INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(*International Competition*)

Date: January 25, 2019

REF NO.: BBRSO60574

Job Title: Crime Analysis Expert

Country: Barbados and The OECS

Description of the assignment: To provide mentoring support to Crime Analysis Task Forces

Project name: CariSECURE

Period of assignment/services (if applicable): March 2019 to February 2020 (80 non-consecutive days)

A. ADMINISTRATION

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), *CV* and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. **Applications submitted via email will not be accepted****: -

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=83180 (*cut and paste into browser address bar if the link does not work*)

* PLEASE NOTE: The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.

NOTE: The *Financial Proposal* **should not** be uploaded to "UNDP Jobs"**.

<IMPORTANT>
Please email the **password-protected *Financial Proposal* to **procurement.bb@undp.org**. The subject line of your email must contain the following: "***BBRSO60574 Financial Proposal – Your Name***"

If **the password for your Financial Proposal is required, it will be requested by the Procurement Unit**.

Any request for clarification must be sent in writing to procurement.bb@undp.org within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses*** two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

http://procurement-notices.undp.org/view_notice.cfm?notice_id=52930 (*cut and paste into browser address bar if the link does not work*)

A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.

*** UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary

Background to Consultancy
The United Nations Development Programme (UNDP) - Regional Bureau for Latin America and the Caribbean (RBLAC) in collaboration with the UNDP Caribbean network of offices – Guyana, Jamaica, Trinidad and Tobago, Suriname, Barbados and the OECS undertook the formulation of a first Caribbean-wide Human Development Report (CHDR) on Citizens' Security. Using Global UNDP HDR processes, analysis and methodologies, the Caribbean HDR reviewed crime and security in the Caribbean with data analysis and information from a human development perspective. The report defines short and medium-term policy recommendations based on the social aspects of security which impact on citizen safety, youth violence, education, unemployment and inequality, inclusive economic growth, migration, and drug use and alcohol abuse. One of the primary recommendations from the report is the urgent need for the region to shift from traditional concepts of state security to a broader multidimensional concept that focuses on citizen security and safety and wellbeing of Caribbean citizens.

An assessment of youth, insecurity and juvenile justice systems, conducted by USAID/ESC in the Caribbean point at the lack of standardized data on crime and violence and their drivers. Raw data are available in different forms and at different stages of the criminal justice process due to the diversity of entities that generate security statistics, the absence of clear guidelines, and weak inter-institutional coordination and information sharing.

National consultations and assessments conducted by UNDP in the Eastern and Southern Caribbean point at four interrelated key problems: 1. Deficient evidence-based citizen security policies due to 2. Lack of reliable and comparable national and regional statistics, 3. Weak coordination at national, sub-regional and regional levels, and, 4. Weak institutional and CSO capacities. 4) The importance of up-to-date data inform prevention programme design, monitoring and evaluation.

The data gaps resulting from these challenges are further aggravated by different definitions of security concepts, non-standardized indicators and inconsistent use of information; dispersion of information and a multiplicity of information sources; sporadic initiatives in the area of information management; lack of unified technical criteria and permanent technical capacities within the national and regional institutions; absence or lack of understanding of a preventive focus in information management; low citizen participation in discussions on citizen security; and absence of mechanisms and capacities to mainstream gender into the analysis and management of citizen security related information and public policies.

Over the past several decades, researchers have established the importance of implementing data driven policing strategies. Caribbean police services will soon have ample electronic crime data increasing their capacity to analyze their crime problems for implementing data driven, evidence-based programs. Prior to achieving these goals, however, Caribbean police services require personnel who have the capacity to conduct rigorous and routine crime analysis, which includes the ability to use appropriate analytical software, audit data, conduct administrate, tactical, and strategic crime analysis, diagnose crime problems, and identify evidence-based strategies to respond to identified problems. It is also expected that RSS will deploy in 2019 a Sub-regional Crime Observatory to provide technmicla support to Police agencies on crime analysis. This three-staff unit as well as designated Crime Analyst will be trained in 2019 on Crime Analyze technicques and tools. The Project is aware, however of the importance of providing on-the-job support to these specialists at least at the implementation phase.

Within this context, the Project is now seeking a Consultant to support the Sub-Regional Observatory based in Barbados as well as Crime Analysts in Antigua and Barbuda, Grenada, Barbados, Suriname, Guyana, St-Kitts and Nevis, St-Lucia, Dominica, St-Vincent and the Grenadines. The main task of the consultant will be to develop the Knowledge, Skills and Abilities (KSAs) of designated Analyst through mentoring and on the job training, in producing solid and reliable analysis reports

B. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
    (i) Explaining why they are the most suitable for the work;
    (ii) Provide a brief methodology on how they will approach and conduct the work;
2. Personal CV including past experience in similar projects and at least 3 references;
3. Financial proposal.

C. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

D. TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the *Inidividual Consultant* wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

E. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

- *Lowest price and technically compliant offer*

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:
   a) responsive/compliant/acceptable*, and
   b) offering the lowest price/cost

responsive/compliant/acceptable" can be defined as fully meeting the TOR provided

- *Cumulative analysis*

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
   a) responsive/compliant/acceptable, and
   b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria** specific to the solicitation

* Technical Criteria weight; [70%]; * Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation –

Criteria	Weight	Max. Point
Technical	**70**	**70**

• *PhD in Criminal Science, Crime Prevention or any related topics*	15	0
• *Extensive working and/or academic experience with one or more geographic information system applications; experience using ArcView GIS software and extensions; familiarity with ArcInfo*	10	0
• *Strong knowledge of statistics and reporting methods. Statistical applications such as SPSS and reporting software such as Crystal Reports.*	10	0
• *Demonstrated ability to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgment.*	25	
• *Demonstrated experience (minimum 5 years) in mentoring, teaching staff in similar actiivities*	10	0
Financial	**30**	**30**

F. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement; otherwise, see above
ANNEX II – GENERAL TERMS AND CONDITIONS
ANNEX III – OFFEROR'S LETTER
ANNEX IV – FINANCIAL PROPOSAL TEMPLATE
ANNEX V – SAMPLE INDIVIDUAL CONTRACT

G. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objective

GENERAL OBJECTIVE
To provide technical support to newly trained staff on Crime Analysis

SPECIFIC OBJECTIVES
1. To help each country to set up a Crime Analysis Task Force either at the Police Agency or at the Ministry of National Security.
2. To provid mentoring (direct contact and on-line support) to these Task Forces
3. To provide technical support to the Sub-Regional Observatory in its capacity to provide Crime Analysis Reports to Police Agencies

Scope of Work

The Consultant will undertake, but is not limited to, the following tasks:
>   *1-Develop a mentoring program*
>>   The Consultant will develop a mentoring program on how to produce three general classes of information for their police agency: administrative, strategic, and tactical.

- Administrative crime analysis involves long range projects or policies. Tasks include providing economic, geographic and law enforcement information to police management, political leaders, and neighborhood/citizen groups. Its purpose is financial, organizational, and political.
- Strategic crime analysis is concerned with operational strategies and seeks solutions to on-going problems. It provides information for resource allocation. Its purpose is to identify unusual crime activities over certain levels or at different seasonal times, identify unusual community conditions, provide police service more effectively and efficiently by matching demands for service with service delivery, reduce and/or eliminate recurring problems, and assist in community policing or problem oriented policing.
- Tactical crime analysis deals with immediate criminal offenses to promote quick response. It provides information to assist operational personnel in the identification of specific crime trends and in the arrest of criminal offenders. The primary goal is to identify crime trends and patterns/series. Tactical information links offender and modus operandi information from a number of offenses in an attempt to provide investigative leads, help solve crimes, and clear cases after apprehension and arrests.

2- Mentoring of Crime Analysis Task Forces
✓ *LEVEL 1*
This Crime Analyst's primary responsibilities rely heavily on research and analysis of criminal data for problem solving. These responsibilities are done through review of police reports and other law enforcement data from both the department and outside agencies, the implementation and maintenance of various databases to store this information, and maintaining partnerships with department personnel and outside agencies for information sharing to impact criminal activity. Here's a list of activities the Task Force is expected to be able to perform for this level:
- Perform routine crime analysis duties, such as developing regular crime and calls for service bulletins; conducting and presenting historical analysis on both general and specific crime and calls for service information.
- Conduct tactical crime analyses, identifying current crime series and hot spots; prepare tactical action plans.
- Identify crime patterns for commonalities and offender localities for investigative purposes.
- Develop and produce crime maps using geographic information systems (GIS) applications and conduct spatial analysis of crime data.
- Identify citywide spatial and temporal crime patterns and trends.
- Develop rapport with outside agencies and law enforcement and legal personnel and make arrangements for case information exchange.
- Determine any assistance that could be provided to patrol or investigative units assigned to an incident including offender, victim, and MO pattern research.
- Create profiles of known offenders and arrestees and research their past crimes through multiple databases or other available sources in order to establish their MO(s).
- Prepare and publish crime analysis bulletins to keep personnel updated on crime trends on a regular basis.

- Prepare numerous maps, charts, and graphs indicating criminal trends and provide analysis and explanations for these trends, as well as other correlations and indicators (e.g., possible suspects responsible for increases and decreases in specific crimes).
- Maintain awareness of sex offenders and their MO's in order to develop potential suspect leads for current crimes.

