

Terms of reference



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GENERAL INFORMATION

Title: *Consultancy to Conduct Capacity Development Activities and Develop Public Education Materials*

Project Name : *Reintegration and Rehabilitation of Involuntary Returned Migrants (IRM) in Jamaica*

Reports to: *Ministry of Local Government and Community Development*

Duty Station: *Jamaica*

Expected Places of Travel (if applicable): *N/A*

Duration of Assignment: *50 non consecutive days over 5 months*

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR CV
X	CV or P11 form
X	Copy of education certificate
X	Completed financial proposal

A. Background and context

The Reintegration & Rehabilitation of Involuntary Returned Migrants Project will complement and build on existing initiatives at the national and local levels to strengthen systems to address issues associated with the treatment of involuntary returned migrants in the country and especially in urban centres. This project seeks to strengthen the policy, legislative and institutional framework that guides the management and treatment of IRMs to the island. This includes finalizing the National Deportation Policy and developing a strategy and standard operating procedures (SOPs) for managing the rehabilitation and reintegration of involuntary returned migrants.

The project will also contribute to increasing the capacity of entities including non-government organizations to provide more efficient and effective services to IRMs and strengthen the integration of migration issues in the local sustainable development planning process now being undertaken by local authorities. It is expected that the project will result in the creation of a national coordination mechanism through the building of partnerships to address issues

concerning involuntary returned migrants, aligned to the country's policy priorities on migration.

The overall goal of this project is to have an improved coordinating system for the rehabilitation and reintegration of involuntary returned migrants. This project will be based on planning, policy and legal standards, participation of all needed stakeholders, capacity enhancement at the level of local authorities and specialized agencies, as well as gender equality and the 'no-one left behind' principle.

The project's key expected outcomes are:

1. Improved policy and legislative framework governing issues related to Involuntary Returned Migrants (IRMs)
2. Enhanced access to services for IRMs
3. Enhanced capacity of local authorities, to mainstream migration in planning and service provisions

The project presents a prime opportunity to strengthen the capacity of local authorities to understand, measure and respond to trends in migration and, in particular, the influx of involuntary returned migrants to their municipalities.

Recently, local government reform process has led to the promulgation of three (3) strategic laws and the entrenchment of the Local Government system in the Constitution. This move to increased self-management and decentralization of power means that local authorities will have more responsibilities and more autonomy to respond to migration issues at the local level.

In accordance with the project's official Letter of Agreement the Ministry of National Security will implement activities under Outputs #1 to Output #4, while the Ministry of Local Government and Community Development shall be fully responsible for the execution of all activities as specified in Attachment 1 of the Project Document, specifically those activities aligned to the attainment of Output #5 and broken down as follows:

1. Capacity development activities to improve service provision and planning by local authorities
2. Develop public education material for distribution at help desks of local authorities

B. Objectives of the Consultancy

The overall goal of the consultancy is to build the capacity of the local authorities and service providers (governmental and non-governmental) to improve their ability to respond to the needs of IRMs in addition to design public education materials for distribution at help desks of local authorities.

B. Scope of work

In undertaking this assignment, the Consultant is expected to work under the direct supervision of the Agency Liaison and Monitoring Division (ALMD), and to work closely with the Strategic

Policy, Planning and Reform Division, Urban and Regional Planning/Hazard Mitigation and Risk Management Units, the Board of Supervision and any other unit of the Ministry deemed necessary.

It is also expected that the outcome of the assigned tasks will result in the replicability of salient activities through the local government system, hence she/he is expected to incorporate in the final recommendations means by which the project components may be institutionalized into the Ministry and the services at the local level by the Municipal Corporations/Municipality.

Within the framework of this Terms of Reference, the Consultant will be required to complete all tasks outlined under the scope of Output #5.1 and Output #5.2 as detailed below.

- Prepare Needs Assessment of targeted Municipal Corporations
 - Engage all stakeholders and consult with the relevant technical staff of the Ministry of Local Government and Community Development (MLGCD) to adequately inform strategies and approaches toward achieving the overall goal
- Prepare Capacity Development Plan addressing in detail how all elements of the project components will be implemented over the consultation period, including the 3-month pilot
 - Outline all major tasks, strategies that will be used to execute the plan as well as the specific methodologies and targets;
- Conduct sensitization and training sessions for Municipal Corporations/Municipality and other targeted groups;
 - Host One (1) combined Stakeholder Sensitization Session and Training Workshop in preparation of a 3-month pilot in 3 Local Authorities.
 - *Sensitization/Training Workshops - for selected officers in the selected LAs to include officers at the Municipal Corporations/Municipality, and targeted Service Providers and NGOs/CBOs, for the development of the skills and competency required to carry out the necessary functions.*
- Conduct a 3-month Pilot of three (3) Local Authorities (to be determined) to test the project elements such as the public education materials and the capacity building of the targeted group who will participate in the pilot.
- Develop public education materials to be utilized in training sessions, sensitizations sessions, the pilot phase and for general public education of the project
 - 1 Pamphlet – As a handout, providing relevant information to support IRMs seeking the services of the Local Authorities and services of other state and non-state entities
 - 2 Posters - To be mounted in the offices of the local Poor Relief Officers, the Municipal Corporations/Municipality and any other appropriate stations providing pertinent information targeting primarily IRMs and other stakeholders

