



OMBUDSMAN: NAMIBIA

CALL FOR EXPRESSIONS OF INTEREST

Consultancy to Review, Update and Assess the Namibian Police Human Rights and Torture Prevention Training Manuals

1. Background

In 1999, the Legal Assistance Centre (LAC) developed the Namibian Police Human Rights Manual, and in 2015, the Office of the Ombudsman developed a Prevention of Torture Training Manual for Police Officers. These manuals have served as foundational tools for human rights training within the Namibian Police Force.

Given the evolving human rights and policing landscape, there is a pressing need to review, update, and assess the effectiveness of these manuals to ensure alignment with current international and national standards.

This consultancy is part of a collaborative initiative between the Office of the Ombudsman, the Legal Assistance Centre (LAC), and the Namibian Police Force, with anticipated support from the Konrad Adenauer Stiftung (KAS).

2. Purpose of the Consultancy

To update and assess the Namibian Police Human Rights and Torture Prevention Training Manuals, ensuring they reflect current human rights and policing standards, are relevant to Namibia's context, and effectively support the prevention of torture and promotion of human rights within the Namibian Police Force.

3. Objectives

The consultant will:

- Review and update content of both manuals in line with current international, regional, and national standards.
- Assess the utilization and effectiveness of the manuals in police training and practice.
- Facilitate stakeholder engagement to ensure ownership, sustainability, and integration of the updated manuals into police training curricula.

4. Scope of Work / Key Tasks

The consultant shall:

- Conduct a desk review of the existing Human Rights and Torture Prevention manuals, relevant Namibian laws, and international standards (UNCAT, OPCAT, African Charter, Nelson Mandela Rules, etc.).
- Design and implement an assessment study (using surveys, interviews, and/or focus group discussions) with police officers, police training division, and relevant stakeholders to evaluate manual usage and effectiveness.
- Conduct stakeholder consultations with LAC, Namibian Police Force, Ombudsman staff, civil society, and human rights experts.
- Prepare draft updated combined manual integrating human rights and torture prevention training modules relevant to current Namibian realities (including gender-based violence, LGBTQ+ rights, digital rights, and use of force).
- Facilitate a validation workshop with key stakeholders and incorporate feedback.
- Produce a final combined manual, an assessment report, and a pocket guide (abridged version).
- Support the Ombudsman in conducting a pilot training for trainers based on the updated manual.

5. Expected Deliverables

- Inception report and detailed work plan.
- Assessment report on the effectiveness of the manuals.
- Draft updated combined manual on Human Rights and Torture Prevention.
- Validation workshop report and revised final manual.
- Pocket guide (abridged manual).
- Pilot training report and recommendations for sustainability.

6. Duration and Timeline

The assignment is expected to be completed over 12 months, with key milestones:

- Months 1–2: Desk review and assessment design
- Months 3–5: Assessment and consultations
- Months 6–8: Drafting of updated manuals
- Month 9: Validation workshop
- Months 10–12: Finalization and pilot training

7. Institutional Arrangements

- The Office of the Ombudsman will be the lead implementing agency, providing oversight, coordination, and logistical support.
- The consultant will work closely with a Technical Working Group comprising representatives from the Ombudsman, LAC, and Namibian Police.
- Progress will be reviewed at key milestones through meetings and reports to the Ombudsman.

8. Required Qualifications and Experience

- Advanced university degree in law, human rights, policing, or related field.
- At least 10 years of relevant professional experience in human rights education, law enforcement reform, or institutional capacity-building.
- Demonstrated expertise in training manual development, curriculum design, or evaluation of training programs.
- Familiarity with Namibia's legal and institutional framework for law enforcement and human rights.
- Proven record of facilitating participatory research, consultations, and workshops.
- Excellent analytical, writing, and communication skills.

9. Reporting and Supervision

The consultant will report directly to the Ombudsman of Namibia or a designated representative, and will submit reports and deliverables as per the agreed timeline.

10. Payment Schedule

- Payments will be made upon satisfactory completion of key deliverables, as follows (indicative):
- 20% upon submission and approval of the inception report.
- 30% upon submission of the assessment report and draft manual.
- 30% after validation and submission of final manual and pocket guide.
- 20% after completion of pilot training and final report.

11. Application Procedure

Interested candidates should submit:

- A cover letter outlining relevant experience and motivation.
- A detailed CV (max. 5 pages).
- A technical proposal detailing the approach and work plan.
- A financial proposal (consultancy fee and related costs).
- At least two examples of similar previous work.

Applications should be submitted by **21 November 2025** to:

office@ombudsman.org.na

OR

Hand-delivered to:

Office of the Ombudsman,
Corner of Feld & Lossen Streets,
Ausspanplatz,
Windhoek

Subject:

Consultancy – Review and Update of Police Human Rights and Torture Prevention Manuals