process for gathering and handling evidence in the context of a criminal investigation;
- Rationale and process involved in the preparation and use of a search warrant;
- Apply case management principles for efficient file presentation.

In addition, the training module for Prosecutors will address:

- Tools for monitoring and checking police investigations against due process of law, while keeping the effectiveness of police investigation.
- Prosecutors' tools and powers to instruct police officials to assist their investigations.
- Case management
- Relationship between the police and prosecutors.

At any stage of the implementation of these activities the experts will, in conjunction with the Project Team, identify specific activities that can be carried out in order to further develop the skills and the preparation of investigators and prosecutors to face more complex investigations of drug-related organized crime.

Location of work: the expert(s) will perform their work at home (preparation when necessary) and/or in some of the countries in the regions of **South and Central Asia, Eastern Europe, South Caucasus, and East Africa.**

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 from 5-20 working days, not including preparation time. The expert(s) may be required to travel during part or the whole time to some/several of the mentioned regions.

As a result: depending on the precise nature of the mission to implement, the expert(s) will be requested to deliver (a) a needs-assessment report, that may include recommendations for changes in systems/procedures/regulations, or training proposals; (b) if training is recommended, a tailored curricula on the subject matter(s); (c) a one-week or two-week training schedule; (d) power-point presentations for each training session; (e) to deliver the corresponding training session in the designated countries; and (f) final training report with assessment of the professional level of the attendees, their performance at the training, and recommendations for future trainings and/or next steps.

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 qualification¹, such as customs/police academy diploma/prosecution/judicial studies, or at least 10 years operational experience in a Law Enforcement agency (including as prosecutor/investigative judge), 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 an advantage;
- IT literacy (MS Office);
- Proven organisational, communication, mobilisation and inter-personal skills;
- Strong report writing skills.

General professional experience:

- Professional experience on international technical assistance missions, particularly related to investigative techniques and tools for combating organized crime;
- Professional experience in regional and international law enforcement and legal cooperation in criminal matters;
- Professional experience in designing/conducting training in the field of criminal investigations;
- Proven skills in public diplomacy and cultural awareness;
- Proven reliability when requested to work under pressure situations.

Specific professional experience:

- Minimum of 10 years professional experience in a law enforcement agency (in particular police, security services) and/or as prosecutor/investigative judge in criminal cases.
- Minimum of 5 years professional experience related to investigations, in particular related to drugs and drug-related organised crime;
- Minimum of 3 years professional experience in collecting and handling evidences;
- Knowledge and understanding of an 'evidence-based' approach;
- Previous experience with law enforcement/prosecution services in the EU-ACT Project's region an asset.

¹ For reference on equivalent qualifications see EPSO website-Annex 1, (http://europa.eu.int/epso/online-applications/pdf/guide-1242-171104_en.doc)

Assets (CV):

<p>A university degree or equivalent qualification², such as customs/police academy diploma/prosecution/judicial studies, or at least 10 years operational action in a Law Enforcement agency (including as prosecutor/investigative judge), in lieu</p>	<p>(Max=20 points) Any degree = 8 points Degree in relevant subject = 12 points Master's degree = 16 points Masters in relevant subject = 20 points 10 years' service in lieu = 12 points</p>
<p>English</p>	<p>Fluency = 5 Other: max. 4</p>
<p>Report writing skills</p>	<p>(Min = 5 years) 5-7 : 1 point 7-10: 3 points >10: 5 points</p>
<p>Professional action on international technical assistance missions</p>	<p>(Min = 3 years) 3-5 : 5 point 5-7 : 7 point >7 : 10 points</p>
<p>Professional action in regional and international law enforcement / legal cooperation in criminal matters</p>	<p>(Min = 5 years) 5-7: 5 points 7-10: 7 points >10: 10 points</p>
<p>Professional action in designing / conducting training in the field of criminal investigations</p>	<p>(Min = 3 years) 3-5: 5 points 5-7: 7 points >7: 10 points</p>
<p>Professional action in a law enforcement agency (in particular police, security services) and/or as prosecutor / investigative judge in criminal cases</p>	<p>(Min = 10 years) 10-15: 10 points 15-20: 15 points >20: 20 points</p>
<p>Professional action related to investigation, in particular related to organised crime</p>	<p>(Min = 5 years) 5-7: 1 point 7-10: 3 points</p>

² For reference on equivalent qualifications see EPSO website-Annex 1, (http://europa.eu.int/epso/online-applications/pdf/guide-1242-171104_en.doc)

	>10: 5 points
Professional action in handling crime scene and in collecting evidences	(Min= 3 years) 3-5 : 5 point 5-6: 7 points >6: 10 points
Previous action with law enforcement / prosecution agencies in the EU-ACT Project's region	1-2 : 1 point 2-4: 3 points >4: 5 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:

Ms María Gastón Betrán

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

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

Deadline: 13th April 2018