



IIJ VACANCY

ACCREDITATION PROCESS CONSULTANT

ABOUT THE IIJ

The International Institute for Justice and the Rule of Law (IIJ), located in Malta, has a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 7,000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, judges, prosecutors, police, prison and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including North, West and East Africa; the Middle East; and select engagement in the Balkans, and Central, South and Southeast Asia. For more information on the IIJ, please visit the IIJ's website at <http://www.theij.org>.

CONSULTANCY POSITION

The IIJ is seeking applications from qualified experts in navigating Malta's [accreditation process](#) to support the IIJ Academic Unit's submission of its application to the Malta Further and Higher Education Authority (MFHEA) to become a licensed provider as an accredited institution of higher learning, with recognition in Malta as well as across Europe through the European framework of qualification.

In 2020, the IIJ launched an Academic Unit to provide in-depth courses to criminal justice practitioners aimed at filling critical knowledge gaps necessary for successfully countering terrorism and transnational crime. Since its launch, the Academic Unit has developed and delivered two distinct, innovative courses: the **Online Counter-Terrorism Academic Curriculum (eCTAC)** Course and the two-week, in-person **Counter-Terrorism Academic Curriculum (CTAC)** Course. These courses have been offered for criminal justice practitioners (investigators, prosecutors and examining judges) from 31 countries across Africa, the Middle East and Southeast Asia in Arabic, English and French. The courses have been designed by international

criminal justice practitioners, including the Academic Unit Director and Resident Fellows – who serve as faculty of the courses and academic programme.

Key tasks and deliverables:

The Consultant is expected to organise and support the IJJ's compilation of materials needed for its licence provider application form. The consultant will draft the application form in coordination with IJJ staff. In addition, the consultant will meet and coordinate with IJJ staff to develop and submit an Internal Quality Assurance Manual along with the application. Finally, the Consultant will develop a framework for the IJJ to conduct an Internal Quality Assurance audit on a yearly basis as well as recommendations on how to keep the manual up-to-date.

TIMEFRAME FOR PRODUCT DELIVERY

- The Consultant will support the IJJ throughout the entire accreditation application process, which can last from six months to one year.

CONSULTANT CRITERIA & QUALIFICATIONS

- Full professional fluency in English.
- Strong understanding of the Maltese Further and Higher Education Authority (MFHEA) and the accreditation process.
- Experience in supporting institutions' application(s) for accreditation. References from these institutions would be a strong advantage.
- Advanced degree in Education, Public Affairs/Public Administration, Development Studies or any related fields;
- Excellent drafting skills;
- Strong communication skills;
- Strong conceptual thinking and analytical skills;
- Successful proven organisational and prioritisation skills;
- Energetic and adaptable in her/his approach with the ability to work individually and/or as part of a team;
- The ability to exercise good judgement and discretion at all times; and
- Efficient in observing deadlines and achieving results in accordance with qualitative and quantitative parameters.

HOW TO APPLY

Interested parties should submit a proposal (of no more than three pages) that includes the following components:

1. Cover sheet with a summary of the proposal;
2. Profile of the applicant, including the names and qualifications of the key member(s) of the team;
3. Track record and examples of similar support for institutions' accreditation process;
4. Proposed approach and methodology;
5. Timeline for the key tasks outlined above; and
6. Financial proposal for the full cost of the consultancy, in terms of number of days anticipated multiplied by the proposed daily rate. Please note that no other costs will be considered beyond consultancy fees.

Applicants must submit an electronic copy of the proposal clearly referencing "IJ ACCREDITATION CONSULTANT" in the subject line to hr@theij.org by 23:59pm CET on 24 August 2023. Late submissions or those that do not conform to the format or submission requirements will not be considered.