

# TERMS OF REFERENCE

## Integrating Gender Considerations in Justice Reform through Public Education and Social Context Sensitisation

This Terms of Reference describes the services to be provided by a consultancy firm or consortium of consultants in Integrating Gender Considerations in Justice Reform through Public Education and Social Context Sensitisation in support of the JUST Project. The background and context within which the services are to be designed and delivered are further described in the related Request for Proposal and supporting documents.

### 1. Project Description

DFATD is providing assistance to the Government of Jamaica (GOJ) to support justice sector reforms, through a \$19.8 Million initiative, called the “**Justice Undertakings for Social Transformation (JUST)**” Program. The project is currently being implemented by the Government of Jamaica (Ministry of Justice with the Justice Reform Implementation Unit (JRIU) with support from Canada’s Department of Justice (Justice Canada) and the United Nations Development Program (UNDP). Non-state implementing partners will be integrated into the structure of the JUST in the 2018/19 Fiscal year. The JUST can be divided into three components, as follows:

**A) Technical-Legal Assistance Component:** This component involves deployment of Canadian technical experts and Justice Canada personnel to Jamaica, to work with the Ministry of Justice, the Office of the Director of Public Prosecutions and the Courts to address a wide range of matters aimed, at improving the capacity of core justice sector institutions to manage and implement their core business.

**B). Institutional Strengthening Component:** This component involves strengthening the technical and result-based management capacity of the Ministry of Justice of Jamaica, primarily through the establishment of the Justice Reform Implementation Unit (JRIU).

**C). Social Order Component:** This component will focus on initiatives aimed at improving the capacity of women and men and girls and boys to equitably access gender-sensitive justice information, advice and services, as well as improving the capacity of citizens, civil society representatives (including women’s rights organisations) and legal professionals to participate in the justice reform process.

This activity falls under the Social Order Component and is designed to fulfill the immediate outcome of *“Increased equitable access by women, men and youth to legal information, legal advice and support services”*.

## 2. Purpose

---

This consultancy is designed to implement in full and achieve the results and targets ascribed to the following output from the JUST Performance Measurement Framework:

**Output 6.2:** *Gender responsive Social Context awareness materials developed & delivered to diverse groups, including schools, justice-sector & women's rights organisations in various places, island-wide.*

## 3. Scope of Work

---

Employing a Gender-based analytic approach, the Consultant shall plan and implement the key technical services outlined below. The consultant shall design and implement these services in a manner that meets the requirements of the JUST Performance Measurement Framework, and reflects the policy requirements of the Government of Canada. Care should be taken to ensure that all work reflects Canada's Feminist International Assistance Policy, in particular as it regards, 'decision-making', 'rights', and 'access and control'. In particular:

- The services provided under this consultancy must be consistent with the Policy, which states that the achievement of equality between women and men is a key factor in ensuring sustainable development. The duties and responsibilities of the consultant shall include ensuring that gender equality principles and practices are respected in all activities under this project.
- The JUST Project and its sub-components are expected to advance gender equality and the empowerment of women and girls by implementing initiatives that adhere to the following objectives:
  - To enhance the protection and promotion of the human rights of women and girls;
  - To increase the participation of women and girls in equal decision-making, particularly when it comes to sustainable development and peace; and
  - To give women and girls more equitable access to and control over the resources they need to secure ongoing economic and social equality

### Summary of Services:

#### 1. Gender Review Services and Resources:

- i. To act as the Gender Equality specialists for and on behalf of the Social Order component of the JUST and in that capacity to review materials and outputs produced by and provide related inputs, guidance and resources to GAC, UNDP and to other implementing partners under the Social Order component, and to provide guidance and advice as requested.
- ii. To critically review and assess for gender equality, relevance and responsiveness a broad array of knowledge-based communication materials, informational products, protocols, manuals, policy proposals, training modules, papers and other products developed by other implementing partners under the Social Order component.

- iii. To critically assess facilities, spaces/rooms and other areas to be identified, for gender appropriateness, responsiveness, and child-friendliness, especially for girls and victims of GBV, in terms of layout, privacy, access and accessibility, processes and services envisaged and other variables, as relevant.