LEVEL 2

Here's a list of activities the Task Force is expected to be able to perform for this level:
- Provide input and direction for command staff related to the use of analytical products for intelligence-led policing and informed decision-making.
- Identify and recommend proactive measures to implement long range plans for crime prevention.
- Conduct research and strategic crime analysis to identify crime patterns and trends; analyze long term crime patterns and trends using probability studies and complex statistical analyses such as random samplings, correlation, and regression analysis; develop and test hypotheses; develop victim and suspect profiles (e.g. physical or vehicle description profiles); forecast future criminal activity.
- Prepare strategic action plans; assist operations and management personnel in planning the deployment of resources for the prevention and suppression of criminal activity.
- Responsible for the procedures and techniques related to computerized mapping and analysis; ability to collect, conceptualize, analyze, interpret and prepare police data, and to utilize this data to evaluate police deployment, responses and problem solving efforts.
- Prepare maps, charts, and graphs indicating criminal trends to determine strategic solutions to reduce crime.
- Collect, compile, analyze and interpret criminal intelligence data using modern crime analysis techniques. The resulting analysis should be presented to the department for the purpose of highlighting trends and forecasting hotspot locations for crime and criminal activity.
- Develop and prioritize problem areas, top offenders and crime projects and recommend strategies for special operations teams to target and take down offenders or conquer problem areas.
- Monitor local, regional, and national crime trends.

LEVEL 3

Here's a list of activities the Task Force is expected to be able to perform for this level:
- Collect, analyze, and interpret data and statistics using quantitative and qualitative methods. Prepare and present complex and detailed statistical reports.
- Use integrated relational computer systems to create and access database files and prepare statistical charts, graphs and exhibits.
- Conduct resource allocation studies for budgeting and scheduling purposes. \ Conduct comprehensive research projects, including assisting with programs evaluation studies and other administrative studies as assigned.
- Compile and manage statistical data and produce the department's annual report.

- Provide information to police, City administration, and City Council for decision-making purposes; present analysis and statistics in various internal and external forums; and participate and provide information to police/City committees.
- Provide statistics and established benchmarks regarding crime statistics.
- Initiate, manage and report on projects using standard project management, cost accounting and budget management principles. Monitor scope, schedule and budget of project/program and coordinate project/program evaluation and improvements.
- Compile, analyze and report on criminal and operational information including crime trends, staffing/resource allocation, and budgeting.

3- Support Task Forces from St-Kitts and Nevis, Guyana and St-Lucia in their capacity to produce solid strategies, tactics to address specifi crime based on robust Crime Analysis

H. DELIVERABLES
`   1- Develop a Monitoring Plan for nine (9) National Task Forces on Crime Analysis and one (1) for the RSS Obervatory

2- Provide Mentoring Support the these national Task Forces and the Sub-Regional Observatory (RSS)

3- Support theseTask Forces but more specifically from St-Kitts, St-Lucia and Guyana) in producing 3 (three) robust strategies/tactics per country in a period of 6 months

	Task	Deliverables	Days	Timeline	Payment
1	Develop a Monitoring Plan for nine (9) National Task Forces on Crime Analysis and one (1) for the RSS Obervatory	10 Monitoring Plans	**3**	Between March 2019 and May 2019	10
2	Provide Mentoring Support the these Task Forces and regional Observatory	10 reports on the level of support provided to Antigua and Barbuda, Grenada, Barbados, Suriname, Guyana, St-Kitts and Nevis, St-Lucia, Dominica, St-Vincent and the Grenadines and RSS Regional Obervatory	**50**	Between June 2019 and October 2019	50
3	Support these Task Forces form St-Lucia, St-Kitts and Guyana in producing 3 (three) robust strategies/tactics in a period of 8 months	Three (2) strategies/tactical reports produced per country (St-Kitts, Guyana and St-Lucia) and one strategies/tactical reports produced for Dominica, Grenada, Antigua, Suriname, SVG and Barbados (12 reports)	**27**	Between June 2019 and February 2020	40

I.   REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

Qualifications:

1. PhD in Criminal Science, Crime Prevention or any related area of study.

Competencies:

1- Extensive working and/or academic experience with one or more geographic information system applications; experience using ArcView GIS software and extensions; familiarity with ArcInfo;

2- Strong knowledge of statistics and reporting methods. Statistical applications such as SPSS and reporting software such as Crystal Reports are preferred;

3- Demonstrated experience (minimum 5 years) in mentoring, teaching staff in similar activities;

4- Demonstrated ability to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgment.