UN
DP

Terms of reference

GENERAL INFORMATION

Title: **Mainstreaming Violence Against Women and Girls Data Collection & Analysis into Jamaica Crime Observatory Integrated Crime & Violence Information System**

Type of Consultancy: Individual Consultancy
Project Name: Spotlight Initiative Jamaica
Reports to: UNDP Officer in Charge, Programmes Unit
Duty Station: **Jamaica**
Expected Places of Travel (if applicable): Not Applicable
Duration of Assignment: Twenty-two days over a 3 month period

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	Detailed CV or P11 form
X	Technical Proposal and sample work
X	Completed financial proposal

I. BACKGROUND

The 2030 Agenda for Sustainable Development places gender equality at its core to achieve the SDGs, with the elimination of violence against women and girls as a crucial component. In September 2017, the EU and the UN launched an ambitious joint partnership to eliminate all forms of violence against women and girls worldwide called the Spotlight Initiative (SI). The Spotlight Initiative aims at mobilizing the commitment of political leaders to end violence against women and girls and thereby contribute to achieving Sustainable Development Goals (SDGs). The Spotlight Initiative will deploy targeted, large-scale investments in Asia, Africa, Latin America, the Pacific and the Caribbean, aimed at achieving significant improvements in the lives of women and girls. Jamaica is one of the countries in the Caribbean to benefit from this transformative initiative.

The overall vision of the Spotlight Initiative in Jamaica is that women and girls realize their full potential in a violence-free, gender-responsive and inclusive way. The program will contribute to the elimination of Sexual and Gender Based Violence (SGBV) through the creation of a broad partnership with Civil Society, Government, Private Sector, Media, among others; and, build a social movement of women, men, girls, boys and other vulnerable people as champions and agents of change at the national, subnational and community levels. A specific focus will be on reaching and including in the program women and girls who are often isolated and most vulnerable to sexual & gender-based violence (SGBV) and harmful practices (HP) due to intersecting forms of discrimination. The program will also seek to address the Sexual and

Reproductive Health and Rights (SRHR) needs of all women and girls in all their diversity using a life-cycle approach. The SI involves six pillars premised on implementation SDG target 5.2 under the principle of "*leaving no one behind"* as follows:

1. Legislative and Policy Framework
2. Strengthening Institutions
3. Prevention and Social Norms
4. Delivery of Quality, Essential Services
5. Data Availability and Capacities
6. Supporting the Women's Movement

The Spotlight Initiative's Country Programme Document (CPD) aligns with the National Strategic Action Plan on the Elimination of Violence Against Women and Girls (NSAP-GBV). Based on local GBV data, four parishes - (Clarendon, Westmoreland, St. Thomas and Kingston and St. Andrew) will be targeted under the Spotlight Initiative. This consultancy falls under Pillar 5 – Strengthening Data Availability & Capacities which seeks to enhance the capacity of institutions to produce quality, disaggregated globally comparable data for analysis and to inform laws, policies & programmes.

The Jamaica Crime Observatory - Integrated Crime and Violence Information System (JCO-ICVIS) is an instrument that brings together all primary data sources to improve the quality of crime and violence statistics that directly influence the design and implementation of evidence-based strategies and policies to boost peaceful co-existence and citizen security in Jamaica. The JCO-ICVIS allows for comparisons of incidence and prevalence of crime and violence events over time, between places or between different groups of the population and contribute to the identification of changes in trends of certain events. Jamaica is one of three Caribbean countries to have an established crime observatory.

Since its inception in 2011, the JCO-ICVIS has operated out of the Monitoring and Evaluation Research and Data Analytics Branch at the Ministry of National Security (MNS). Its main objective is to provide reliable and timely crime and violence information that permits the characterization and monitoring of high impact events such as external causes of injuries and deaths (homicides, suicides), traffic fatalities and sexual assaults with the purpose of designing actions to deal with these problems, as well as evaluating the impact of these actions. Specifically, the system: (a) supports and keeps up to date, reliable data so as to promote transparency, security and safety in the national interest, (b) establishes valid and consistent crime and violence related statistics for each community as well as the corresponding geo-reference maps of the incidents, and (c) uses the validated data to inform policy and decision making towards the development of improved citizen security and prevention measures.