## **2. Sensitisation Outreach – Social Context & Justice Reform:**

- i. To design, modify or develop ***Social Context and Justice*** gender-sensitive informational and educational materials, and deliver broad-based, island-wide sensitisation awareness forums to diverse groups. Topic areas shall cover a wide range of issues related to ways in which social context impact the outcomes of justice processes and services on diverse groups, and may include (as appropriate to the target group or groups):
  - 2.i.1. Traditional and current social norms in Jamaica
  - 2.i.2. Status of gender and gender equality in law and justice
  - 2.i.3. Issues related to or impacting children in law and justice
  - 2.i.4. Status of reforms, needs, rights and access for differently abled persons/other vulnerabilities, in law and justice
  - 2.i.5. Social context related to gender norms and biases, interpersonal conflicts and Gender-based violence (GBV)
  - 2.i.6. Social context related to child protection, child-rights and empowerment and child justice
  - 2.i.7. Social context and notions of human rights in law and justice
- ii. To conduct ***Social Context and Justice*** sensitisation sessions incorporating the above materials and utilising participatory and self-evaluating methodologies designed to highlight the information outlined above. The purpose of these sessions is to improve understanding of participants in the social context of justice, in particular, issues related to gender equality and child justice. Participant groups will include justice stakeholders from the public sector, including the police, as well as civil society, high school students, women's rights organisations and community groups. Content should be delivered in innovative and interactive styles and tailored in relation to the type of group (e.g. drama skits for students; case stories for police, etc.)

## **3. GBA+ Analysis and Report on Stakeholders' Perceptions and Experiences in the Justice System**

To conduct a targeted GBA+ analysis<sup>1</sup> during project implementation within a specific focus on justice reform initiatives and how they are being received by participants. The Consultant will collate and analyse the key responses and issues raised by participants in the sensitisation forums and present this information in the form of a gender-responsive report on stakeholders' perspectives and experiences on justice issues. The Consultant will present this analysis on completion of the project. This analytic narrative will become a useful resource document of value to GAC and GOJ in designing current and future programming.

---

<sup>1</sup> Specifically, the analytic GBA+ narrative identifies the key gender dimensions related to the sensitisation topic areas within the social context, as reflected through stakeholder perceptions. It assesses, within its limitations, the national and local commitments to gender equality as well as any efforts by government and civil society to advance gender equality, and how justice reform processes can complement and support those efforts.

Some specific areas for exploration might be:

- 3.i.1. Different practical gender needs and strategic gender interests of women, men, young girls, and boys, particular as users of the justice system.
- 3.i.2. Power relations between women, men, young girls and boys, pertaining to their access to, and control over, resources, benefits and decision-making, as relevant to their experiences in the justice system.
- 3.i.3. The rights and opportunities among and between diverse women, men, young girls and boys, as relevant to their experiences in the justice system.
- 3.i.4. Disparities along gender lines that may impact differentiated experiences within the justice system, and how these gender disparities are influenced and differ by other intersecting identity factors such as age, class, income, language, geography, sexual orientation, religion, ability and ethnicity
- 3.i.5. The potential or real differential impact of justice reform initiatives and interventions on women and men, girls and boys.
- 3.i.6. Factors that could further promote gender equality within the justice sector: e.g. capacities/knowledge/resources of local stakeholders and an enabling environment (political, institutional and economic).

#### **Main Duties/Deliverables:**

Employing a gender-based analytical approach and collaborative methodologies, the Consultant shall plan and implement the following key technical services. Care should be taken to ensure that all work reflects Canada's Policy on Gender Equality<sup>2</sup>, in particular as it regards, 'decision-making', 'rights', and 'access and control'.

1. Act as the principal resource for Social Order implementation entities on gender equality issues, providing guidelines and expert opinions on a range of issues, as requested formally through UNDP and GAC.
2. Develop course outline and materials for broad-based, gender-sensitive, island-wide sensitisation forums on **Social Context and Justice** targeting justice sector workers and stakeholders, civil society, including young people, and women's rights organisations, to improve understandings of the social context of justice. Integrate (as appropriate) information developed by public sector and civil society entities engaged in providing research and/or information on the social context issues impacting citizen's experiences of justice services.
3. Contract a team of Facilitators drawn from specialist NGOs in the gender, culture, child rights, youth participation, community leadership and disability sectors to assist in providing inputs

---

<sup>2</sup> See also Canada's Feminist International Assistance Policy. Consultant will have access to Gender Specialists contracted to co-implement the Social Order Component of the JUST, by providing guidance on gender-responsive programming and content development.

into the sensitisation materials and methods, and conduct Training of Trainers Session with a view to identifying a core team of Facilitators to be engaged in the delivery of the forums.

4. Provide leadership, coordination and logistical support to the Facilitation Team to implement the island-wide sensitisation forums on Social Context and Justice:
  - i. Develop implementation plan for sensitisation forums, including schedules, locations, target groups, contact information for participants. Complete same in collaboration with the GAC JUST Project Manager, Director JRIU, and the assigned procurement and logistical Coordinator in the UNDP and any other project implementation partner(s) identified.
  - ii. Additionally, with the GAC Monitor agree on appropriate success indicators, participant feedback and data collection sheets of participant data (sex, age, organisation, location, disaggregation etc.) for application in sensitisation for a.
  - iii. Oversee and monitor implementation and roll-out of sensitisation process, tailoring activities to different target groups (ages, abilities, gender, and other factors considered) and provide support to the needs identified by the Facilitation Team.
  - iv. Monitor facilitator team activity to ensure successful delivery
5. Identify specific consultant team members to work on the GBA+ Analysis and Narrative Report. Design and Implement qualitative research and analysis process in tandem with Sensitisation Forums. Compile and analyse stakeholder perspectives and responses, and prepare report.
6. Provide input into defining, collecting, and analysing sex-age disaggregated baseline data (& other intersecting data as relevant) and define gender-sensitive and sex-age disaggregated indicators and targets for the draft performance measurement framework (PMF) as guided by the GAC/JUST Project Manager and Monitor.
7. Develop sustainability plans for the ongoing implementation of all products developed, including any training/sensitisation materials, training resources, research strategies and outcomes, beyond the completion of the consultancy contract.
8. In collaboration with GAC and other project implementation partners, plan and implement or support the implementation of strategic gender-responsive communications, activities and events for public sensitisation on the goals and achievements of the Social Order component of the JUST, highlighting the gender equality aspects.

#### **4. Team Composition, Roles and Responsibilities**

---

The consulting firm or consortium of consultants must:

- Demonstrate its experience in ensuring effective management of financial resources for projects/programs, similar in scope and complexity to the current mandate.

- Demonstrate its experience implementing projects within an International Development results based monitoring framework, similar in scope and complexity to the current mandate.
- Demonstrate its understanding of GBA+ and related methodologies for gender analysis, particularly as relates to the social context within which legal or justice related initiatives and services are implemented, and the related needs and requirements of diverse target groups.
- Demonstrate its capacity to develop sensitisation materials that are child-rights friendly and gender-responsive.
- Demonstrate its capacity to develop qualitative and participatory research processes designed to identify gender-based perspectives and responses to public services and resources.

In addition, the team of specialists proffered must include appropriate personnel to fill three mandatory positions: (a) a Lead Consultant/Gender Equality Advisor, (b) a Lead Facilitator and (c) a Gender Analyst and Research Coordinator. The roles and responsibilities of each is outlined below.

#### **A. Lead Consultant/Gender Equality Advisor:**

##### **Qualifications and Profile**

The Lead Consultant/Gender Equality Advisor must have a minimum of a Master's degree in Sociology, Behavioral Sciences, or related discipline, with specialist training in Gender Equality, Gender Analysis or other gender and development skill, and at least five (5) years of experience in designing and leading projects of similar scope and complexity.

The Lead Consultant/Gender Quality Advisor must:

- i. Demonstrate experience in leading multi-party consulting or professional teams and implementing multiple activities and deliverables within a development project context, particularly in Jamaica or the Caribbean;
- ii. Experience in developing, tracking or assessing gender sensitive indicators within an International Development Project RBM framework;
- iii. Demonstrate experience in gender analysis or providing gender responsive perspectives on development programmes, educational or communications materials, protocols, manuals and regulations.
- iv. Demonstrate experience in implementing projects that develop knowledge or capacity among varied groups on gender or social context issues.
- v. Have provided gender-responsive technical advice or services to meet public sector reform, socio-economic development, legislative reform, empowerment of women and girls, diversity or related development goals.
- vi. Have extensive knowledge of the social issues impacting gender norms and producing gender disparities particularly in Jamaica or the Caribbean.
- vii. Having experience in the areas of justice reform, child justice, child protection or justice administration is a plus.
- viii. Demonstrate an understanding of risks that could impede the project from attaining results.

##### **Role and Responsibilities**

The Lead Consultant/Gender Equality Advisor shall be responsible to:

- Lead the implementation process of a diverse team, and be technically and financially accountable for the results of the JUST Performance Measurement Framework under Output 6.2 (as outlined below) and the activities outlined in this Terms of Reference.
- Ensure that all tasks and activities are completed on time and within budget, and in a manner that meets the results and objectives of the JUST.
- Be guided by the GAC Project Manager in ensuring that activities remain congruent with the JUST Performance Measurement Framework and Logic Model.
- Be guided by the UNDP in meeting its fiscal accountability and quality assurance requirements.
- Collaborate with the Project Monitor and other M&E specialists regarding the application of internal evaluation instruments designed to respond to the immediate outcome indicators of the JUST PMF.
- Report to GAC through the GAC Project Manager using required reporting templates.
- Ensure timely submission of all deliverables, adhering to modes of implementation approved by GAC.
- Ensure early and continuing engagement with the GAC Project Manager, the UNDP, and the Ministry of Justice through the Justice Reform Implementation Unit (JRIU) Director, as well as collaboration with other JUST implementation partners, as and when required.
- Prepare and maintain project accounts, in accordance with the requirements of the UNDP and GAC.
- Manage the timely flow of financial information, and advise or report on ongoing, new or emerging issues that can affect the delivery of services on time and within budget.
- Maintain proper accounting and financial records and submit regular reporting in the approved formats, to the Project Director, the GAC Project Manager and the UNDP, as required.
- Ensure that women are part of the planning, decision-making and implementation process, in line with Canada's Feminist International Assistance Policy.
- Ensure sex disaggregated data (& other intersecting data as relevant) is collected wherever applicable, to include data on girls and boys.
- Plan implementation schedules in collaboration with GAC, UNDP and the JRIU.
- Ensure appropriate and effective levels of collaboration with key stakeholders, including the primary state and non-state entities that will benefit from any products, systems, standards or protocols developed under this consultancy.
- Ensure all reports, assessments, plans, strategies, standards, protocols, training materials and other products developed under this consultancy are gender-responsive, appropriate for their intended purpose and receive the appropriate approvals from the JRIU and DFATD, prior to broadcast, publication or implementation.
- Maintain proper records and support the communications, monitoring and other JUST-wide coordination activities, as required by the GAC Project Team Leader or Project Manager from time to time.

## **B. Lead Facilitator**

### **Qualifications and Profile**

The Lead Facilitator must have a minimum of a Bachelor's degree in Sociology, Psychology, or related discipline, and undergone certification as a Facilitator or adult learning specialist. The Lead Facilitator must have at least five (5) years of professional work experience in the design and delivery of adult learning

modules and courses, particularly in training diverse groups in areas related to gender, diversity, justice, law reform or social development and for International Donor funded projects.

The Lead Facilitator must have:

- (a) Demonstrated experience in facilitation and/or training using participatory methods and tools;
- (b) Demonstrated experience in conducting training needs assessments;
- (c) Demonstrated experience in the development of training modules, materials and course curricula for diverse groups of adult learners; application of these skills in the gender, diversity, justice, law reform or social development sectors is an asset.
- (d) Demonstrated ability to convey content or meet learning outcomes through multiple training and sensitisation modalities, including using PLA methods, interactive presentations, BCC methods and learning techniques geared towards youth learners etc.
- (e) Demonstrated ability to prepare training materials, modules, learning guides and other tools and templates for diverse groups of learners.
- (f) Experience designing and delivering results-oriented training workshops with related participatory methods and tools, including appropriate feedback, evaluation and self-assessment tools.
- (g) Experience managing a team of facilitators, including:
  - Provision of hands-on briefings related to specific training contexts /programmes
  - Designing, deploying and managing facilitation teams
  - Supervising teams as necessary, to ensure training results are met
  - Workshop summary report writing
- (h) Knowledge of Jamaica's historical and current social context, including:
  - Psycho-social aspects, social norms,
  - Gender norms and interpersonal relations (especially across various social strata's),
  - Challenges of everyday (Jamaican/Caribbean) life
  - Knowledge of Jamaica's justice systems and legal reform initiatives would be an asset
- (i) Experience in writing Training Reports or other Project Reports, particularly reporting against results in a donor-funded project and preparing impact analyses and lessons learned;
- (j) Strong interpersonal and communication skills
- (k) Ability to establish and maintain effective working relations with diverse sets of people/groups
- (l) Ability to plan, organize and prioritize work effectively

### **Role and Responsibilities**

The Lead Facilitator shall be responsible to:

- Create, design, develop, adapt, test and modify agreed training and sensitisation activities to meet the requirements and results of Output 6.2 of the JUST, using multiple training modalities and targeting diverse groups.
- Present completed, editable and publication-ready training of trainer materials, sensitisation information and guidelines and related facilitation tools and templates within the timeframes and budgetary limitations set by the JUST project.
- Ensure that all training and sensitisation materials and related content created meets with the requirements of the JUST project, including the specifications set out in this TOR.
- Integrate, as appropriate, strategies, methodologies, learning outcomes and training or sensitisation materials designed to ensure that content is gender-responsive, and appeals to both male and female members of a given target group.



- Support the completion of the Output Matrix attached to this TOR and the fulfillment of related indicators and targets under the JUST Performance Measurement Framework.
- Support the communications goals and objectives of the JUST project.
- Support the monitoring and evaluation activities of the JUST, developing or administering appropriate monitoring and evaluation tools for testing the transfer of knowledge, development of skills and achievement of other learning or capacity development outcomes and targets.
- Provide such reports, data, user guidelines or other accompanying documentation as are requested by the Project Coordinator or GAC Project Manager from time to time.
- Complete all other duties assigned by the Project Coordinator.

