

Terms of Reference

Comprehensive Security and Prevention of Violence Affecting Children Adolescents and Youth in
SICA Countries regional project (PreJuve)
UNDP and RESTORE Belize

Consultancy for the Compilation of Information on Citizen Security Initiatives

BACKGROUND AND CONTEXT

The Comprehensive Security and Violence Prevention that affects Children, Adolescents and Youth in SICA Countries (PreJuve) Regional Project, funded by UNDP/Spain, seeks to contribute to the improvement of citizen security within the Central American region, through the comprehensive reduction of associated factors to insecurity and violence, with a particular emphasis on violence that affects children, adolescents and youth. The project aims at working in three key results dimensions, prioritized within SICA's Central American Security Strategy (CASS). The project will: 1) support in the formulation and/or revision of a **comprehensive citizen security policy for Belize**, ensuring linkages between this national policy with regional ESCA priorities; 2) support the development and implementation of plans and institutional capacities to improve **social prevention of violence that affects youth at secondary and tertiary level**, with emphasis on at risk population and territories with highest crime incidence; 3) Contribute to Belize's participation in a regional **Innovation Laboratory** which seeks to promote the generation, exchange, systematization, south-south and triangular cooperation, adaptation of best practices and creative and innovative approaches to citizen security, which emphasis on vulnerable groups, as an alternative to current approaches and interventions.

A diverse mix of government and non-government actors work to promote citizen security. UNDP defines citizen security as

*"the process of establishing, strengthening and protecting democratic civic order, eliminating threats of violence in a population and allowing for safe and peaceful coexistence... Citizen security is not simply the reduction of crime, but a comprehensive and multi-faceted strategy for improving the quality of life of a population, community action for crime prevention, access to an effective justice system, an education that is based on values, respect for law and tolerance."*¹.

Several programmes funded both locally and internationally and implemented through the public sector as well as through CBOs/NGOs, target children, adolescents and youth at risk in an effort to prevent them from joining gangs, being involved in violent behaviour or being a victim of violence. Additionally, there are a growing number of early childhood and development and

¹ <http://www.undp.org/content/undp/en/home/librarypage/crisis-prevention-and-recovery/IssueBriefCitizenSecurity.html>

primary school level programmes which focus on providing a healthy physical, emotional and social start to life to increase children's successful development into law abiding, productive adults. This diversity of programmes has resulted in multiplicity of methodological approaches and intervention models, with differing and not always clear levels of results. Currently this 'ad-hoc' delivery of services does not seem to be the most efficient and effective means of addressing the growing issue of crime and violence in Belize.

On July 2016, in light of recent increase in gang-related violent crime, the Deputy Prime Minister was asked by the Cabinet to lead a Citizen Security Task Force to review and analyze existing recommendations and initiatives developed by previous crime committees and found in reports on crime mitigation to come up with a synopsis of meaningful recommendations and new initiatives to deal with crime situation in Belize for the medium and long term. This would empower the government and its partners to rationalize investments in citizen security, and increase the impact of its efforts in violence reduction.

Given that new violence prevention policies have been drafted recently, and that national plans for child protection, sustainable development, and national security have either been recently drafted or are underway, it has been determined that this review and analysis requested by the Cabinet should also encompass the logical frameworks, underlying theories of change, strategic objectives and actions from these to create a complete picture at the policy, investment and implementation levels of all initiatives related to citizen security.

Based on this supposition, the Project proposes to review and map actions and actors involved in advancing citizen security prevention, as a starting point to rationalize intervention strategies and streamline public investment.

PURPOSE AND OBJECTIVES OF THE CONSULTANCY

Under the leadership of the Deputy Prime Minister, the Citizen Security Task Force, in partnership with RESTORE Belize and UNDP/SICA, is seeking **a consultant or consultancy firm** to review and map out all existing and planned citizen security recommendations, initiatives, programmes, plans, policies, stakeholders and beneficiary groups. The mapping will include catalogs of existing initiatives as well as visual information products to describe and analyze comprehensively the interrelationships between and underlying logic of these.