- 1 Flyer – For dissemination at public meetings, consultation and sensitization sessions containing information about the project components #5.1 and #5.2, and in general information on the Return, Reintegration & Rehabilitation of Involuntary Returned Migrants Project
- The consultant must prepare print ready versions and arrange with an approved service provider to have all materials printed and a pro forma invoice subsequently submitted to the MLGCD for procurement of the service.
- Finalize the development of all public education materials based on feedback from pilot phase for full implementation.

Deliverables

The table below provides a listing of all the key deliverables of this consultancy and the level of effort and timeline associated with each deliverable.

Table 1: 5.1 and 5.2 Deliverables

Description of Deliverables (June 1 to November 16, 2018)	Timeline	Est. Level of Effort (Days)
1. Develop Capacity Development Plan <i>Must include the following:</i> <ul style="list-style-type: none"> • Broad Situational Analysis • Specific Capacity Needs Assessment • Strategies, Outputs, Targets, Methodology • Action Plan for Pilot Phase • Training Plan • Training Manual • Public Education Mechanisms 	1 st Draft – August 8, 2018 Final Draft – August 17, 2018	15 days 5 days (20 days)
2. Conduct Stakeholder Sensitization Session and Training Workshop (for 3-month pilot) <i>Must include the following:</i> <ul style="list-style-type: none"> • Training Report accompanied by completed registration sheet, and containing overview of execution of the session/workshop stating advantages, challenges and recommendations. 	Session/Workshop - by August 27, 2018 Report – by August 31, 2018	1.5 day 0.5 day (2 days)
3. Develop Public Education Materials <i>Must include the following (as outlined in the scope of work):</i> <ul style="list-style-type: none"> • 1 Pamphlet • 2 Posters • 1 Flyer NB: The 1 st drafts will be used during the Pilot Phase, and the final drafts thereafter.	1 st draft – by August 13, 2018 Final Draft - by December 7, 2018	15 days 5 days (20 days)
4. 3-Month Pilot Report on Three (3)	Dissemination and Set-up	1.5 days

Description of Deliverables (June 1 to November 16, 2018)	Timeline	Est. Level of Effort (Days)
selected LAs <i>Must include the following:</i> <ul style="list-style-type: none"> Dissemination of Public Education Materials and Set-up of Help-Desks and other information disseminating mechanisms in 3 participating LAs 3 Monitoring Reports (monthly monitoring of help-desks and other information dissemination mechanisms) 	- by September 10, 2018 Monitoring Reports – by 1 st week following the reporting month (3 rd report is due December 7 th , 2018)	1.5 days <i>(3 days)</i>
5. Prepare final print ready versions of Public Education Materials	Submit updated print ready electronic versions - by December 7, 2018	2 days <i>(2 days)</i>
6. Prepare Final (Combined) Output Reports for 5.1 and 5.2 <i>Must include the following:</i> <ul style="list-style-type: none"> Report containing overview of execution of the pilot; outlining approaches and strategies used; observations from monitoring; advantages and challenges; recommendations for Phase 2 	1 st Draft Phase 1 Report – by December 14, 2018 Final Phase Report – by December 19, 2018	2 day 1 day <i>(2 days)</i>
TOTAL DAYS		50 DAYS

IMPLEMENTATION AND REPORTING ARRANGEMENTS

The consultancy will be for 50 non-consecutive working days over a five month period from August 2018 to December, 2018. The duty station for the contract assignment will be Kingston, Jamaica. The consultant will report to the Senior Director (Actg.), Agency Liaison and Monitoring Division (ALMD) of the MLGCD and will liaise with the designated officers of the Strategic Policy, Planning and Reform Division (SPPRD), the Urban and Regional Planning/Hazard Mitigation and Risk Management Units, the Board of Supervision (BOS), and any other unit of the Ministry deemed necessary during the period of implementation.

IRM Output #5 Project Committee: A project committee for UNDP IRM project output #5 will be established by the Permanent Secretary of the MLGCD, and chaired by the Senior Director (Actg.) of ALMD. The chairperson shall, on behalf of the Permanent Secretary indicate in writing that work has been satisfactorily completed upon the submission of all deliverables by the consultant with a recommendation for payment. This is to be done in consultation with the members of the project committee.