### **C. Gender Analyst and Research Coordinator**

#### **Qualifications and Profile**

The Gender Analyst and Research Coordinator must have at minimum a Bachelors' Degree in Social or Behavioural Sciences or related discipline, with specialised training in in the design and implementation of qualitative research and in gender analysis and at least 3 years' experience in designing and implementing research based studies of similar scope.

The Gender Analyst and Research Coordinator must:

- a) Demonstrate experience in developing qualitative research studies targeting diverse groups
- b) Demonstrate experience in developing or implementing research methodologies (including public perception surveys) that emphasise gender disparities and analyses outcomes along gender lines.
- c) Demonstrate experience in conducting gender analysis or gender responsive evaluations of programmes, policies, protocols, manuals and other forms of documented information.
- d) Demonstrate experience in preparing gender responsive analytical reports and studies and making linkages between findings.
- e) Demonstrate experience in the gender, diversity, justice reform, law reform or social development fields.
- f) Demonstrate experience working within the Jamaican social context and designing research instruments and methodologies with a variety of socio-economic target groups in mind.
- g) Demonstrate experience working on international development projects or utilising an RBM framework to measure accomplishments or successes.
- h) Have experience working with children and youth

#### **Roles and Responsibilities**

The Gender Analyst and Research Coordinator shall be responsible to:

- Create, design, develop, adapt, test, modify and implement agreed evaluative tools and research modalities to meet the requirements and results of Output 6.2 of the JUST.
- Collate and analyse data and prepare reports on findings, highlighting gender-disaggregated information on perceptions of justice.
- Ensure that all evaluation tools, research instruments, reports and related content created meets with the requirements of the JUST project, including the specifications set out in this TOR.
- Integrate, as appropriate, strategies, methodologies, evaluation and research outcomes designed to ensure that findings are gender-responsive, and identify differentially the perspectives of male and female members of a given target group.

- Support the completion of the Output Matrix attached to this TOR and the fulfillment of related indicators and targets under the JUST Performance Measurement Framework.
- Support the communications goals and objectives of the JUST project.
- Support the monitoring and evaluation activities of the JUST.
- Provide such reports or data as are requested by the Lead Consultant or GAC Project Manager from time to time.
- Complete all other duties assigned by the Lead Consultant.

## 9. Performance Measurement & Accountability for Results

The Consultants must produce the outputs/results outlined in the table below, and plan, design and fully implement all associated activities:

Component 3 (UNDP) – Immediate Outcome - Increased equitable access by women, men, & youth to legal information, legal advice & support services	
OUTPUTS	ACTIVITIES
<p><b>Output 6.2</b> Gender responsive Social Context awareness materials developed &amp; delivered to diverse groups, including schools, justice-sector &amp; women’s rights organisations in various places, island-wide</p> <p>Targeted Groups shall include:</p> <ul style="list-style-type: none"> <li>*Justice-sector stakeholders /NGOs</li> <li>*Women’s rights organisations,</li> <li>*Community groups,</li> <li>*High school /tertiary students and unattached youth</li> <li>* Police cadets and/or trainees</li> <li>* Centre for the Investigation of Sexual Offences and Child Abuse (CISOCA) and other members of the Jamaica Constabulary Force</li> </ul> <p><b>Content will include:</b></p>	<p>6.2.1 The Consultant will review and assess all content and products being developed under the entire Social Order for GE+, for relevance &amp; responsiveness. This includes work of other implementing entities. The consultant will also work with other implementing partners, and key NGOs representing special groups (women, youth, persons with disabilities etc.) with a view toward ensuring broad based inclusive materials.</p> <p>Key Components</p> <ul style="list-style-type: none"> <li>i. To act as the Gender Equality specialists for and on behalf of the Social Order component of the JUST and in that capacity to review materials and outputs produced and to provide guidance and advice as requested.</li> <li>ii. To critically review and assess for gender equality, relevance and responsiveness a broad array of Social Order outputs and products.</li> <li>iii. To critically assess facilities, spaces/rooms and other areas to be identified, for gender appropriateness, responsiveness, and child-friendliness.</li> </ul> <p><b>6.2.2</b> The Consultant will design, modify or develop and conduct <b><i>Social Context and Justice</i></b> gender-sensitive informational and educational materials, and deliver broad-based, island-wide sensitisation forums to diverse groups utilising participatory and self-evaluating methodologies.</p>

