



### **INDIVIDUAL PROCUREMENT NOTICE**

**Consultancy:** Programme Coordinator

**Project Title:** *Justice Undertakings for Social Transformation (JUST) Project*

**Country:** Jamaica

**Post Level:** National Consultant

**Type of Consultancy:** Individual Consultancy

**Deadline:** 2 December 2019 (please observe closing time posted in e-Tendering)

**Expected start date:** December 2019

**Period of assignment/services:** Four Months

**Background:**

The Justice Undertakings for Social Transformation (JUST) 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 were 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, 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 organizations) and legal professionals to participate in the justice reform process.

The Programme's Unit of the UNDP Jamaica Office is seeking the support of the Programme Coordinator to lead the implement the Social Order component of the Justice Undertakings for Social Transformation (JUST) project which is being funded by Global Affairs Canada (GAC).

The Programme Coordinator will be responsible for managing the administrative, technical and financial processes while supporting the execution of procurement processes to ensure conformity with UNDP policies and procedures.

**Scope of Work:**

For the detailed SOW please visit our website at [www.jm.undp.org/procurement](http://www.jm.undp.org/procurement)

**Application Procedure:**

Proposal should be submitted through the online e-Tendering system

<https://etendering.partneragencies.org> (search for Event ID: Jam10-20-2019) as per the deadline indicated in the system itself. Detailed user guide on how to register in the system can be accessed using the following link:-

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.jamaica@undp.org](mailto:procurement.jamaica@undp.org) UNDP will provide responses by uploading them in the system.