All the tasks comprising this consultancy should be done in close consultation with the Task Force. Clear communication protocols will be established at the start of the consultancy to ensure the full participation of the Task Force.

The results of this consultancy will inform government action and investment in the short term but will also constitute an information base for the development of a new medium to long-term Citizen Security Plan and Policy. This new Citizen Security Plan and Policy is a major component of the Prejuve Project.

DESCRIPTION OF THE REQUIRED SERVICES

1. Prepare a Consultancy Work Plan and Timeline at the start of the consultancy. This work plan should include an indicative list of information products that would be forthcoming from this consultancy, through initial discussions with the Task Force.
2. In consultation with the Citizen Security Task Force, create a list of key informants in national planning, child and youth development, and citizen security whom the Consultant would contact to collect and discuss information required for this consultancy.
3. Conduct a comprehensive document review of national plans, policies, vision and statements, studies, progress reports and evaluations relevant to citizen security, child and youth development, and social support services. This would include those specifically addressing the phenomena of crime, violence and gang activity but also those that deal with judicial reform, and those that address the root social and economic factors affecting crime and violence. Annex A gives a preliminary list of relevant documents but it is expected that additional literature will be identified during the course of the consultancy, which the consultant(s) should also review.
4. Draft a comprehensive catalog of initiatives, programmes, plans, policies and M&E frameworks that promote citizen security, either directly or consequentially by addressing social and economic root causes. This information would be gathered by corresponding and meeting with a wide array of actors, policy and decision makers, and through document review. The catalog should organize the information by sector, by level of intervention (policy, strategic objective, programme, agency, results, information system, etc.), by underlying intervention logic, by actors and beneficiaries, and other thematic category as is deemed relevant to the analysis.
5. Create a comprehensive set of graphic information products (logic models, mind maps, infographics, concept maps, relationship maps, geographic maps, stakeholder and beneficiary maps, *inter alia*, as appropriate) which organize all the development outcomes (local, national and regional), objectives, policies, programmes, initiatives, strategies, investments, actors including committees/ boards/etc., underlying intervention logic, and information systems. These maps should show relationships between elements at different levels of abstraction and by information type (M&E Framework, policy, etc.).
6. Prepare a report of available or committed financing and budget for actions underway or included in the plans reviewed.

7. Design and conduct a series of validation workshops (between 2 to 4) to engage key actors (executive and technical personnel, civil society stakeholders and community agents) to discuss and validate the information products, focusing on completeness and clarity. Work with the Task Force to draft the workshop schedule and list of invitees. Prepare final drafts of the deliverables by including contributions, amendments and additions provided by those consulted.
8. Present of the final drafts of the descriptive catalog and graphic information products to the Task Force, and decision and policy makers at the political, executive and technical levels. This may require more than one session depending on how participants would be grouped.

INSTITUTIONAL ARRANGEMENTS

The consultant will report directly to the UNDP's Programme Associate and the Director of RESTORE Belize and is expected to work in close coordination with the CEOs in the Ministry of Education, Youth, Sports and Culture and of the Office of the Prime Minister.

As required and upon request, office space and meeting rooms will be provided by RESTORE Belize and the Ministry of Education, Youth, Sports and Culture for the consultant to work in, and access to basic administrative services such as telephone use, printing, etc. It will not provide secretarial support or transportation for the Consultant.

RESTORE Belize will arrange for logistical support for workshops. The Consultant is not expected to bear the cost (venue, meals, etc.) of conducting workshops.

Where necessary, the Ministry of Education, Youth, Sports and Culture and RESTORE Belize can assist in sourcing official documents of the Government of Belize and in facilitating meetings with key government officials. In general, the Consultant will be expected to arrange his/her meetings.

DELIVERABLES

1. Consultancy Work Plan and Timeline within 1 week of contract signing.
2. A Key Information Consultation Plan for the Consultancy within 1 week of contract signing.
First Payment 15% - 12/12/16
3. A first draft of the descriptive catalog within 2 weeks of contract signing.
4. A first draft of the graphic information products within 3 weeks of contract signing.
Second Payment 40% - 09/01/2017
5. A series of consultation workshops, focus group discussions and interviews to discuss and validate descriptive catalog and graphic information products.