<p>*Social Context in which justice takes place</p> <p>* Key law and justice reform and related advocacy issues, giving special attention to:</p> <p>*gender equality in law and justice</p> <p>* reforms /issues related to child justice</p> <p>* reforms /issues related to people with disabilities or other vulnerabilities</p>	<p><b>6.2.3</b> The Consultant will conduct a targeted GBA+ analysis<sup>3</sup> during project implementation with a specific focus on justice reform initiatives and how they are being received by participants.</p> <p>Key Components</p> <ul style="list-style-type: none"> <li>(a) Collate and analyse the key responses and issues raised by participants in the sensitisation forums and present this information in the form of a gender-responsive report on stakeholders' perspectives and experiences on justice issues.</li> <li>(b) Present this analysis on completion of the project.</li> </ul>
--	--

## 7 Other Team Responsibilities

---

In addition to their accountability for the results above, the Consultants will be required to meet the wider obligations of all JUST implementation partners, particularly those outlined below:

### Communications and Visibility Actions:

- Consultants should design and report on a communication strategy, including visibility actions promoting the JUST, Global Affairs Canada and the Justice reform agenda of the Government of Jamaica.

### Monitoring:

- The Project Director will communicate and collaborate with the Project Monitor, who reports to DFATD, to design and apply internal evaluation tools for the purpose of collecting baseline information and tracking progress against the immediate outcome. The data collected by /through the Project Director and team must be aligned with the JUST Performance Measurement Framework and appropriate to be integrated in the semi-annual and annual reports (as defined by the GAC Project Manager).

## 8 Reporting Requirements

---

### Reporting to UNDP

---

<sup>3</sup> Specifically, the analytic GBA+ narrative identifies the key gender dimensions related to the sensitisation topic areas within the social context, as reflected through stakeholder perceptions. It assesses, within its limitations, the national and local commitments to gender equality as well as any efforts by government and civil society to advance gender equality, and how justice reform processes can complement and support those efforts.

The Consultants will be contracted directly to UNDP, and will be supervised by UNDP to ensure that the technical quality and fiscal accountability requirements of the contract are met. The Consultants will fulfill the reporting responsibilities put in place by UNDP under the contract.

### **Reporting to DFATD/GAC**

In implementing this contract, the Consultants will be under the overall guidance of the GAC Project Manager. The GAC Project Manager will provide oversight to all Social Order implementing entities to ensure synchronicity and conformity with the JUST Performance Measurement Framework and Logic Model. The Consultants are required to provide regular updates on progress and other deliverables as outlined in the Deliverables Schedule, or as requested by the GAC Project Manager from time to time.

The Consultants must forward to DFATD the reports set out below in accordance with the standards established for the content, presentation, language, number of copies and timelines.

### **General Standards of Reporting**

Unless otherwise stated, the Consultants will, to the extent possible:

- i. Ensure that reports are gender-responsive, disaggregating data and tracking impact on men and women, boys and girls.
- ii. Ensure that reporting practices are environmentally responsible, and as far as practicable:
  - use both sides of the page when producing documents, reports, etc.;
  - use recycled paper to print and produce reports and other documents.

### **Templates**

All reporting templates/formats will be provided by the GAC Project Manager during clarification meetings. All reports will be submitted in soft copy to the GAC Project Manager for review and comment prior to the approval by the GAC Project Team Leader.

The following templates will be provided:

- Project Work Plan
- Monthly Activity and Process Update Reports
- Quarterly Narrative and Financial Report
- Semi-Annual Narrative and Financial Report
- Annual Narrative and Financial Report
- Final Narrative & Financial Report

Del #	Deliverable	Estimated Deadline	Payment %
1.	Inception Report, including: <ul style="list-style-type: none"> <li>○ Work-Plan</li> <li>○ Stakeholder Listing</li> <li>○ Consultation Plan</li> <li>○ Risk Register</li> </ul>	Within 25 days of the start of the contract	15%
2.	Monthly Activity Reports	Within 5 days of the end of <b>each month</b>	-
3.	Quarterly Narrative Reports and Financial Reports	Within 10 days of the end of <b>each quarter</b>	-
4.	Quarter 1 Report on Gender Responsive Review of JUST produced materials, information, protocols and programmes	<b>March 31 2019</b>	20%
5.	Stakeholder Consultation Report and Social Context and Justice Sensitisation Strategy (goals, scope, content, target groups, schedule etc.)	End of Month 3	
6.	Sensitisation Materials and Training of Trainer Modules for the Delivery of Social Context and Justice Training to diverse groups	End of Month 4	-
7.	GBA+ Analytical Tools and Research Strategy	End of Month 4	
8.	Quarter 2 Report on Gender Responsive Review of JUST produced materials, information, protocols and programmes	<b>June 30 2019</b>	20%
9.	Quarter 3 Report on Gender Responsive Review of JUST produced materials, information, protocols and programmes	<b>September 30 2019</b>	20%
10.	Training Report, detailing number, type and gender of persons trained and identifying training outcomes and impact differentiated by gender	End of Month 10	
11.	Draft GBA+ Analysis and Report on Stakeholder Perceptions and Experiences with the Justice System	End of Month 11	
12.	Final GBA+ Analysis and Report on Stakeholder Perceptions and Experiences with the Justice System	End of Month 12	
13.	Quarter 4 Report on Gender Responsive Review of JUST produced materials, information, protocols and programmes	<b>December 31 2019</b>	20%
14.	Close-Out Report	End of Month 13	5%

