



UNITED NATIONS *Office on Drugs and Crime*

Draft Terms of Reference

Title: **Assessment of status and requirements of 'forensics and ID-related crime awareness' in Colombia, Panama and Paraguay**

Organisational Section/Unit: Laboratory and Scientific Section
United Nations Office on Drugs and Crime (UNODC)

Proposed period: **1 July 2010 – 20 August 2010**

Actual work time: **10 working days**

1. Background of the assignment

Fraudulent identity (ID) documents and the exploitation of information and communication technologies (ICT) are integral prerequisites not only for trafficking in persons (TiP) and smuggling of migrants (SoM), but also for terrorist mobility and are also used to facilitate smuggling of illicit drugs, weapons and other contraband.

In the recent resolution adopted at its 18th session, the Crime Commission requested UNODC to collect, develop and disseminate "technical assistance material for training, such as manuals, compilations of useful practices or guidelines or scientific, forensic or other reference materials for law enforcement officials and prosecution authorities in order to enhance their expertise and capacity to prevent and combat economic fraud and identity-related crime" (paragraph 7(b)). This mandate further specifies the more generic mandate contained in paragraph 5 of ECOSOC resolution 2004/26 which calls for the development of useful practices, guidelines or other materials in the prevention, investigation and prosecution of fraud and the criminal misuse and falsification of identity, taking into account and using the information gained by the 2007 U.N. study.

A significant challenge is to develop reference and training materials that deal effectively with security and forensic issues relating to both paper and digital/electronic documents, records and data, and to build required forensic capacities. The use of forensics to combat and prevent identity-related crime and reference and training materials needed in this field was discussed and reviewed by the core group of experts on identity-related crime and forensic experts during its fourth meeting in Vienna in January 2010.

The core group meeting resulted in a Report on 'The use of forensics to combat and prevent identity-related crime'. The report is an additional tool in UNODC's library of forensic publications, together with manuals and guidelines to set up best practice in building forensic science laboratories^{**}, raising awareness on the importance of crime scene investigation and utilization of physical evidence^{††} and assessing forensic science services and infrastructure^{‡‡}. It will also be complemented by the development of a 'Model Forensic Document Laboratory Guide' (to be published during the 2nd quarter of 2010).

2. Purpose of the assignment

Under the substantive guidance of the relevant staff of the Laboratory and Scientific Section (LSS), in consultation with relevant UNODC offices in Latin America and based on available documentation^{§§}, the consultant will carry out a mission of approx. 10 days to selected Latin American countries to assess the situation (status and needs) with regard to awareness of law enforcement, prosecutors as well as forensic personnel about the use of forensics to combat and prevent identity-related crime and the status of forensic facilities and capacities in this regard, available in the region. Findings will be compiled into a mission report.

^{**} Manual on 'Staff Skill Requirements and Equipment Recommendations for Forensic Science Laboratories'

^{††} Manual on 'Crime Scene and Physical Evidence Awareness for Non-Forensic Personnel'

^{‡‡} Module on 'Forensic Services and Infrastructure' for a Criminal Justice Assessment Toolkit

^{§§} Namely: Report of observations and conclusions of the session on the use of forensic sciences to combat and prevent identity-related crime, 21-22 January 2010, 4th Meeting of the International Core Group of Experts on Identity-Related Crime, Vienna, Austria, 18-22 January 2010

Consultant ToRs

Laboratory and Scientific Section, 16/06/2010

Based on preliminary consultations the following countries have been selected:

- Colombia (significant problem; some awareness among government officials)
- Paraguay (significant problem; country targeted by criminals)
- Panama (specific issue because of canal)

Other countries might include Mexico and Peru.

3. Specific tasks to be performed by the consultant

In close collaboration with UNODC's LSS, the consultant will undertake an assessment mission to selected Latin American countries on behalf of the Laboratory and Scientific Section (LSS) of UNODC. The consultant will conduct on-site visits to forensic science service providers and their national counterparts and gather first-hand information through extensive discussions with forensic personnel and representatives of relevant Government offices and criminal justice officials, to better understand the existing situation of national forensic services in the identity-related field. He/she will assess existing facilities' capabilities and capacity for identity-related crime forensics, and make recommendations on awareness training needs for different target audiences to improve the use of forensics to prevent and combat identity-related crime.