6. Presentation of the final drafts of the descriptive catalog and graphic information products to the Task Force, and decision and policy makers at the political, executive and technical levels.
Third Payment 45% – 29/01/2017

DURATION AND TIMING

The services specified in these Terms of Reference will be carried out over a period of 4 weeks, starting on December 12th—and ending on Jan 23rd, 2017. The contract will be issued by UNDP. The level of effort is estimated at 30 person days.

QUALIFICATIONS

1. The Consultant should be in possession of a Master's Degree in a relevant field (social sciences, education, urban planning, etc.) and at least 10 years of working experience in development planning. In lieu of a Master's Degree, the Consultant may have a Bachelor's Degree and 15 years of relevant work experience.
2. The Consultant should have detailed and current knowledge of development and social issues in Belize and preferably be conversant with key social planning documents and development studies concerning Belize and the Caribbean.
3. The Consultant should have significant experience in workshop facilitation for high-level political and executive actions and in community consultations.
4. The Consultant must be able to demonstrate the ability to create graphic information products that make complex concepts and relationships easy to understand.
5. The Consultant must be able to demonstrate excellent written and verbal communication skills.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in the following pricing option:

1. *Lump Sum Amount* – payments will be linked to deliverables.
 - The lump sum amount must be “all-inclusive”
 - The contract price is fixed regardless of changes in the cost components;
 - Transportation and logistics costs should be reflected in the cost proposal

RECOMMENDED PRESENTATION OF OFFER

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. ~~A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];~~
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

CRITERIA FOR SELECTION OF THE BEST OFFER

Offers will be evaluated using a 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%;

ANNEX A: Indicative List of Documents to Be Reviewed

1. Belize Growth and Sustainable Development Plan 2016-2019. Ministry of Economic Development, Petroleum, Investment, Trade and Commerce. April 2016.
2. MDG Report and Post 2015 Agenda, UNDP Belize. September 2013.
3. Report of the National Consultation on Horizon 2030, (Barnett, Catzim-Sanchez, Humes, April 28, 2010)
4. National Defence and Security Strategy. 2017.
5. Abstract of Education Statistics. Policy and Planning Unit, Ministry of Education. 2013, 2014 and 2015.
6. National Public Policy Proposal: Prevention of Youth-Involved Violence in Belize 2012-2022. Interpeace. 2012.
7. Education Sector Strategy 2011 – 2016
8. Health Sector Strategic Plan 2014-2024
9. The National Results Framework for Children and Adolescents 2017 - 2030. National Committee for Families and Children.
10. National Plan of Action Monitoring Report 2015
11. SICA Strategic Framework for Prevention of Violence
12. Multiple Indicator Cluster Survey Key Findings Report 2015-2016. Statistical Institute of Belize and UNICEF
13. The RESTORE Belize Strategic Plan 2011 – 2015.
14. The RESTORE Belize [Draft] Progress Report 2011- 2015.
15. The Metamorphosis Programme Evaluation Report. September 2014.
16. The Early Warning System for At-Risk Primary School Children Pilot Phase Implementation Plan. RESTORE Belize January 2015.
17. The National Gender Based Violence Plan of Action 2010-2013.
18. National Youth Development Policy of Belize 2012. Ministry of Education, Youth, Sports and Culture.
19. Handbook on Sexual Violence - A resource guide to legislations, policies, services and more. UNFPA and the Women's Department, Ministry of Human Development, Social Transformation and Poverty Alleviation. 2012.
20. Inter-agency Public Sector Management Information System. Community Action for Public Safety Project. Ministry of Human Development, Social Transformation and Poverty Alleviation.
21. Belize Crime Observatory Information Management System
22. Crimes Control Council Comprehensive National Plan
23. A Review of the Belize Police Department. Harold Crooks. November 2008.
24. National Population and Housing Census 2010
25. Community Action for Public Safety [Draft] Report. Inter-American Development Bank 2015.