## 10 Evaluation Criteria

---

The Consultants will be evaluated based on the following methodology:

The criteria which shall serve as the basis for evaluating offers will be the Combined Scoring method, whereby the qualifications and methodology score will be weighted a maximum of 70%, and combined with the price offer score, which will be weighted a max of 30%.

The award of the contract will be made to the firm whose offer has been evaluated and determined as:

- Responsive and acceptable.
- Has received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.

Only the highest ranked firm who is found to be qualified for the job will be considered for the Financial Evaluation.

1. *Technical Criteria* - 70% of total evaluation
2. *Financial Criteria* - 30% of total evaluation

#### A. Evaluation of Technical Proposal

*Below is the breakdown of the evaluation criteria that will be used for assessing the Technical Proposal.*

##### Weighted Scoring of Technical Proposal

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of the Bidder (Firm / Consortium Submitting the Proposal)	20%	200
2.	Proposed Work Plan and Approach	30%	300
3.	Personnel	50%	500
	<b>Total</b>		<b>1000</b>

##### Evaluation of the Bidder

Expertise of Bidder (Firm/ Consortium Submitting the Proposal) Form 1		Points Obtainable
1.1	Experience managing projects that are similar in scope. 'Similar in scope' means experience in implementing projects using teams of multi-disciplinary professionals to:	70

	<p>(a) design and implement sensitisation sessions on issues of gender equality, diversity, gender and development or gender and justice and present same to diverse groups</p> <p>(b) conduct gender equality analysis of social programmes, policies or communications materials</p> <p>(c) conduct gender-responsive research on differentiated perspectives and experiences of men and women, boys and girls, and the underlying social, economic and other factors contributing to same</p>	
1.2	Experience in developing an array of participatory and self-evaluative learning methodologies and techniques targeting diverse audiences and using child-rights friendly and gender-responsive approaches.	30
1.3	Experience working with international development funders and utilising a results-based management framework for developing, implementing and monitoring activities and outputs.	20
1.4	Financial management capacity, as evidenced by demonstrated human resource capacity and the use of accounting and financial reporting policies and procedures that meet with internationally accepted accounting practices.	30
1.5	Quality assurance procedures, including internal reporting, performance management and relationship management systems (e.g. use of employment or service contracts, Job Descriptions or Terms of References, MOUs, warranties, company policies etc.) that will be used to ensure that each member of a consortium, company or team produces good quality work to the highest levels of professionalism and in accordance with industry standards.	20
1.6	Experience in integrating diverse perspectives, gender equality information or gender responsive strategies in development programmes, communications materials, policies, manuals and other products.	20
1.7	Experience working in Jamaica or the Caribbean region	10
<b>TOTAL</b>		<b>200</b>

## Evaluation of Proposed Work Plan and Approach

Proposed Work Plan and Approach Evaluation Form 2		Points Obtainable
2.1	To what degree does the Bidder understand the task?	60
2.2	Have the important aspects of the task been addressed in sufficient detail?	60
2.3	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	20
2.4	Have appropriate risks/limitations been identified and strategies for addressing same proposed?	30
2.5	Is the scope of each task well defined and does it correspond to the TOR?	80
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and conducive to the efficient implementation of the project?	50
<b>TOTAL</b>		<b>300</b>

## Evaluation of Team Members/Personnel

Key Personnel Evaluation: The Bidding Firm/Consortium must clearly identify who performs what function on the team and support the information provided with appended resumes and references. Form 3		Points Obtainable 500
3.1	<b>Lead Consultant and Gender Equality Advisor</b>	200
	<p>Master's degree in Sociology, Behavioral Sciences, or related discipline, with specialist training in Gender Equality, Gender Analysis or other gender and development skill.</p> <p><i>[35 points awarded for Master's degree; 40 points awarded for higher certification. 5 additional points added for each specialist training or certification in an area related to gender equality or gender analysis].</i></p>	50
	<p>Minimum of 5 years project management experience in managing projects of similar scope and complexity.</p> <p><i>[25 points awarded for the minimum of five years project management experience and 5 more points for each additional year of experience]</i></p>	50