More specifically, under the supervision of UNODC-LSS and in consultation with relevant UNODC field office staff, the consultant will:

- Assess the situation and needs with regard to the use of forensics to prevent and combat identity-related crimes, and update available information on the existing infrastructure for the provision and use of such services;
- Assess the current level of awareness of law enforcement, prosecutors as well as forensic personnel about the use of forensics to combat and prevent identity-related crime and the forensic facilities and capacities available in the region.
- Assess, and make recommendations on, priority requirements for the scope and nature of additional awareness training and/or education, to develop professional standards of staff, and strengthen national capacity for forensic services in the identity-related field;
- Assess the impact of the roles of the different facilities on national capacity and needs, and on the exchange of information between facilities, and make recommendations on any special requirements, especially to meet the needs of different caseloads between different facilities;
- Update existing knowledge on the links between different forensic science facilities at the national level, and with other forensic (criminalistic) institutions, where necessary, and on the working mechanisms and practical operating systems in place to facilitate effective coordination of shared responsibilities, and make recommendations for development of national, regional and international collaboration as it relates to identity-related crime forensics;
- Advise on awareness, education and training needs and mechanisms for the development of national, regional and international partnerships in relevant education, as well as on the implementation of awareness training for forensic personnel, law enforcement and criminal justice officials;
- Recommend appropriate changes to the institutional and organizational frameworks in which forensic science facilities are working to ensure optimum governance structure for identity related crime forensics, improvements in inter-agency cooperation and sustainability of forensic services;
- Recommend a mechanism for sharing of information/data between forensic science facilities and relevant national counterparts;
- Provide substantive input, in consultation with LSS, UNODC, Vienna and relevant UNODC field offices, to the drafting of agreement(s) to be signed between the relevant Government Authorities and third parties for delivery of services, where required
- Make recommendations for global use on awareness training needs in the field of identity-related crime forensics for different target audiences.

Based on the above, the consultant will prepare a comprehensive assessment report. The report will identify priority actions for the development of awareness training courses and materials in the field of identity-related crime forensics for different target audiences. It will also include recommendations of all additional requirements.

4. Expected tangible and measurable output(s)

- A. The following materials should be delivered in written form:

- Assessment report, detailing the current situation in the mission countries and identifying awareness training needs for use both, in individual countries visited, if any, and generally, for global use; and
- Recommendations for and an outline of follow-up activities and development of awareness training materials.

B. One mission each to three Latin American countries completed (dates to be confirmed).

5. Dates and details as to how the work must be delivered

The consultant will be briefed on the assessment mission by representatives from LSS, UNODC, Vienna, IPB (Integrated Programme and Oversight Branch), UNODC, Vienna, and relevant field offices in Latin America, prior to undertaking the assessment mission. He / she will debrief LSS and relevant field offices on the outcomes of the assessment after completion of the mission.

The staff of LSS will provide necessary substantive and administrative support.

The Consultant will submit a draft assessment report to LSS and will finalize it based on inputs received. The report will contain the findings, assessment, conclusions and recommendations as outlined above. The assessment report should be submitted to UNODC not later than three weeks upon completion of the mission.

Subject to satisfactory performance and the further development of the identity-related crime forensics module at UNODC, the consultant may be involved, under separate terms, to provide further services in the context of the implementation of the identity-related crime forensics project.

Payment will be a lump sum of approx. US\$ 17,000. It will be effected in 3 installments.

The lump sum includes travel expenses and daily subsistence allowance in the different countries.

6. Indicators to evaluate the consultant's performance:

Timeliness in organizing and implementing the assigned tasks, including submission of draft and final report and related inputs; format of products meets UNODC requirements

7. Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required):

- University degree in a relevant scientific field, such as forensic science.
- Broad professional experience in forensic science with a focus on examinations of digital / electronic devices and with experience in examinations of fraudulent identity documents.
- Familiarity with the use of forensics in identity-related crime cases in countries with limited resources and good understanding of their requirements, including interagency needs
- Professional experience in assessing forensic infrastructure needs, preferably including in countries with limited resources.
- Fluency in English, with good working knowledge of Spanish.
- Excellent communication, English writing and editing skills.
- Excellent organizational skills.