

Terms of Reference: Investigations Advisor and Mentor

Background

In financial year 2018/2020 British Embassy Beirut (BEB) has worked on increasing the capacity, capability and Human Rights compliance of the Lebanese Armed Forces Department of Military Intelligence (LAF DMI) in order to drive down risks of operational collaboration with LAF DMI and build sustained relationships with an important UK CT Partner.

Requirements

An external supplier is required to continue delivery of this programme years 3 and 4 (year 3 ends in March 2021) on behalf of the British Embassy Beirut working primarily with the Lebanese Armed Forces Department of Military Intelligence, Military Tribunal, Military Police Prisons Teams and Forensics Teams and other CT focused security services, if deemed necessary.

Working primarily via an embedded CT adviser, the supplier will demonstrate a broad range of areas of expertise available, where new training is required, the supplier will be required to secure required expertise such as subcontractors on their framework, to deliver required activities, which will mainly fall under security field to effectively project manage the programme while reporting into BE Beirut, the supplier will design and submit a Results Framework and M&E processes to the Customer, throughout the programming timeline. The supplier is required to complete an internal M&E evaluation at the end of each financial year.

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. This includes adoption of the investigation manual developed by the CT Mentor in FY1819.
- Build capacity, capability and process of LAF officers around recognition and exploitation of evidential opportunities as well as presentation and management of evidential investigations (e.g. CCTV, phone records, forensics & social media).
- Train all Beirut staff in Preparation and Planning; Engage and Explain; Account; Closure and Evaluation (PEACE) interviewing and create internal guidance, case files and training manual processes and SOPs between LAF and Military Tribunal 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.
- Design and deliver an Investigating Officer Training and assist LAF in developing a curriculum based on UK principles.
- Deliver remaining PEACE course, Building Capacity of Trainers, identify, design and deliver Investigative Officer Training meeting the specialist training needs within the unit. All training cycles to include train the trainer element.
- Support HMG departments where needed and supporting Police (SO15) in delivering to LAF or other agencies under the scope of this project.

Secondary Tasks

- Draw on advisor or external trainer experts to support the designing of training modules and manuals in supporting 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 £800,000 with a required spend of £500,000 in FY 2021 and £300,000 in FY 2022. The Activity Based Budgeting (ABB) should reflect 85% spend by end of December for each financial year.

Logistics

- The expert will be working primarily with the British Embassy CT Team, this consists of Police attaché, CTEN Officer, CTPF Programme Manager and CTPF Programme Support Officer.
- Day to day operational costs (accommodation, mobile phone, transport, food) are the responsibility of the supplier
- Supplier should fully accept responsibility for Security and Duty of Care for their Personnel and Third Parties.
- Although the supplier should provide desk space, the mentor will be basing themselves within DMI.

Skills & Experience Required

Mentor

- DV vetted
- 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
- Experience of handling and storing General Data Protection Regulations (GDPR) information

Proposal Requirements

- **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, this includes strong preference for Project Manager in Lebanon
- 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, conflict and disability sensitive.
- Supplier will update the Customer by arranging progress meetings, monthly and quarterly reporting, field visits and M&E (through results framework & monitoring implementation with LAF DMI)
- The supplier 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.