	<p>Demonstrated experience in leading teams of professionals (staff or contractors) in developing, tracking or assessing gender sensitive indicators or implementing gender responsive projects designed within a results-based management framework.</p> <p><i>[5 points for each year of experience leading multi-party teams in gender-responsive results-based management projects]</i></p>	30	
	<p>Demonstrated experience in gender analysis or providing gender responsive technical advice on development programmes, educational or communications materials, protocols, manuals and regulations or other development mechanisms or products.</p> <p><i>[5 points for each year of relevant experience]</i></p>	30	
	<p>Demonstrated experience working in:</p> <ul style="list-style-type: none"> <li>• adult learning, using participatory or self-evaluative methodologies</li> <li>• community sensitization</li> <li>• child protection, child development or child participation initiatives</li> <li>• justice reforms, child justice, gender and justice or other aspect of justice policy or administration</li> <li>• communication or training on legal or legislative reform projects or activities</li> <li>• development projects targeting persons with disabilities</li> </ul> <p><i>[5 points for each applicable area of experience demonstrated]</i></p>	30	
	Demonstrated experience working in Jamaica or the Caribbean.	5	
	Language Qualifications (fluency in English Language is required).	5	
3.2	<b>Gender Analyst and Research Coordinator</b>		150
	<p>Bachelors' Degree in Social or Behavioural Sciences or related discipline, with specialised training in in the design and implementation of qualitative research and in gender analysis.</p> <p><i>[35 points awarded for Bachelor's Degree; 40 points awarded for post-graduate degree; 5 points added for each specialized training or certification in qualitative research or gender analysis]</i></p>	50	

	Minimum 3 years' experience in designing and implementing gender responsive research based studies of similar scope.  <i>[30 points awarded for the minimum requirement of 3 years; 5 more points for each additional year of experience]</i>	50	
	Demonstrated proficiency and experience in: a) Designing and developing qualitative research studies targeting diverse groups b) Developing or implementing research methodologies (including public perception surveys) that emphasise gender disparities and analyses outcomes along gender lines. c) Conducting gender analysis or gender responsive evaluations of programmes, policies, protocols, manuals and other forms of documented information. d) Preparing gender responsive analytical reports and studies and making linkages between findings. e) The gender, diversity, justice reform, law reform or social development fields. f) Working within the Jamaican social context and designing research instruments and methodologies with a variety of socio-economic target groups in mind. g) Working on international development projects or utilising an RBM framework to measure accomplishments or successes. h) Working with children and youth <i>[5 points for each applicable area of experience demonstrated]</i>	40	
	Demonstrated experience working in Jamaica or the Caribbean	5	
	Language Qualifications (fluency in English Language is required)	5	
3.3	<b>Lead Facilitator</b>	150	
	Bachelor's Degree or higher certification in Sociology, Psychology, or related discipline, and undergone certification as a Facilitator or adult learning specialist.  <i>[30 points awarded for Bachelor's Degree; 10 points awarded for post-graduate degree; 5 points awarded for each certification as a Facilitator and/or adult learning specialist]</i>	50	
	Minimum five (5) years of professional work experience in the design and delivery of adult learning modules and courses, particularly in training diverse groups in areas related to gender, diversity, justice, law reform or social development and for International Donor funded projects.  <i>[30 points awarded for the minimum requirement of 5 years; 5 more points for each additional year of experience]</i>	50	

	<p>Demonstrated experience in:</p> <ul style="list-style-type: none"> <li>i. facilitation and/or training using participatory methods and tools;</li> <li>ii. conducting training needs assessments;</li> <li>iii. development of training modules, materials and course curricula for diverse groups of adult learners;</li> <li>iv. development or implementation of workforce development training programmes for gender, diversity, justice, law reform or social development sectors;</li> <li>v. preparing training materials, modules, learning guides and other tools and templates for diverse groups of learners;</li> <li>vi. designing and delivering results-oriented training workshops with related participatory methods and tools, including appropriate feedback, evaluation and self-assessment tools;</li> <li>vii. managing a team of facilitators/ trainers, including deploying, managing and supervising training work teams to ensure training results are met;</li> <li>viii. writing Training Reports or other Project Reports, including reporting against results, impact analysis and lessons learned;</li> </ul> <p><i>[5 points for each applicable area of experience demonstrated]</i></p>	40	
	Demonstrated experience working in Jamaica or the Caribbean	5	
	Language Qualifications (fluency in English Language is required)	5	
	<b>Total Part 3</b>		<b>500</b>

Total Technical Score: 70%

The lowest financial offer among technically compliant firms will be given the maximum score of thirty (30) points and the remaining offers will be assigned a score in inverse proportion to the lowest offer.

The firm that obtains the highest cumulative score by adding both the weighted technical score and the financial score will be selected.