

## **Terms of Reference: Investigations Advisor and Mentor**

### **Background**

In financial year 2017/2018 British Embassy Beirut (BEB) undertook scoping exercises of the Lebanese justice process for CT cases, CT investigation, capacity and Human Rights compliance and the CT detentions pathway. The outcome of these scoping exercises was a decision by BEB to focus future support on Lebanese Armed Forces Department of Military Intelligence (LAF DMI), with peripheral support for the Military Tribunal, Military Police Prisons and other CT focused security services (ISF Information Branch, General Security and State Security).

The objective of BEB is to increase the capacity, capability and Human Rights compliance of the LAF and Military Tribunal within the CT arrest to trial process. A compliant pathway through the Lebanese CT system is sought that could be used by UK law enforcement in the case of terrorism cases with UK links in Lebanon

### **Requirement**

An external supplier is required to deliver a two year programme on behalf of the British Embassy Beirut working primarily with the Lebanese Armed Forces Department of Military Intelligence, but with scope to engage with a broader range of security services here, to develop their investigative processes and evidential standards.

Working primarily via a embedded CT adviser, the successful supplier will also be expected to demonstrate a broad range of areas of expertise available on call down as necessary, to effectively project manage the programme while reporting into BE Beirut, and to demonstrate that they have built in rigorous and independent M&E processes throughout the programming timeline.

### **Primary Tasks**

- Work with LAF DMI to create structure, processes and SOPs within what is currently called the "Interrogation Section" to transition it into a more evidence focused unit.
- Build capacity, capability and process around recognition and exploitation of evidential opportunities, reducing the reliance on confessional evidence. Training staff in the newly formed Evidence Team within the Interrogation Section and create processes and SOPs to ensure integration with the rest of the department.
- Work with LAF DMI and other British Embassy projects to ensure Interrogation Section and Evidence Team joins up effectively with the CT intelligence functions of DMI both as a customer and supplier.
- Train staff identified by the unit in suitable presentation for court of a range of evidential products (e.g. CCTV, phone records, forensics & social media)
- Identify, train and mentor a core group of officers within the unit in the skills required to lead and manage evidential investigations (Senior Investigating Officers) within the Lebanese context.
- Train existing and recruited members with basic CT investigator / evidence gatherer skills where required
- Identify and meet specialist training needs within the unit

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- Support other HMG assets in delivery of this programme where required (e.g. SO15 trainers)

### **Secondary Tasks**

- Where directed by the British Embassy engage with other security agencies (ISF Information Branch, General Security and State Security) to provide CT capacity building and advice to address identified needs and to support relationship building.

### **Tertiary Tasks**

- Draw on advisor or external expertise to provide CT capacity building where identified as furthering our objectives in the areas of:
  - Judiciary (Military Tribunal)
  - CT prisons intelligence with LAF DMI and Internal Security Forces Information Branch
  - CT detention management with LAF DMI and LAF Military Police
  - CT detention staffing with LAF DMI and LAF Military Police

### **Budget**

The maximum budget is £600,000 (£350k year 1 (July 2018-March2019), £250k year 2 (April 2019 – March 2020). Each annual budget will need to reflect an 85% spend by the end of December.

### **Logistics**

- The expert will be working primarily with the BE Beirut Programme leads.
- Day to day operational costs (accommodation, mobile phone, transport, food) are the responsibility of the supplier.
- Although desk space is available in the embassy , an early objective of the mentor should be basing themselves within DMI.

### **Skills & Experience Required**

#### **Mentor**

- Minimum SC vetted – preferably DV
- Senior Investigating Officer experience
- Significant experience in Counter Terrorism
- Experience of similar programmes overseas
- Experience of working with International partners
- Strong understanding of ethical, Human Rights compliant investigations and of achieving best evidence in serious crime investigations
- A very strong communicator, able to work independently and able to build relationships and trust in sensitive environments
- Experience of working alongside partner intelligence agencies

#### **Supplier**

- Be on the CSSF Framework
- Experience of the complexities of the Lebanese operating environment

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- Experience of working on UK programmes
- Significant experience in Counter Terrorism programming
- Experience of similar programmes overseas
- Broad base of specialist CT expertise that can be drawn upon as part of this contract

### **Bid Should Include**

- **Minimum** of 24 weeks per year from an Investigations Mentor
- **Minimum** of 6 weeks per year “draw down” specialist capacity building / training expertise for areas identified during the process.
- Project management support for the delivery to minimise resource implications on BEB
- Regular reporting (detail to be presented as part of bid)
- Provision of third party M&E
- Provision for “call down” of interpreters. Although most officers in the unit speak good English, courses delivered to groups of non officers will require interpreters for maximum effectiveness.
- Bid should ensure that their proposal is both gender and disability sensitive

### **CONFIDENTIALITY AND PUBLICITY**

The implementer is not permitted to speak publicly (to the media, companies unrelated to any HMG audits or at conferences) about their work without the explicit permission of HMG.

### **DUTY OF CARE AND SECURITY**

The implementer will hold the duty of care responsibility for its staff and the security of the project and participants; it is to ensure that all reasonable security measures (physical, information and communication) are taken to reduce the threat to as low as is reasonably possible, and to expose any risks that are identified.