



28 September 2015

**Offenders rehabilitation center**

**Ministry of Justice**

**Republic of Armenia**

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**Terms of Reference (ToR)  
For International Consultant**

Title: International Consultant  
Project Title: Towards enhancing children's access to justice in Armenia  
Organization: Offenders' Rehabilitation Centre, Non-Commercial State Organization of the Ministry of Justice  
Location: Yerevan, Armenia  
Reports to: Programme Manager  
Tent. Starting Date: 15 October 2015  
Contract Duration: Between 15 October and 15 December 2015

**I. Background**

Every child might one day come into contact with the civil, criminal or administrative justice system as victim, witness and offender or for other reasons such as care, custody or protection. Children involved with justice systems that are not child-friendly, can be subject to manifold restrictions or violations of their rights.

While the situation of juveniles in conflict with the law has improved in recent years, there are still many gaps, particularly with regard to children in contact with civil and administrative processes, as well as child victims and witnesses of crime.

Armenia is currently undergoing a major legal reform process, which includes the revision of the Criminal Code, Criminal Procedure Code and Penitentiary Code. Previous legislative analyses, as well as recommendations from international Human Rights instruments have pointed out shortcomings in the criminal legislation related to children's rights that need to be addressed in the ongoing and upcoming revision process.

The country also lacks an appropriate data collection mechanism on children in conflict with the law and child victims and witnesses. For governments to rightly assess the situation and trends of the juvenile justice system, coherent and comprehensive data regarding children in conflict with the law, as well as child victims and witnesses of crime, is required. The need for systematically collecting disaggregated data is also necessary for the development, implementation and evaluation of policies and programs aiming at the prevention and effective responses to juvenile delinquency.

While legal procedures in Armenia sometimes include specialized provisions for children, many justice professionals simply lack the capacity of working with children in contact with the law, sometimes even becoming an obstacle for them, which in the worst case can result in children's secondary victimization, as well as in breaching children's fundamental rights.

To tackle above mentioned issues the '*Offenders Rehabilitation Center*', in close collaboration with UNICEF in Armenia, will support the Ministry of Justice and other stakeholders in revising the legislation, conducting capacity building activities, as well as assessing the data collection and management process and developing an action plan for establishing a coordinated and comprehensive data collection system on children in conflict with the law.

## II. Purpose of the assignment

The Offenders' Rehabilitation Centre is looking for an **international consultant** to support the implementation of some of the outcomes included in the project, namely:

- Increase the Investigative Committee's capacity in working with children in contact with the law (child offenders, child victims and witnesses);

It is envisaged that two national experts will support and closely cooperate with the international consultant for conducting below tasks/deliverables.

## III. Description of the assignment

1. *Investigative Committee's capacity in working with children in contact with the law increased;*

Tasks	End Product/deliverables	Deadline
1. Review existing training materials (manuals) for the Investigative Committee and identify gaps with regard to children's rights (child offenders, child victims and witnesses of crime);	- Training materials for the Investigative Committee reviewed and gaps identified;	October 2015
2. Where necessary, revise training manuals based on relevant international child	- Training manuals revised; (Guidance to national experts provided);	October 2015

rights documents including the UN Guidelines on Child Victims and Witnesses of Crime;		
3. Develop (practical) guidelines and/or Standard Operational Procedures (SOPs) for the Investigative committee based on identified needs;	- Guidelines/SOPs developed;	October - November, 2015
4. Conduct a training session for up to 30 Investigators/TOT (TBD)	- Training session conducted.	December, 2015

Note: Both national experts will closely work with the international expert. They will identify and share relevant parts of the training manuals/materials to the international expert for identifying possible gaps. National experts will be also involved in developing the revised manuals, as well as identifying the needs for Guidelines/SOPs under the guidance of the international expert. Also, the national experts will be responsible for supporting the international expert in conducting the training/TOT session (TBD).

#### **IV. Terms of the application**

Interested candidates are requested to express their interest to the “Offenders Rehabilitation Center” of the Ministry of Justice of Armenia by sending an email to [gayane.hovakimyan@justice.am](mailto:gayane.hovakimyan@justice.am) and [anahit.khachatryan@justice.am](mailto:anahit.khachatryan@justice.am) by **10<sup>th</sup> of October 2015** specifying:

- A workplan for the completion of the assigned tasks:
- CV.

#### **V. Required Skills, Experiences, and Competencies for international expert**

- Advanced degree in relevant field, preferably law, criminal justice.
- Minimum 7 years of relevant work experience in the field of juvenile justice and the protection of children’s rights
- Experience in capacity building of justice professionals (particularly on child-rights related issues an asset)
- Ability to build local capacities and work as a team leader
- Capacity to provide inputs in a timely manner
- Excellent analytical and writing, presentation and facilitation skills
- Proficient knowledge of English, knowledge of Russian is an asset
- Previous knowledge and/or prior relevant assignment to the CEE/CIS region is an asset