**-INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**(*International or National Competition)***

Date: August 10, 2020

**REF NO.:** BBRSO110044

**Job Title:** Senior Technical Police Advisor

**Country:** UNDP Barbados and the Eastern Caribbean

UNDP Barbados and the OECS – **UNDP Barbados and the Eastern Caribbean**

**Description of the assignment:** The overall goal of the CARISECURE project is to improve youth crime and violence policymaking and programming in the Southern and Eastern Caribbean, using disaggregated, comparable, and reliable national citizen security information. The Senior Technical Police Advisor is to aid the beneficiary countries’ police forces on the transition to a digital platform adoption for the Police Records Management Information System (PRMIS) providing intelligence on needs, usability of the tools, senior level stakeholder management in the police forces and ministries helping to meet the expectations of and act as a bridge with police forces and ministries, and provide strategic advice to the CariSECURE Team Leader and team on key products required to meet CariSECURE project outputs.

**Project name:** CariSECURE - Strengthening Evidence Based Decision Making for Citizen Security in the Caribbean

**Period of assignment/services (if applicable):** 21 September 2020 – 20 September 2021

1. **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=93342> (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**](mailto:procurement.bb@intranet.undp.org). The subject line of your email must contain the following: “***BBRSO53548 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](mailto: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=68903> (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*

1. **BACKGROUND**

An assessment of youth, insecurity and juvenile justice systems, conducted by USAID Eastern and Southern Caribbean pointed at the lack of standardized data on crime and violence and their drivers. Raw data is 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 Central Statistical Offices (CSOs) 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.

Based on this, UNDP Barbados and the Eastern Caribbean began working in the countries of the Eastern and Southern Caribbean (Antigua and Barbuda, Barbados, Grenada, Guyana, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines and Suriname) to improve institutional capacity for evidenced based decision making on youth crime and violence policy making and programming under the project, CariSECURE. CariSECURE - Strengthening Evidence Based Decision Making for Citizen Security in the Caribbean, is a component of USAID’s Youth Empowerment Services (YES) project and is made possible by the support the United States Agency for International Development (USAID), the United Kingdom Foreign & Commonwealth Office and the technical assistance of the United Nations Development Programme (UNDP). The goal of the CariSECURE project is to improve youth crime and violence policymaking and programming in the Southern and Eastern Caribbean through the use of quality, comparable and reliable national citizen security information. The project intents to achieve two components: 1) improving the quality, comparability and reliability of data and information and youth crime and violence; 2) and regional collaboration and networking on youth crime and violence strengthened. These components will be achieved by improving regional and national institutional capacity to collect, monitor, and analyses citizen security and apply it to decision-making and policy formulation at both levels.

The incumbent will assume the responsibilities of Senior Technical Police Advisor to aid the beneficiary country police forces on the transition to a digital platform adoption for the Police Records Management Information System (PRMIS) providing intelligence on needs, usability of the tools, senior level stakeholder management in the police forces and ministries helping to meet the expectations of and act as a bridge with police forces and ministries, provide strategic advice to the CariSECURE Team Leader and team serving as a technical expert providing inputs on key products required to meet CariSECURE project outputs. Additionally, the successful candidate is required to assist in the delivery of strong communication messaging and key interventions in advocacy of the project , and that opens doors in terms of partnerships, aiming to contribute to a strategy and framework for cooperation in Strengthening Evidence Based Decision Making for Citizen Security in the Caribbean.

The **CariSECURE** project represents a partnership between the United States Agency for International Development (USAID) and the United Nations Development Programme (UNDP), made possible by the support of the American People*.*

**DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications, against which they will be evaluated (see section F):

1. Proposal:
   1. Explaining why they are the most suitable for the work
   2. *Provide a brief methodology on how they will approach and conduct the work (max 3 pages)*
2. Personal CV including experience in similar projects and at least 3 references
   1. *Evidence of previous similar work (at least 4 samples, either attached or links to online publication)*
3. Financial proposal
4. **FINANCIAL PROPOSAL**

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 diem, and number of anticipated working days).

1. **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.

1. **EVALUATION**

Individual consultants will be evaluated based on the following methodology:

* *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:

1. responsive/compliant/acceptable\*, and
2. offering the lowest price/cost

*\*”responsive/compliant/acceptable” can be defined as fully meeting the TOR provided*

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

|  |  |  |
| --- | --- | --- |
| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| *Technical* | **70** | **70** |
| * Advanced university degree (Master’s or equivalent) in Law, Governance, Political Science, Social Sciences, International Development, Public Policy, Economics, Business Management other social sciences | 15 | 15 |
| * Advanced studies in citizen security, law enforcement, violence prevention, human development and/or indicators analysis and information management. | 15 | 15 |
| * A minimum of 7 years of experience in the areas of citizen security, law enforcement, violence prevention, local management of security and security information management. | 15 | 15 |
| * Experience in partnership building working with governments, donors, non-governmental organisations and international development organisations. | 15 | 15 |
| * Experience working in the Caribbean region is a requirement with reference to political and governance structures; previous work in any of the beneficiary countries is highly desirable. | 10 | 10 |
| *Financial* | **30** | **30** |

