



Terms of Reference

Short-term Consultancy

Training in Virtualization of Crime Data and Information Services

Type of Contract:	Individual Contract
Role:	Local Consultant
Activity:	Build the capacity of interagency partners of the Belize Crime Observatory for virtualization, digitalization, and other technologies and innovations to expedite the delivery of crime data and information products for decision-making and policies.
Responsible Party:	Ministry of Home Affairs & New Growth Industries through the Belize Crime Observatory
Project:	The Evidence Based Information Management for Citizen Security in Central America Project (INFOSEGURA)

A. BACKGROUND:

The InfoSegura project (Evidence Based Information Management on Citizen Security in Central America and the Dominican Republic) seeks to strengthen evidence-based public policy. It works towards this objective by improving the quality of citizen safety information in the region, promoting its analysis and use in the formulation of public policy, and increasing regional coordination and collaboration in strategies for citizen safety.

The regional project is being executed by the UNDP/RBLAC office and is financed by the United States Agency for International Development (USAID). It is regional in scope, covering six (6) countries: Guatemala, El Salvador, Honduras, Belize, Costa Rica and the Dominican Republic. InfoSegura theory of change proposes a reduction in violence and improvement in citizen safety and coexistence in Central America.



InfoSegura works all along the chain of information management (information collection, analysis, use and dissemination) to strengthen evidence-based public policymaking.

This is to be achieved through:

- Improving regional and national capacity for collecting, monitoring and processing information regarding security, and its use in decision-making and policymaking at both levels;
- Strengthening civil society capacity for collecting, analysing and processing information on citizen safety and monitoring policies and programs on citizen safety; and,
- Supporting regional level knowledge management to enhance knowledge and understanding of fundamental causes of violence and insecurity, and to promote successful policies and practices in citizen safety.

The project also aims to strengthen policy formulation based on evidence by improving the quality and comparability of regional statistics on citizen security, and increased coordination and regional collaboration of effective citizen security strategies. The project focuses on two results:

- Developed the tools and mechanisms for strengthening capacities for the design of public policies based on evidence and sensitive to gender;
- Installed mechanisms for regional collaboration and networking about citizen security.

In Belize, the InfoSegura Project is being co-implemented by the Ministry of Home Affairs & New Growth Industries, through the Belize Crime Observatory (BCO), in partnership with the UNDP. The BCO was established in October 2016 to “foster the development of public policies that address public safety and national security issues through the collection, analysis and dissemination of quality, timely and multidimensional data on crime and violence trends in the country.”

The Ministry of Home Affairs & New Growth Industries places very high priority on innovation and technology, particularly in the context of leveraging Information and Communications Technology (ICT) resources to achieve greater impact through its efforts to improve citizen security in Belize. The Government of Belize has been developing the *Plan Belize - Medium Term Development Strategy (2021-2025)*, and the two priority thematic areas most relevant to this Consultancy are *Citizen Security* and *Good Governance*.

- Improve the penal system
- Implement the Youth Service Corp
- Develop stronger physical programs
- Support community policing efforts

Citizen Security

- Strengthen and reform government institutions
- E-governance
- Digitalization for service transformation

Good Governance



This InfoSegura-supported activity also aligns with Belize’s vision enshrined in the new National Digital Agenda (2022-2025). On 10 November 2021, the Government of Belize announced that Cabinet had endorsed the National Digital Agenda for the period 2022 to 2025 called “Towards a Digital Belize.” The agenda, which was launched on 6 December 2021, aims to simplify procedures for government services, improving service delivery, and facilitating economic recovery through digitalization. The expected outcome is a more open, efficient, and effective government, thereby representing the integration of ICT at all levels of society.

