

# Consulting Services – Scope of Work

## Background

The Strengthening Program for Alternative Justice in Criminal Matters (FORJA), funded by a grant from the United States Department of State through the Bureau of International Narcotics and Law Enforcement Affairs (INL) and implemented by Innovations for Poverty Action (IPA) Mexico, aims to design, pilot, and evaluate evidence-based Operational Models within Prosecutor's Offices to promote timely and strategic case resolution using a reparative agreement, conditional suspension of the process, or expedited procedure.

The operational models seek to:

- Increase the number of cases resolved through an alternative solution or an expedited process termination.
- Encourage the technical intervention of Specialized Alternative Dispute Resolution Mechanisms (MASC) bodies in the process to achieve an alternative solution.
- Promote a more aware, responsive, and secure Mexican society regarding the use and scope of alternative justice.

## Statement of Work

IPA Mexico seeks to contract an external consultant with expertise in operational design and technical validation to participate in the development of operational models. Specifically, under the supervision and guidelines of IPA Mexico, the external consultant will be responsible for carrying out the following activities and/or delivering the following products:

- **Expert advice on the Interview guides for Process Mapping for alternative solutions and expedited process terminations.** The consultant will provide advice throughout the design of interview guides for process mapping. This includes ensuring the alignment of the guides with relevant frameworks, identifying potential risks, and suggesting appropriate modifications or additions.
- **Technical validation of Operational Models.** The consultant will conduct a comprehensive technical validation of the proposed Operational Models. This

validation will involve a thorough review to ensure strict compliance with all applicable standards and best practices. The consultant will identify any potential issues and provide recommendations for addressing them.

- **Development of FORJA's Manual of technical requirements, criteria, and benefits, applicable to using alternative solutions and expedited process.** This contribution will involve drafting relevant sections, providing technical expertise in alternative justice mechanisms, and proactively identifying potential risks, challenges, or areas of concern related to the implementation of these processes.
- **Contribution to the Intervention plan to improve the processes of Alternative Dispute Resolution Mechanisms in criminal matters.** This includes providing technical guidance and identifying potential obstacles and opportunities for enhancing the effectiveness of these mechanisms.

The individual with external consulting functions will adhere to the schedule established by IPA to meet FORJA's objectives promptly and properly.