



infoSEGURA

INDIVIDUAL CONSULTANCY

Design and Establishment of a Sexual Offenders Registry in Belize

TERMS OF REFERENCE

I. Background

Evidence based crime prevention strategies have, in recent years, gained much popularity in the Central American and Caribbean region with the establishment of observatories dedicated to the compilation and analysis of data regarding crime and violence. There has also been increased interest in fostering citizen participation and citizen reporting to develop public strategies and policies aimed to alleviate manifestations of crime and violence within their communities.

The Evidence based Information Management on Citizen Security in Central America (InfoSegura Project) is funded by USAID and UNDP and is specifically designed to improve the quality of information on citizen security that is being managed in Central America and the Dominican Republic and to provide reliable and high-quality data regularly to decision makers. This project was expanded to include Belize in 2015 and is geared specifically to support the establishment of the Belize Crime Observatory for the country.

The InfoSegura Project has been specifically designed to improve the quality of information on citizen security that is being managed in Central America and the Dominican Republic and to provide reliable and high-quality data regularly to decision makers. The project aims to achieve these goals:

- Improve the regional and national capacities for collection, monitoring, and processing of information on citizen security and their use in decision-making and policy formulation on both levels;
- Strengthen the capacities of the civil society to collect, analyse and process data on citizen security and monitor policies and Citizen Security programs; and
- Support knowledge management at the regional level to deepen knowledge and understanding of the root cause of violence and insecurity, and promote successful policies and practices of citizen security.

In Belize, as part of the efforts to substantially improve data quality and evidence-based policy formulation relating to sexual offences, the Ministry of National Security has requested, as a priority, the design and establishment of a Sexual Offenders Registry. The administration, update and maintenance of the Sexual Offenders Registry will fall under the mandate of the Crime Observatory, within the Ministry of National Security. The 2014 reforms to the Criminal Code, Chapter 101 of the Laws of Belize provide for the establishment of a Sex Offenders



Registry, to be the country's primary source of information on those persons who have been convicted of offenses of a sexual nature.

The Ministry of National Security (MNS), now wishes to procure the services of a **Project Consultant** to design and establish a **Sexual Offenders Registry** within the Crime Observatory of Belize.

II. Objective

To design and establish a Sexual Offenders Registry suited to the specific context and needs in Belize.

III. Activities

- Conduct an assessment of the existing information management systems within the MNS to determine whether the Sexual Offenders Registry could be housed within an existing system, or whether a new system is required.
- Develop a new system (i.e. database) if required.
- Design and implement the Belize Sexual Offenders Registry (BSOR).
- Formulate a User's Guide, Administrative Guide, as well as, a Standard Operations Manual, which includes protocols for security of the registry and guidelines for inter-governmental information sharing.
- Develop a maintenance and sustainability plan for the Registry, including an outline of human, technological and financial resources for its sustainability.
- Design training material (including on-line material) and deliver training workshops for CO and BSOR personnel.
- Provide recommendations for legislation changes, if needed, that would enhance the utility of the BSOR

IV. Outputs and deliverables

Planning: Detailed work plan

Pre-assessment: Assessment report comprising:

- review of best practices pertaining to Sexual Offenders Registries which would inform the design of the Sexual Offenders Registry in Belize,
- review of legislation in Belize related to the establishment of a Sexual Offenders Registry and Database; and
- Assessment of existing structures/databases to determine where the Belize Sexual Offenders Registry can be housed.

Design:

- Design specifications for the Sexual Offenders Registry including procedures, access levels and protocols, including recommendations for data sharing and legislative reform.



- Build a Sexual Offenders Registry that is compatibility with the technological infrastructure of the Belize Crime Observatory.
- Sustainability Plan for the BSOR, including job descriptions and competency requirements for technical staff for BSOR, technical requirements and budget.

Installation:

- Installation of the Registry database
- Administrative and User Guides for the Sexual Offenders Registry
- Delivery of a minimum of two training sessions on operation and maintenance of the Registry with appropriate staff within the relevant agencies

Deliverable	Days	Due Date
Submission and Acceptance of an inception report and work plan	2	August 1 2016
Submission and acceptance of assessment	5	August 15 2016
Submission and acceptance of 1 st draft of design of the registry	15	October 1, 2016
Upon Submission and acceptance of final draft of design of the registry, along with manuals and source codes (handover)	5	October 15, 2016
Train Administrators in use of system	3	November 1, 2016
	30	

V. Scope of price proposal and schedule of payments

- Applications should propose a lump sum amount, which must be “all-inclusive.” The contract price is fixed regardless of changes in the cost components. If travels are expected, this should be reflected in the cost proposal. Payments will be linked to deliverables.
- Duty travel can be Included in the contract’s initial payment to include the actual cost of the contractor’s travel to arrive at the designated Duty Station (based on actual ticket cost and Belize City DSA rate of USD\$250 and all other areas of the country at a rate of USD\$219 per day).

VI. Management arrangements

The Contractor will be directly supervised by UNDP Belize Programme Associate and the Deputy Coordinator of the National Security Council Secretariat. The Consultant will require approval/acceptance of output from the Belize Sexual Offender Registry Development Task Force before payment for a deliverable is issued. The Contractor is expected to liaise/interact/collaborate/meet with institutions that make up the Task Force. The InfoSegura



Project Liaison Officer will provide support to the consultant in reaching out to the actors of the Task Force for coordination of interviews and consolidation of documents

VII. Qualifications

Education

- University degree in Management Information Systems or related field.

Experience

- 3 years experience with management information systems, database management, windows and Linux operating systems and networking.
- In-depth knowledge of computer systems and technologies, applied knowledge of computer hardware and software systems, computer networks and network administration,
- Experience in the design and implementation of sexual offender registries, or similar criminal justice information systems is desirable
- Experience in drafting technical manuals

Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Strong interpersonal skills;
- Good communication and time management skills;
- Ability to work in a team;
- Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results;
- Attention to details;
- Skills in working with information driven products;
- Strong skills in research, data analysis and writing;

VIII. Timeframe

Consultancy will be for 30days undertaken during the months of August 2016-December 2016.

IX. Requirements for presentation of offer

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP
- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references



- Brief description of why the individual considers him/herself as the most suitable for the assignment
- Methodology proposal outlining how you will approach and complete the assignment
- Financial Proposal indicating the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided

X. Criteria for selection of the best offer

Combined Scoring method – where the qualifications and methodology will be weighted a max of 70%, and combined with the price offer which will be weighted a max of 30%;

XI. Submission of Application Package:

Proposals are required to submit by email or in 1 sealed envelope clearly labeled RFP: Consultancy for the Design and Establishment of a Sexual Offenders Registry in Belize.

United Nations Development Programme
Attn: Procurement Associate
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XII. Deadline for Application: July 25, 2016

XIII. Annexes to the TOR

2014 Amendment to the Criminal Code, Chapter 101 of the laws of Belize