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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:** Information Management System's Project Manager

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

**Type of Contract:** Individual Consultant

**Starting Date:** 22nd August 2021

**Place:** Prosecutor General's Office

**Duration:** Maximum 1 year

**Remuneration:** MRF 300,000- MRF 360, 000 (whole period- negotiable within the range)

**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 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 delivery of outputs according to the work plan and program schedule.
- Manage the project budget and allocate resources effectively.
- Prepare project documents and reports,
- Facilitate hiring of competent consultants for technical tasks (when needed),
- Coordinate with all the partner agencies and the working group,
- Monitor the results achieved during implementation.

## Main Tasks and Deliverables

Ensure timely and proper implementation and management of the project to achieve the following expected results by facilitating hiring of competent consultants with the required technical expertise. The project manager 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 1	Tasks	Deliverables
	<b>Task 1.1-</b> Preparing timeline and estimate the expense on different components of the project.	Deliverable 1.1: Timeline and the financial plan for the whole project.
	<b>Task 1.2-</b> A comprehensive workflow analysis of the data collection methods, types of data collected.	Deliverable 1.2: Information sharing agreement.  Deliverable 1.3: Functional requirement specification report.
	<b>Task 1.3-</b> Identify coordination and efficiency issues.	
	<b>Task 1.4-</b> Setting out institutional KPI's	
	<b>Task 1.5-</b> Identifying the information to be shared across the agencies.	
	<b>Task 1.6-</b> Developing TOR & make arrangement to hire a developer	Deliverable 1.4- Issuing TOR for the Developer





		Deliverable 1.5- Contract with the developer
	<b>Task 1.7-</b> Monitoring the software developmental stage.	Deliverable 1.6- Software Development Progress Report 1 (Design & prototyping)
		Deliverable 1.7- Software Progress Report 2.1 (Developmental Stage)
		Deliverable 1.8- Software Progress Report 2.2 (Development Stage)
		Deliverable 1.9- Final Product (Integrated database and the portal)
	<b>Task 1.8-</b> Organise and facilitate training of the new software/database and portal (training will be conducted by developers)	Deliverable 1.10- Completion of the software trainings agencies.
		Deliverable 1.11- Completion of public awareness on the use of portal.



	<b>Task 1.9-</b> Making arrangement for the Launching of the database and the portal	Deliverable 1.12- Launching ceremony
<b>Output 2</b>	<b>Task 2.1-</b> Developing TOR and plan to hire a consultant on data analysis and capacity building.	Deliverable 2.1- Issuing TOR for the consultant.
		Deliverable 2.2- Contracting with the consultant
	<b>Task 2.2-</b> Monitoring the work of the consultant.	Deliverable 2.3- Progress Report (Technical Needs Assessment)
		Deliverable 2.3- Progress Report (Training Materials)
	<b>Task 2.3-</b> Organising and facilitating the capacity building program. (The program will be conducted by the consultant)	Deliverable 2.4- Completion of the capacity building program.
	<b>Task 2.4-</b> Facilitating the consultant and the working group in setting the Key Performance indicators.	Deliverable 2.5- Key Performance Indicators
<b>Task 2.5-</b> Arrange and hold criminal justice sector conference	Deliverable 2.6- Criminal Justice Sector Conference	



## Payment schedule

- 20% of the whole remuneration shall be paid at the end of the project. Rest of the remuneration will be paid monthly from the beginning 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 Uza. 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 August 08, 2021

## III. For more information, please contact:

Ahmed Adam

ASSISTANT MANAGER

ICT Section

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