



PROSECUTOR  
GENERAL'S  
OFFICE

## Terms of Reference

### Project Manager for Evidence Based Decision Making in the Criminal Justice System of Maldives

#### Position Information

**Job Code Title:** Project Manager

**Project Title:** Evidence Based Decision Making in the Criminal Justice System of Maldives.

**Type of Contract:** Individual Local Consultant

**Starting Date:** 1<sup>st</sup> August 2021

**Place:** Prosecutor General's Office (with possible travels)

**Duration:** 1 year

**Remuneration:** \$ 18,000 (whole year)

**Reporting to:** Prosecutor General of Maldives

#### Background

The Criminal Justice Reform programme that began in 2004 has been at the heart of the present political transformation in the Maldives. The Criminal Justice Programme was based on the "Report on Criminal Justice Systems of the Republic of Maldives: Proposal for Reform" commissioned by the Attorney General and developed with support from the UN system and the action plan that followed. The key conclusion of the report at the time was that "the Maldivian Criminal Justice System systematically fails to do justice and regularly does injustice and that the reforms needed are wide ranging and that without dramatic changes the system and its public reputation are likely to deteriorate further."

As the backbone of any system, information and data management and data enhancement can be less politically sensitive and contentious and can be sustained beyond election cycles. Effective data collection, information and data management and data sharing can create a platform for institutions in the Criminal Justice Sector to collaborate on similar vision for the sector. Additionally, data can be utilized to understand where inefficiencies exist within the system, how to adjust priorities and resources and make improvements. It can also identify trends that can act as evidence to bring systematic improvements without





politicization. Properly managed data and data visualization from the Criminal Justice Sector for public consumption, can help improve transparency and public trust in the system.

This project seeks to promote case, information and data base management, and decision making in criminal justice sector, by building the sectors capacity in data literacy and data analysis for planning. Increasing access to data at regular intervals with a vision of creating real time tracking of status of cases can increase accountability in the system. The project aims to identify bottlenecks before it become a problem ensuring that policy makers will be able to attend to it in a timely manner.

The project also seeks to create a platform for coordination between the institutions in the sector by facilitating an annual conference that identify Key Performance Indicators for the Criminal Justice Sector as a whole, creating an evidence-based system to measure the progress in the sector.

The partners of this project are UNICEF (lead coordinating agency from UN side), Prosecutor General's Office (lead partner from the Criminal Justice Sector), Maldives Police Service, Correctional Service, National Bureau of Statistics, Attorney General's Office, Human Right Commission of the Maldives, Anti-Corruption Commission, National Integrity Commission and Child Ombudsperson.

To this end, Prosecutor General's Office is looking for a project manager to manage and implement this project.

## **Scope & Description of the assignment**

Under the overall guidance and supervision of UNICEF and Prosecutor General's Office, the Project Manager will be responsible for the management and implementation of the project. Among others, project manager shall:

- Prepare a detailed workplan in line with project timeline and budget,
- Achieve timely, cost effective and high-quality implementation and delivery of outputs according to the work plan and program schedule.
- Manage the project budget and allocate resources effectively.
- Prepare project documents and reports,
- Hire consultants for technical tasks (when needed),
- Coordinate with all the partner agencies and the working group,
- Monitor the results achieved during implementation.





## Main Tasks

Ensure timely and proper implementation and management of the project to achieve the following expected results by hiring consultants with the required technical expertise. The project management shall attain the deliverables within the timeframe. In any given circumstance, the tenure of the contract cannot exceed more than one year from the date of signing the contract.

- Output 1: Common Data used by the Criminal Justice Sector for Management and Decision Making
- Output 2: Key Performance Indicators (KPIs) for the Criminal Justice Sector developed

Output	Tasks	Target Due Date
Output 1	<b>Activity 1.1:</b> Undertake a comprehensive workflow analysis of the data collection methodology in each of the Criminal Justice Sector institutions: Through a working group established within Criminal Justice Sector Institutions identify the procedures and process in the data collection that are duplicative, redundant and differences in classification of data in the system.	Sept 2021
	<b>Activity 1.2:</b> Develop Capacity of Criminal Justice Sector Institution on Data Literacy and Data Analysis: Develop a training programme to train relevant staff in Criminal Justice Sector on data literacy and data analysis.	Dec 2021
	<b>Activity 1.3:</b> Develop an integrated Database for the Criminal Justice System: Reengineer the processes and procedures used by different institution to simplify, modernize the existing data collection methodology. Develop a tool to integrate databases of all institutions. Identify the most cost effective and sustainable method and approach for data coordination among justice sector institutions	May 2022



	<b>Activity 1.4:</b> Launch a data portal on Criminal Justice Sector: Develop a data portal that improves accessibility of data of the Criminal Justice Sector to the public and acts as a Business Intelligence tool to provide data analysis and data analytics for leadership of the Criminal Justice System and policy makers to develop policies, makes and amend laws on the sector.	June 2022
Output 2	<b>Activity 2.1:</b> Undertake Assessment to identify key bottlenecks for systems level coordination and collaboration in the Criminal Justice Sector: Through a working group established within the criminal justice sector, identify issues for coordination, and propose ways to remedies those issues	Sept 2021
	<b>Activity 2.2:</b> Identify Key Performance Indicators for the Criminal Justice Sector: Working Level Groups for criminal justice sector to be established to identify individual KPIs for institutions. Based on Individual KPIs develop Sector Level KPIs that can measure the sectors effectiveness. This will seek to set indicators to show progress on cases of public concern such as in the area of Gender Base Violence, and Corruption.	Feb 2022
	<b>Activity 2.3:</b> Host an Annual Criminal Justice Sector Conference: Through this project an Annual Criminal Justice Sector Conference will be initiated. The purpose of this conference is to hold dialogue on challenges for coordination, adopt the annual KPIs for the Criminal Justice Sector, and improve public perception on effectiveness of coordination in the Criminal Justice Sector.	June 2022



## Payment schedule

- A monthly payment where 20% of the whole remuneration shall be paid at the completion of the contract.

## Qualifications and competencies

- Master's degree or higher in areas relevant to project management or other related field.
- At least five years of progressively responsible programme management, coordination and implementation experience at the national or international level.
- Excellent written and spoken English and Dhivehi with good writing skills in English.
- Must possess excellent communication and coordination skills.
- Working experience with an international organization is an asset.
- Proven ability of delivering high quality products
- Demonstrated ability of timely completion of assignments.
- Additional training in data management system or monitoring and evaluation of the program is desirable
- Excellent interpersonal and demonstrated good level of communication skills. Proven ability to work in teams

## Supervision

Selected candidate will be directly reporting to the Public Prosecutor Uz. Farahanaaz Mohamed Didi (Unit Head of Research & Development)

## Deliverables:

Deliverable
Progress report 1 with: <ul style="list-style-type: none"><li>• Inception report</li><li>• Activity plan and timeline</li></ul>
Progress reports every month <ul style="list-style-type: none"><li>• Update on activities conducted</li><li>• Tools and profiles developed</li><li>• Monthly monitoring reports of key indicators</li></ul>
Final report





## I. Application process

To apply, prospective applicants should submit to the prosecutor general's office via email to [pgoffice@pgoffice.gov.mv](mailto:pgoffice@pgoffice.gov.mv).

1. Letter of interest stating why you consider yourself suitable for the assignment.
2. Brief Technical Proposal incorporating methodology on the approach and implementation of the project.
3. Curriculum Vitae
4. National ID Card Copy
5. Work references with contact details of referees.
6. Academic Proof

## II. Application Deadline

1200hrs on July 11, 2021