The JCO operates through a Technical Committee which is comprised of seventeen (17) stakeholders. Of these stakeholders, the following institutions operate as a sub-technical committee in the provision of data. They include the Jamaica Constabulary Force (JCF), the Ministry of Health (MOH), the Institute of Forensic Science & Legal Medicine (IFSLM), and the Registrar General's Department (RGD). These stakeholders provide the statistical data and technical advice necessary for the proper collection and validation of the various incidences of crime captured by the system.

Since 2015, the JCO-ICVIS collects data on seven crime and violence incidences (Murder, Shooting, Sexual Offence, Robbery, Fatal Shootings, Traffic Fatalities and Suicide) in 10 of the 14 parishes. These parishes are Kingston, St. Andrew, Clarendon, St. Catherine, St. James, St. Ann, St. Mary, Westmoreland, Hanover and Manchester.

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

Scope of Work

This main objective of the consultancy is to conduct a system needs assessment and gap analysis of the JCO-ICVIS and develop a systems-requirement document to inform the upgrade of the current hardware and software. The assessment should also include the capability of system to adequate capture and analyze data on violence against women & girls.

The Consultant will assess the JCO- ICVIS and its data collection processes and system from the external data providers to end product. In undertaking the assessment, the consult is expected to:

1. Consult with the JCO Steering Committee and other relevant stakeholders (i.e. Assistant Research Officers) to determine their specific needs and requirements for the JCO-ICVIS

2. Review the existing platform to identify systemic and operational challenges. This should include an assessment of hardware and software requirements for efficient and effective data collection and analysis

3. Develop a detailed systems requirement document to reflect technical functionalities of a Crime Observatory to include the feedback emerging out of the stakeholder consultations and the technical information systems requirement. The systems requirement document should capture the processes of the JCO to include but not limited to automated data processing, cleaning, validation and report generation.

4. Review other similar systems to determine standards and stipulated specifications for software development and systems improvement.

5. Conduct an analysis to adequately provide disaggregated data and analyses on incidents of violence against women and girls.

6. The final document should include a plan to facilitate the collection of data related to violence against women and girls, as well as the required hardware and software needed to improve the efficiency and effectiveness of the current system.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of consultancy working days	Proposed Completion deadline	Percentage payment
Deliverable 1: <u>Inception Report</u> - This report must include: (1) approach to the Consultancy and workplan detailing methodology (inclusive of plan for stakeholder engagement) with relevant timelines. (2) Plan for stakeholder engagement, methodology[1], draft instruments	3 days	2 weeks after the signing of the contract	10
Deliverable 2: Progress Report to provide details on: Finalized work plan Needs Assessment to include Gap Analysis and Stakeholder Engagement Report. Recommendation and CBA of most effective and efficient systems deployment (on-premises vs cloud-based)	5 days	One (1) month after inception	30
Deliverable 3: Draft Final Report – Draft systems Requirement Document. Data dictionary to translate current system information to new system specifications and capabilities (including mapping of external data sources to new systems data structure)	7 days	One (1) month after Progress Report	40

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[1] Shall include limitations resulting from the Covid-19 pandemic. The safety of staff, consultants, stakeholders and communities is paramount and the primary concern of the UNDP when planning and implementing evaluations during the COVID-19 crisis

Deliverable 4: Final Report - Final Systems Requirement Document	5 days	Two (2) weeks after the submission of Draft Final Report	20
Total	22 days	Three (3) months	100

III.	**WORKING ARRANGEMENTS**

Institutional Arrangement

a) The consultant will report directly to the Officer in Charge, Programmes Unit. However, day-to-day management of the consultancy will be led by the Spotlight Programme Officer and the Chief Technical Director of the Ministry of National Security or his designate. Support to the consultant will also be provided by the Spotlight Technical Advisor and the Monitoring & Evaluation Research & Data Team at the Ministry of National Security.

b) UNDP's Information Technology team may provide direct input where required as well as weigh in on discussions regarding IT related deliverables.

c) The Monitoring and Evaluation Research and Data Analytics Branch will provide office accommodation and accessibility to the system. Administrative support such as meeting bookings, logistical arrangements, and production of reports will be the responsibility of the Consultant.

Duration of the Work

a) Consultant is expected to be engaged for twenty- two non- consecutive days over a three (3) month period.
b) The anticipated start date for the consultancy is January 2020.
c) UNDP and relevant partners will review and provide comments on deliverables within 3-5 business days of receipt of the deliverable.
d) Payment for deliverables will be made upon submission and approval of deliverables. Payment usually take 5-7 consecutive working days to be processed.