Administration of Contract: UNDP will issue the contract for the execution of this terms of reference to the selected Consultant. This therefore requires that all deliverables be subjected to the approval of DRR or her designate prior to any payments being made. Travel will be a necessary part of this contract and the cost of such travel as well as for aspects such as certain administrative costs (minor printing and communication) are to be incurred by the Consultant. The Consultant is expected to manage time and responsibilities to ensure timely delivery of outputs required under this Terms of Reference.

Procurement Process: The MLGCD procurement guidelines will be enacted for the acquisition of goods and services within the scope of this consultancy. Invoices must be submitted to the MLGCD through the project committee for further submission to the UNDP. The UNDP will process invoices and make out payments to the relevant suppliers.

Plans and Reports: All final plans and reports shall be prepared and submitted to the Senior Director of the ALMD of the Ministry in Word format (where applicable), 1.5 spacing (except for Tables), in Times New Romans font of 12pt, in the form of two electronic copies (one on a storage device and one by electronic mail), and three hard copies. The consultant is expected to adopt environmental stewardship best practices in carrying out his/her function and as such the draft versions (inclusive of other deliverables) must be submitted in electronic format only, unless otherwise instructed. Additionally, all final documents prepared on behalf of the Ministry of Local Government and Community Development under this project must include a Copyright page.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications and Experiences

- Post Graduate Degree in the Social Sciences and certification in teaching or facilitation with at least 5 years' experience;
- Experience in developing targeted public education and training materials (such as manuals, pamphlets, flyers, posters) to fit the needs of target groups is an asset
- Previous experience working with local government systems, UN agencies and/or in Small Island Development States will be an asset.
- Demonstrated experience in leading at least one similar assignment
- A demonstrated understanding of key reintegration standards for capacity building with communities and key stakeholders will be an asset
- Knowledge in curriculum planning, development and implementation is an asset
- Strong communication skills including report writing and presentation evidenced by demonstrated authorship of capacity development plans, action plans and project reports
- Ability to interact effectively with communities, government and non-governmental service providers, including hosting government and partnership consultations

APPLICATION PROCEDURE

Qualified and interested candidates are requested to apply no later than May 21, 2018.

Please submit the following to demonstrate your interest and qualifications by explaining why you are the most suitable for the work:

- **Cover Letter** explaining why you are the most suitable candidate for the advertised position;
- **Completed P11** form (Personal History Form) including past experience in similar projects and contact details of referees. A resume/CV should also be included;
- **Technical Proposal** – to include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; (b) detailed profile of the expertise of the consultant;
- **Sample Work** relevant to the consultancy;
Please do NOT include any information relating to the financial proposal in the Technical Proposal as this will result in your submission being disqualified.
- **Financial Proposal** – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days and any other costs such as per diems, travel and incidental expenditures in project sites). This financial proposal should include costs to deliver the work plan, and must be submitted using the UNDP template available online

Incomplete applications will not be considered. Please make sure you have provided all requested documents.

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their financial proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. UNDP retains the right to contact references directly. Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Technical Evaluation Criteria

- a. **Academic Qualifications** 10%
- b. **Skills and Experience** – 45 %
- c. **Competencies** 15%

Total Technical Score 70%

Criteria	Weight	Max. Points	Guidance on Scoring
Academic Qualifications	10%	10	Total – Academic Qualifications
Post Graduate Degree in the Social Sciences and certification in teaching or facilitation with at least 5 years' experience	10%	10	10 points allocated if candidate has a Post Graduate Degree in the Social Sciences and certification in teaching or facilitation with at least 5 years' experience
Relevant Experience	45%	45	Total – Relevant Experience
Experience in developing targeted public education and training materials (such as manuals, pamphlets, flyers, posters) to fit the needs of target groups	15%	15	15 points allocated if candidate has experience in developing targeted public education and training materials (such as manuals, pamphlets, flyers, posters) to fit the needs of target groups
Previous experience working with local government systems, UN agencies and/or in Small Island Development States will be an asset.	5%	5	5 points allocated if candidate has experience working with local government systems, UN agencies and/or in Small Island Development States will be an asset.
Demonstrated experience in leading at least one similar assignments	15%	15	15 points allocated for evidence of developing and delivering participatory trainings and workshops
A demonstrated understanding of key reintegration standards for capacity building with communities and key stakeholders will be an asset	10%	10	10 points allocated <i>if candidate has</i> demonstrated understanding of key reintegration standards for capacity building with communities and key stakeholders will be an asset
Competences	15%	15	Total – Competences

Quality of technical proposal (English Language and drafting ability as demonstrated by technical proposal)	15%	15	Points awarded for: (3) Language (3) Specificity (3) Clarity (3) Feasibility (3) Approach to work
Total Technical Score	70%	70	Total Technical Score

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Approval



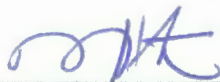
Signature

Name Elsie Laurence-Chounoune, Deputy Resident Representative

Date

14 June 2018

Approval



Signature

Name Marsha Henry-Martin (Mrs.), Acting Permanent Secretary

Date

May 31, 2018