



# Terms of reference

## GENERAL INFORMATION

**Title:** Consultancy to develop National Transport Policy, Plan and Strategy

**Project Name:** Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)

## I. BACKGROUND

The Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) project is a regional initiative funded by the Governments of Canada and United Kingdom, implemented by the United Nations Development Programme (UNDP) targeting nine countries including Jamaica. The project will support Climate Change, Disaster Risk Reduction and environmental management interventions by leveraging sector-level entry points, specifically supporting implementation and/or upscaling of countries' priority actions. The project further seeks to analyse and prioritise the needs of the most vulnerable with respect to climate change adaptation and mitigation in priority sectors, including increasing their resilience in key livelihood sectors. It will also improve institutional capacities for delivering services effectively for the most vulnerable to accelerate post-disaster recovery and mitigate risk. The EnGenDer project through the UNDP Jamaica Country Office will support the Ministry of Transport and Mining with development of an updated, gender responsive and climate proofed National Transport Policy, Strategy & Action Plan.

The National Transport Policy (NTP) was formulated in 1993 by the Government of Jamaica (GOJ) with a view to improving and managing traditional modes of transport such as air, land, maritime and infrastructure, while ensuring a safe, efficient, secure and sustainable transport system. The document was also created in conjunction with other major policies such as the National Industrial Policy: A Strategic Plan for Growth and Development, which was published in April 1996. The initial framework of the document did not meet the overall objectives of the Transport Sector, which led to further reviews and subsequent promulgation of the document in the Houses of Parliament in 2007.

The revision of the National Transport Policy (2007) is one of the priority Agenda items of the Ministry of Transport and Mining (MTM) and has been outstanding since year-end 2012; this, in keeping with GOJ/Cabinet directive for policy reviews to be undertaken every five (5) years. Whereas aspects of the policy remain relevant to date, the dynamics of the local and global environments, have rendered the current policy outdated in some areas, and as such warrants an update.

The review of the Policy will facilitate the adaptation of the policy to the changing needs of Jamaica's transport system and the advancement of the transportation sector while ensuring that gender equality and climate change considerations are given a central role. There is a need for the Policy to keep abreast with the changing political, social, economic, technological, legislative and environmental developments pertinent to Jamaica. As globalization intensifies and the role of the transport sector in development evolves on a global scale, there is the need to ensure that the relevance of the sector is maintained.

Climate change is one issue that is affecting and will continue to impact the transport sector, and must be considered in any current planning and decision making. On one hand, it will increase vulnerability of the sector, including infrastructure and so efforts to reduce the vulnerability must be made (both hard and soft measures). On the other hand, efforts must be made to reduce the levels of emission of greenhouse gases by the sector.

The UNDP Jamaica Multi-Country Office is seeking the services of a firm/consortia/joint venture to undertake the review and revision of the National Transport Policy and the development of a National Transport Strategy and National Transport Plan. The policy and associated documents are expected to be climate proofed and gender mainstreamed and developed collaboratively with the UNDP & the Ministry of Transport and Mining.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of work

Under the oversight of the UNDP Programme Specialist and the National Transport Policy Review Working Group, the consulting firm/consortia/joint venture will complete the review process to produce the following Deliverables:

1. Revised National Transport Policy
2. Draft National Transport Strategy
3. Draft National Transport Plan

Specifically, the consultant will carry out the following tasks:

- Submit an inception report clearly detailing:
  - The methodology to be employed to undertake the scope of work below along with a detailed workplan
  - The report should include a sample of all tools to be used during the consultancy
- Conduct a full diagnosis/functional review of the NTP and submit a report of process and findings
  - This will comprise a thorough analysis and evaluation encompassing, inter alia an assessment of the policy goals/objectives, strategic objectives, steps to achieve target outcomes (including Key Performance and Operational Indicators, procedures, etc.), factors influencing policy outcomes, and the core monitoring and evaluation systems in place; within the context of the Ministry priorities and the Vision 2030 National Development Plan and associated Transport Sector Plan;
  - Review the current policy to determine its relevance, requirements to adapt to the changing transport environment, address outdated policies, identify new areas for inclusion and areas where future proofing can be done and develop a robust monitoring and evaluation framework to ensure continuity and sustainability of the policy;
  - Conducting prioritization workshop with key stakeholders in conjunction with the Ministry of Transport and Mining
- Conduct a detailed Gender analysis which will be incorporated into the Policy and Strategy;
- Undertake widespread consultations (and submit a report) utilizing various means including virtual meeting technology
- Conduct Surveys among sectors and stakeholders to support the revision of the Policy;
- Submit a draft report of the Transport Sector Policy including the following actions:
  - Development of climate-proofed & gender equality mainstreamed policy directives to support the achievement of priority outcomes of the GOJs Vision 2030 and its supporting Medium-Term Socio-Economic Framework;
  - Conduct the necessary financial analysis including cost-effectiveness and cost/benefit analysis on priority strategies;