1. **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

1. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

Reporting to the CariSECURE Team Lead, the Senior Technical Police Advisor will:

**Strategic Planning, Coordination and Implementation:**

1. Provide leadership in law enforcement and formulation of best possible and alternative policy and programme options at national and regional levels.
2. Provide political guidance and advice for implementation and coordination with national level authorities and support the functioning of Inter-Ministerial Committees at the national level.
3. Stimulate strategic thinking in the subject area, considering the needs of Government, local authorities, non-government and development partners as well as opportunities to develop national public policies.
4. Promote the use of data and evidence at the national and regional levels to inform citizen security policy making and programming.
5. Devise the methodology to implement strategies to enhance the pillars of Operating / Business Environment, Governance and Psychographics in close engagement and collaboration with National/Regional Heads of Agencies/Ministries Meetings overseeing Data Governance Protocols and CariSECURE Management Information System Adoption.
6. Promote programmatic and operational innovation.

**Representation and Coordination**

1. Provide assistance to and facilitates meetings of civil society between the national and regional levels, governments and civil society representatives for development of capacity needs assessment, development of capacity building plan, training and technical assistance.

**Communication**

1. Ensure the substantive quality of all knowledge products, reports and services, and their effective integration and compatibility with other practice areas.
2. Contribute to the preparation of brochures, publications, press releases for dissemination.
3. Ensure that development results are communicated; conduct monitoring missions to inform reporting and updates.
4. Maximize communication between various counterparts, provide support to regional potential agreements and partnerships.
5. Support project development by identification of pivot organizations to generate information.
6. Facilitate discussion on change management pathways with stakeholders’ groups; technical personnel in police institutions; middle-level managers and programme/policy analysts in police forces, judiciary, ministries, national observatories; and; decision-makers at the level of Director/Head of Unit, Permanent Secretary and Minister.

**Partnership Building**

* Ensure roadmap to enhancement plans and strategic partnerships aimed at the development of better policies on Citizen Security.
* Provide technical assistance strategy and programmatic support to dialogue on citizen security issues between civil society and government institutions through national dialogues and ensures the implementation of policy making capacity building initiatives.
* Organize internal and external networks or communities of practice covering prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system.
* Network and build dependable working relations with Government, UN and donor partners. credible

The Senior Police Technical Advisor role is available to Caribbean Nationals and will operate from **Barbados or other Countries in the Eastern Caribbean,** and will undertake field missions funded, facilitated by and coordinated with the office of UNDP Barbados and the Eastern Caribbean, as required.

1. **DELIVERABLES**

Expected deliverables and deadlines

|  |  |  |
| --- | --- | --- |
| No. | Deliverable | Due Date (*after contract signature*) |
| 1 | Detailed inception plan and methodology to implement strategies to enhance the pillars of Operating / Business Environment, Governance and Psychographics in close engagement and collaboration with National/Regional Heads of Agencies/Ministries Meetings overseeing Data Governance Protocols and CariSECURE Management Information System Adoption. | 30 September 2020 |
| 2 | Monthly status reports on targeted deliverable following agreed workplan and implementation of strategic plans, coordination, communication and partnership building | Monthly  (30 October 2020 – 31 July 2021) |
| 3 | Final report submitted on:   * Systems in place to achieve the effective realization of the project and its objectives of improved institutional capacity building for evidence-based decision making on youth crime and violence policy making and programming to respond to the need of Eastern and Southern Caribbean states to address citizen security and human development issues. * Support provided to indicators and observatories nationally and regionally. * Support provided to use of data to inform decision making, policy formulation and programming at the national and regional levels. | 31 August 2021 |

Payment will be remitted subject to the approval of deliverables by the UNDP Barbados and the Eastern as endorsed and approved by the CariSECURE Team Leader.

1. **REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES**

**I. Years of experience:**

* Minimum of 7 years of experience in the areas of citizen security, law enforcement, violence prevention, local management of security and security information management.

**II. Competencies:**

**Corporate Competencies:**

* Demonstrates integrity by modeling the UN’s values and ethical standards, as well as tact and diplomacy.
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Knowledge Management and Learning:**

* Promotes a knowledge sharing and learning amongst colleagues and clients.

**Leadership and Management:**

* Ability to lead strategic planning, results-based management and deliver reports.
* Works towards client satisfaction.
* Proven track record of delivering results under tight deadlines.
* Senior level engagement and advising senior management and high-level Government officials.
* Client-oriented way of managing.

**Results Based Management**

* Ability to produce a strategy aimed at improved performance and demonstrable results.

**Quality Assurance**

* Progress reporting systems so that delivery of the plans remains on track or can be rapidly adjusted and mitigated against ensuring quality requirements and goals are fulfilled.
* Experience working in the Caribbean is highly desirable

1. **QUALIFICATIONS**

**III. Academic Qualifications:**

* Advanced university degree (Master’s or equivalent) in Law, Governance, Political Science, Social Sciences, International Development, Public Policy, Economics, Business Management other social sciences.
* Advanced studies in citizen security, law enforcement, violence prevention, human development and/or indicators analysis and information management.