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TERMS OF REFERENCE (ToR)
INDIVIDUAL CONSULTANT (IC) - Social Worker/Psychologist
For the Project
Using Psychosocial Development and Capacity Building to Reduce Recidivism at the
Youth Training and Rehabilitation Centre (YTRC)

GENERAL INFORMATION

Services/Work Description: The Consultant to provide psychosocial services, youth peer mentorship training and peace ambassador training at the Youth Training and Rehabilitation Centre (YTRC) to reduce the likelihood of recidivism for clients leaving the Centre.

Project/Program Title: Youth Peace Ambassadors Programme- YTRC/ TRINIDAD AND TOBAGO RESILIENCE AND INCLUSIVE PEACE (TRIP) PROJECT

Post Title: Individual Consultant

Duty Station: Port of Spain, Trinidad and Tobago

Expected Places of Travel: Trinidad and Tobago

Duration: September 2019 to March 2020

Expected Start Date: As contained in Individual Consultant Contract

I. BACKGROUND / PROJECT DESCRIPTION

Trinidad and Tobago has been faced with an increasing number of crimes perpetrated by youth. In 2017, serious criminal offences committed by youth, 21 years and under totalled 1067, with 996 being committed by males and 71 by females¹. Between 2014 and 2017, the number of violent gangs increased by 129% and membership rose by 60%². For gang members who have entered the formal justice administration system, the average recidivism rate has been roughly 53% within the first three years of release from prisons³, a situation that has facilitated a vicious cycle of criminality among young persons.

¹ CAPA figures from TTPS database, 3/8/2018

² Al-Rawi, cited in <http://www.guardian.co.tt/news/2017-12-06/60-increase-gang-members—ag>

³ http://www.ag.gov.tt/Portals/0/Documents/Press%20Releases/MoAG_Press%20Release_Qatar_14.04.15.pdf

Gang membership is estimated to be in the region of 2,500 young persons as at 2017, though the statistics are not static. Criminogenic socialization of many young persons' intensify pressure on them to associate with violent gangs. UNDP had prioritised programming on juvenile criminal justice administration with the establishment of two Children Courts which facilitated a new system of restorative child justice. This project represents an opportunity to complement this recent, progressive initiative by seeking to move the youth away from the allure of violent lifestyles and reduce the pressure on the criminal justice system.

In order to address the issues of youth crime and violence in Trinidad and Tobago, the UNDP launched the Positive Deviance Project in late 2018, which at the end of six months, saw good results. The project was created to address issues of crime and violence in Trinidad and Tobago and was driven by a need to address high murder rates, high recidivism rates, and critical levels of youth gang membership. The overarching objective was to move youth away from an attraction to gangs and violence and empower them to become youth mentors and peace ambassadors in their community. Over the course of the six month programme, community mapping, assessments and project implementation took place. Participants of the programme were exposed psychosocial development through workshops on topics such as Conflict Resolution, Anger Management, Leadership, Team-Building, Substance Abuse and more.

Phase Two is now being launched at the Youth Training and Rehabilitation Centre (YTRC) under the title Youth Peace Ambassadors Programme. The project intends to facilitate reintegration and reduce recidivism rates of youth who have 6 months to 12 months left on their sentences. The Programme will include three components as follows:

- i. Psycho-social development and emotional well-being (to be facilitated by consultant);
- ii. Youth Peer Mentorship and Peace Ambassador Training (to be facilitated by consultant); and
- iii. Capacity Building (to be facilitated by the YTEPP Programme with support from consultant).

II. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

Under the overall supervision of the Assistant Resident Representative (ARR) Programme and the direct supervision of the Programme Officer, Inclusive Growth and Social Policy, the consultant will be responsible for the following tasks:

Provision of Psycho-Social Services and Training for 15-20 Youth including:

- Review assessment reports and develop Personal Development Plans for each participant;
- Develop a framework for psychosocial development to facilitate reintegration and reduce the likelihood of recidivism;
- Design and conduct a six-month psychosocial support and capacity building programme (including youth peer mentorship training and peace ambassador training);
- Provide psychosocial support at 12 Capacity Building Sessions which will be conducted by YTEPP; and
- Submit inception plan, progress reports and final report to the UNDP.

III. EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION

s/no	Consultant	Deliverables/ Outputs	Payment Milestones (%)	Timelines
1.	Social Worker/Psychologist	Inception/action plan for project, inclusive of workshops and field trips.	10%	
		Review of assessment reports and development of Personal Development Plans for each participant (maximum of 20 participants)	20%	
		Delivery of 12 psychosocial development workshops (including but not limited to youth peer mentorship training and peace ambassador training). (Examples of Workshops might include: Conflict Resolution Anger Management Stress Management Dealing with Trauma Gender Sensitivity Leadership Teambuilding Youth Peer Mentorship Training and Certification Peace Ambassador Training; mediation;	25%	

		alternative dispute resolution)		
		Delivery of 10 field trips to broaden the horizons of youth and expose them to opportunities outside of what they know. (Examples of Field Trips might include: Music Production Film Production Aquaponics University visit)	20%	
		Provide psychosocial support at 12 Capacity Building Sessions. Sessions to be conducted by YTEPP with support from psychosocial team.	15%	
		Submission of 5 monthly progress reports and 1 final project report.	10%	

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report to the Assistant Resident Representative (ARR) Programme through the Programme Officer, Inclusive Growth and Social Policy.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTORS (ICs)

(1) Consultant- Social Worker; Psychologist

Education

- Bachelor's Degree in Social Work, Guidance and Counselling, Clinical Psychology or any other relevant field.

Experience

- At least 5 years, professional experience in one of the areas identified in the section on Education above;
- Knowledge, and experience working with youth, particularly youth in need of supervision, youth in conflict with the law and/or at-risk youth (at least 3 years);
- Knowledge of the concept of achieving behavioral change;
- Must be able to work effectively in a politically sensitive environment and exercise discretion, impartiality and neutrality;
- Ability to work under minimum supervision and to meet quality results in a timely fashion;
- Prior experience working on psychosocial support with the target group identified is an asset; and
- Prior experience working in the UN is desirable.

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Language Requirements:

Excellent written and oral English Language skills.

NOTE: The Consultant must demonstrate the ability, through experience or networks, to deliver all components of the ToR.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Method: Highest total score of weighted interview and financial criteria: The price proposals of all shortlisted consultants⁴, who have attained a minimum 70% score at the Interview stage, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Interview and Financial criteria as follows: 70% Interview criteria, 30% Financial criteria.

Table 1

⁴ See **Table 1** for Shortlisting Criteria for progression to the Interview Stage.

Shortlisting Criteria		Maximum points*
1	Relevance of Education/ Degree	50
2	Years of Relevant Experience in area of qualification.	50
3	Experience working with youth, particularly youth in need of supervision, youth in conflict with the law and/or at-risk youth (at least 3 years)	50
Total		150

Once candidates have been shortlisted, i.e. they have attained a score of at least 70%, based on the requirements in the Terms of Reference, only then, would they be interviewed for the position.

At the interview stage, candidates must attain a score of 70% for their financial proposals to be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring: $p = y (\mu/z)$, Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

IX. GUIDELINE FOR SUBMISSION OF PROPOSAL

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested prospective individual consultant must submit the following documents/information to demonstrate their suitability:

- **Proposal:** Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the proscribed period of time;
- **Personal Information:** (Personal History CV) including past experience in similar projects.
- **Offeror's Letter to UNDP** Confirming Interest and Availability for The Individual Contractor (IC) Assignment
- **Financial Proposal:** (in TTD, specifying the total lump sum amount as well as the requested amount of the fee per day).

X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of UNDP.