- Develop performance indicators and a monitoring and evaluation plan in conjunction with Ministry of Transport and Mining
- Submit a draft report of the Transport Sector Strategy and Action Plan including the following actions:
  - Conducting strategic planning workshop to develop 5-year strategic action plan in conjunction with the appointed Facilitator and Rapporteur;
- Facilitate stakeholder and broad public consultations on draft National Transport Policy, National Transport Strategy and National Transport Plan frameworks;
- Revise Transport Sector Policy, Transport Sector Strategy and National Transport Plan to reflect comments/feedback received from consultative and review sessions;
- Finalize, with the consultancy team, the final draft National Transport Policy, National Transport Strategy, National Transport Plan and the Monitoring and Evaluation framework.

#### DELIVERABLES AND TIMELINE

The consultant is expected to propose in the RFI the number of workdays required to complete the Scope of Work described in Section II. Please note that the final deliverables are to be completed no later than October 2021.

The table below details the proposed deliverables for which the payment schedule will be determined:

Deliverables/Outputs	Required tasks to complete Deliverables	Review and Approvals Required
Deliverable 1:	Inception Report documenting methodology to be used in undertaking relevant consultancy including relevant tools	UNDP Programme Specialist and MTM Review Team
Deliverable 2:	Report on Review and Gender Analysis of National Transport Policy	UNDP Programme Analyst and MTM Review Team
Deliverable 3:	Report on sector consultations (Land, Air, Maritime, Infrastructure, Organizational/institutional) and surveys	UNDP Programme Analyst and MTM Review Team
Deliverable 4:	Draft National Transport Policy	UNDP Programme Analyst and MTM Review Team
Deliverable 5:	Draft National Transport Strategy and National Transport Plan	UNDP Programme Analyst and MTM Review Team
Deliverable 6:	Report on National Consultations	UNDP Programme Analyst and MTM Review Team
Deliverable 7:	Final National Transport Policy, Final Transport Strategy, Final Transport Plan	UNDP Programme Analyst and MTM Review Team

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The consultant will report to the UNDP Resident Representative through the Programme Specialist with support from the Ministry of Transport and Mining. The substantial technical review and final approval of deliverables by the consultant will be performed by the National Transport Policy Review Working Group in the Ministry of Transport and Mining in Jamaica in collaboration with UNDP. Payments will be made by UNDP Jamaica upon receipt and approval of deliverables by the Ministry of Transport and Mining. All work/documents associated with this consultancy is the property of the Government of Jamaica and must be submitted before final payment will be made.

All reports should be developed and submitted with respect to the following chapters:

- List of acronyms and abbreviations
- Table of Contents, including list of annexes
- Executive summary (maximum 2 pages)
- Introduction (including purpose, objectives and scope)
- Description/overview of the assignment
- Approach and methodology
- Findings (including limitations)
- Summary and explanation of findings and interpretations
- Recommendations
- Lessons learned
- Conclusions

In addition, the final report should contain the following annexes:

- Comprehensive list of all stakeholders engaged during the consultancy
- Sign-in sheets of any consultation where applicable
- List of key reference documents

Any other relevant material

#### Duration of the Work

- a) The anticipated start date for the consultancy is November 2020
- b) UNDP and relevant partners will review and provide comments on deliverables within 5 business days of receipt of the deliverable

#### Duty Station

- a) *Jamaica*

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

It is expected that the work to be completed will be done through a firm/ consortia/ joint venture. At minimum the team should comprise of a team leader with profile detailed below. During this request for information period, consultants are required to provide recommendations on the composition of the team and role each member is expected to fill.

#### Team Leader

- Graduate degree in Transport Policy, Transport Planning and Engineering, Urban/Regional Planning, Transport Economics, Public Policy or related disciplines.

- At least eight (8) years' experience at a senior management level in policy development, transportation or related field;
- Knowledge of and previous experience in transportation policy, engineering, planning, economics, research and statistics and Geographic Information Systems (GIS) including spatial analysis, network analysis and geospatial statistical analysis.
- Training in the areas of Geography, Sociology, Social Research Methods and Statistics or related disciplines would be an asset;
- Excellent writing, editing, and oral communication skills; Ability to meet deadlines and prioritize multiple tasks;
- Demonstrated ability to work within a multi-disciplinary and multi-cultural group
- The candidate should be highly motivated and capable of working independently.
- The ability to work in a multidisciplinary environment spanning government Ministries, Departments and Agencies, NGOs and research institutions is essential.