

Terms of reference



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GENERAL INFORMATION

Title: *Consultancy to Develop Sustainability Strategy for Parish Safety and Security Committees*

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: *6 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 Output #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 #5.4: Develop Sustainability Strategy for Parish Safety and Security Committees***

B. Objectives of the Consultancy

1. The overall goal of the consultancy is to develop a sustainability strategy for adoption and application of the Parish Safety and Security Committees (PSSC) to improve their ability to oversee and manage issues related to migration with a focus on IRMs within their jurisdiction. The overall outcome therefore is the strengthening of the PSSC as part of enhancing local governance with a focus on addressing issues relating to IRMs. In so doing, the consultant will execute several tasks with deliverables under a contractual arrangement with the following objectives in mind:
 - a) Prepare sustainability strategy; utilizing as much as possible existing framework such as the Parish Safety and Security Handbook and Toolkit
 - b) Incorporate the sustainability strategy into the Terms of References of the PSSC.

C. 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 of Local Government and Community Development deemed necessary.

Within the framework of this Terms of Reference, the Consultant will be required to complete all tasks outlined under the scope of Output #5.4 as detailed below.

- Conduct desk review
 - Draft Deportation policy and strategy
 - Other relevant documents
- Prepare Situation Analysis and Conduct Needs Assessment
 - Host Consultations with the all PSSC and Stakeholders
 - Draft Board Situation Analysis
 - Report (containing execution of sessions; advantages and challenges; recommendations etc.)
 - Completed Registration Sheets Submitted
- Prepare Draft Sustainability Strategy for the PSSC
 - Broad Situational Analysis
 - Specific Capacity Needs Assessment
 - Strategies, Outputs, Targets
 - Public Education and Awareness Mechanisms
- Framework for establishment of new PSSCs in three (3) Local Authorities
 - Conduct Consultations
 - Incorporate new PSSCs into the final strategy
- Finalize Sustainability Strategy for the PSSC
 - Develop and/or revise TORs for PSSCs
 - Specific Capacity Needs Assessment
 - Strategies, Outputs, Targets
 - Public Education and Awareness Mechanisms
- Final Report and Presentation
 - Detailed written report on consultancy including lessons learnt
 - Brief oral presentation on salient findings etc. to MLGCD and partners

D. 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. This consultancy is for a total of 21 working days (based on a regular 8-hour work day period) with the daily rate level of effort being \$25,000. The column timeline denotes the date that each deliverable is due.

Description of Deliverable June 1, 2018 to October 31, 2018	Timeline	Level of Effort (Days)
1. Situation Analysis and Conduct Needs Assessment	1 st Consultation – by 1 st week in July 2018	3 days
	2 nd and 3 rd Consultations – by 4 th week in July 2018	(3 days)
2. Draft Sustainability Strategy and Presentation	Draft Strategy – by August 15 th 2018	5 days
	Presentation - by August 17 th 2018	0.5 day
		(5.5 days)
3. Framework for establishment of 3 New PSSCs	2-day Consultation – by first week in September, 2018	2 days
		(2 days)

Description of Deliverable June 1, 2018 to October 31, 2018	Timeline	Level of Effort (Days)
4. Final Sustainability Strategy and Presentation	Final Strategy – by final week in September, 2018	4 days
	Presentation – by 1 st week in October, 2018	0.5 day 4.5 days)
5. Report on Output 5.4	1 st Draft Report – by 3 rd week in October, 2019	3 days
	Final Report – by 4 th week in October, 2018	3 days (6 days)
TOTAL DAYS		21 DAYS

E. Implementation and Reporting Arrangements

The consultancy will be for **Twenty One (21) non-consecutive working days over a 5 month period from June 2018 1, 2018 to October 31, 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.

F. Requirements for Experience and Qualifications

Academic Qualifications and Experiences

- *At least a Masters Degree in the Social Sciences and at least 5 years' experience working in community development, safety and security, urban and regional development, local government and other related capacity*
- *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*
- *Strong communication skills including report writing and presentation is an asset (with 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*

G. 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) (available on UNDP website) including past experience in similar projects and contact details of referees. Please also include a detailed CV.
- **Technical Proposal** – should include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; consideration of a gender approach for assignment; (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work;
- **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 for the specified tasks (e.g., costs related to data collection, validation session, travel, and any other costs, including the number of anticipated working days). Overall, this financial proposal should include costs to deliver the work plan.

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.

H. 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
<i>At least a Masters Degree in the Social Sciences</i>	10%	10	10 points allocated if Team Leader has an advanced degree in a field related to social science,
Relevant Experience	45%	45	Total – Relevant Experience
<i>At least 5 years' experience working in community development, safety and security, urban and regional development, local government and other related capacity</i>	25%	25	20 points allocated if candidate has <i>experience working in community development, safety and security, urban and regional development, local government and other related capacity</i>
<i>Previous experience working with local government systems, UN agencies and/or in Small Island Development States will be an asset.</i>	10%	10	10 points allocated for <i>previous experience working with local government systems, UN agencies and/or in Small Island Development States will be an asset.</i> 5 Additional points if candidate has led more than 2 similar assignments

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, Permanent Secretary (Actg.))

Date

May 21, 2018