Work Presentation for all the above-mentioned deliverables is incomplete without submission of the following:

a. Three hard copies and one electronic copy of reports (on CD or jump drive).
b. One electronic copy (on CD or jump drive) of PowerPoint or other electronic documents/files.
c. Where possible images and diagrams should be provided in .jpg format, and documents in the Microsoft Office format or .pdf.

Note: Payments are contingent on the Monitoring and Evaluation Research and Data Analytics Branch's approval of the satisfactory completion of deliverables in keeping with the guidelines for 'Work Presentation' in section 5.

Ownership of deliverables
The outputs/deliverables of this Consultancy will be considered the property of the Government of Jamaica, specifically the Ministry of National Security.

Duty Station

    a) Jamaica

IV.   REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultancy will be conducted in the specific context of Jamaican volatile and vulnerable communities and as such the Consultant should have a strong and demonstrable background in the development requirement documents for software development and database administration. The specific requirements are as follows:

Academic Qualifications and years of experience:

● Master's degree or higher in Computer Science , Engineering or similar field or equivalent industry certifications

Required Skills and Experience:

• Strong computer, hardware, software, and analytical skills
• Proven ability to assess business needs and translate them into relevant solutions

• Strong understanding and knowledge of the principles and practices associated with database maintenance and administration

● Demonstrated Experience in analyzing online platforms for monitoring, evaluating and reporting for similar national programmes.

● 5 years work experience in the field as a Systems Analyst.

● Possesses certification and have worked on at least three (3) projects that involved development of web- and database-based driven applications using open source tools.

● Experience working with UN Agencies, similar multilateral agencies and government entities

 Competencies and special skills requirement:

● Demonstrates excellent communication skills in English – orally and in writing to communicate complex, technical information to both technical and general audiences.

● Demonstrates professional approach with strong work ethic

• Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for developers and testers to follow

- Translate highly technical specifications into clear non-technical requirements

- Experience installing, configuring, documenting, testing, training, and implementing new applications and systems

- Working knowledge of a wide variety of programming languages

V.	**EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 50 points during the technical evaluation would be considered for the Financial Evaluation

Criteria	*Weight*	*Maximum Point*
Technical	_70_	_70_
• _Criteria A: qualification requirements as per TOR:_ Relevance of Education/ Degree • Minimum Bachelor's Degree in Computer Science, Engineering or any other social sciences related field	_Pass/Fail_	_Candidates will be given a 'Pass' mark provided they have met the requirement as it pertains to the relevant educational qualifications in addition to the relevant years of experience._

Adequacy of Competencies for the Assignment • Demonstrated experience in software and database development (at minimum 3 databases created or developed)	*20*	*15 points will be allocated for experience undertaking analyses of 3 or more databases. One point will be given for each additional database developed up to a maximum of 20 points.*
• Seven (7) years' experience undertaking similar assignments or five (5) years' experience with a master's degree	*20*	*15 points will be allocated for the minimum years of experience (re: Bachelors or Masters) An additional 1 point will be allocated for each additional year up to a maximum of 20 points.*
• Sample work submitted by consultant. Please note the sample work should be a database or software developed by the consultant.	*20*	*20 points will be allocated for the submission of sample work in the form of developing system requirement for similar database.*
Assessment of Technical Proposal • Technical Proposal should detail the consultant's approach to work based on the TOR, also identifying any risks undertaking the consultancy. Points will be awarded based on: • *Clarity (2 points)* • *Specificity (2 points)* • *Language (2 points)* • *Feasibility (2 points)* • *Approach to work (2 points)*	*10*	*Candidates will be allotted a maximum of 10 points based on the fluidity of their technical proposal.*

Application Procedure:

Qualified and interested candidates are requested to submit the following to demonstrate your interest and qualifications by explaining why you are the most suitable for the assignment:

• **Cover Letter** explaining why you are the most suitable candidate for the advertised assignment.

• **Completed P11 form** (Personal History Form) (available on UNDP website) **and/or CV** including past experiences in similar projects and contact details of referees.

- **Technical Proposal**-shall include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; and (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work.
- **Financial Proposal (using template provided)-**specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, capacity building events, public information session/launch, travel, and any other costs, including the number of anticipated work days). Overall, the financial proposal shall include costs to deliver the work planned.

Incomplete applications will not be considered. Please make sure you have provided all requested documents. UNDP retains the right to contact references directly. Due to the large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest of confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Approval

Signature

Name   Denise Antonio, Resident Representative

Date   30-Nov-2020