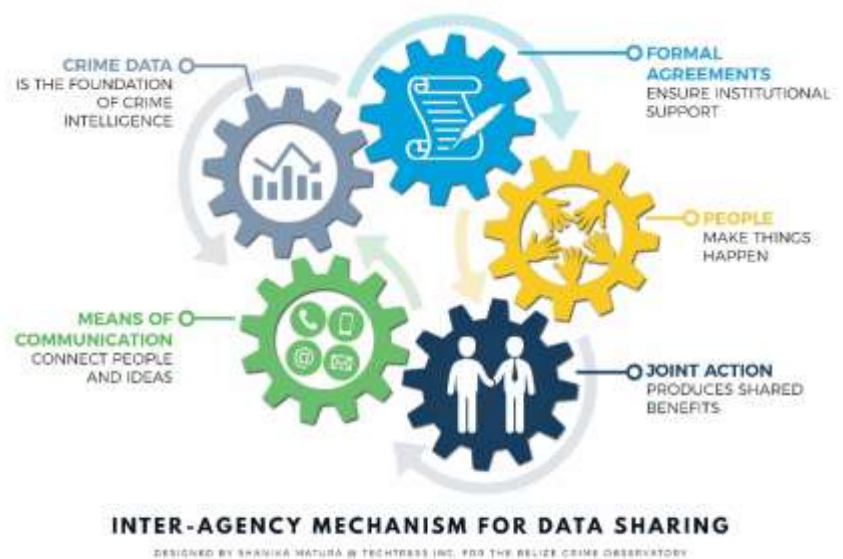
The training programme to be developed through this Consultancy will strengthen Belize’s technical capacity for virtualization of crime data and information services, contributing to the realization of Belize’s Crime Intelligence Architecture (CIA) by 2023, as set out in the Belize Crime Observatory’s [Strategic Action Plan for the period 2020-2023](#). The activity will also strengthen the interagency sharing of crime data and information, through virtualization, providing more efficient service delivery across a wide arrange of network partners, thereby expediting the delivery of data and information to support faster interventions to improve public safety.

The InfoSegura Project has approved funding (under InfoSegura III) to undertake this initiative. This national-level activity falls under COMPONENT 1: Develop capacities of national and regional institutions to collect, process, analyse, disseminate and use gender-sensitive citizen security information, and Sub-output 1.3: Analyse information for policies in a multidimensional logic.

B. RATIONALE

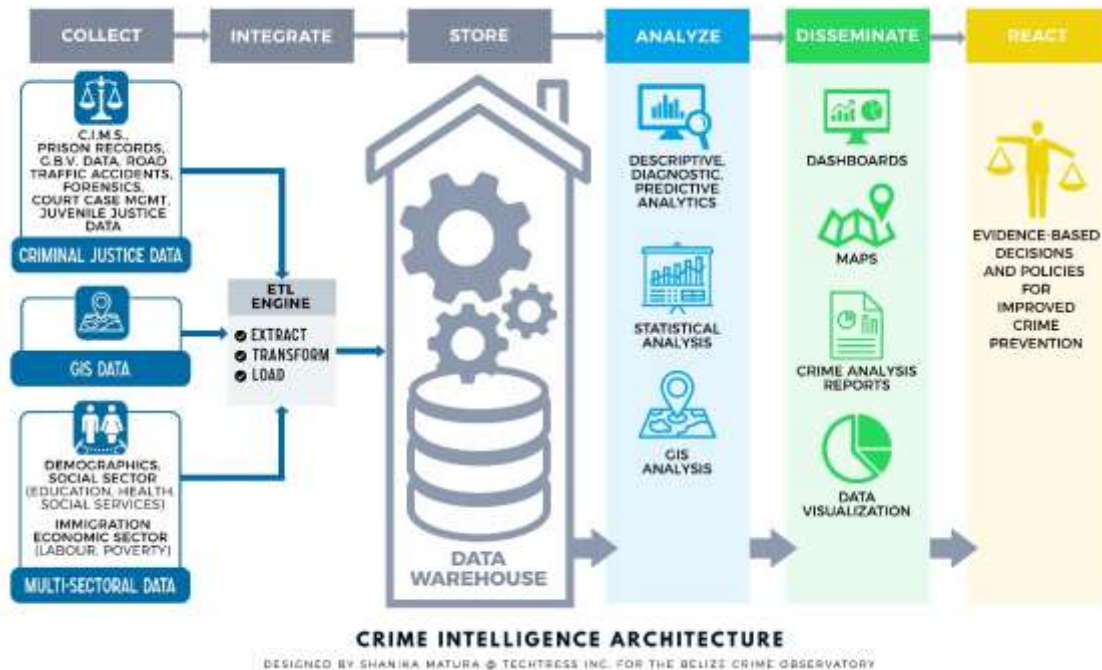
A structured and sustainable training program is needed to enhance the capacity of citizen security agencies to rapidly deliver integrated data and information, to support quick and effective interventions through evidence-based policies and decisions.

A focused training program for partners included in the Interagency Mechanism for Data Sharing (*right*), is needed to explore and adopt better technologies and innovations, to expedite the delivery of data and information products thereby increasing awareness and knowledge among decision-makers and policymakers working to improve citizen security in Belize and the region.

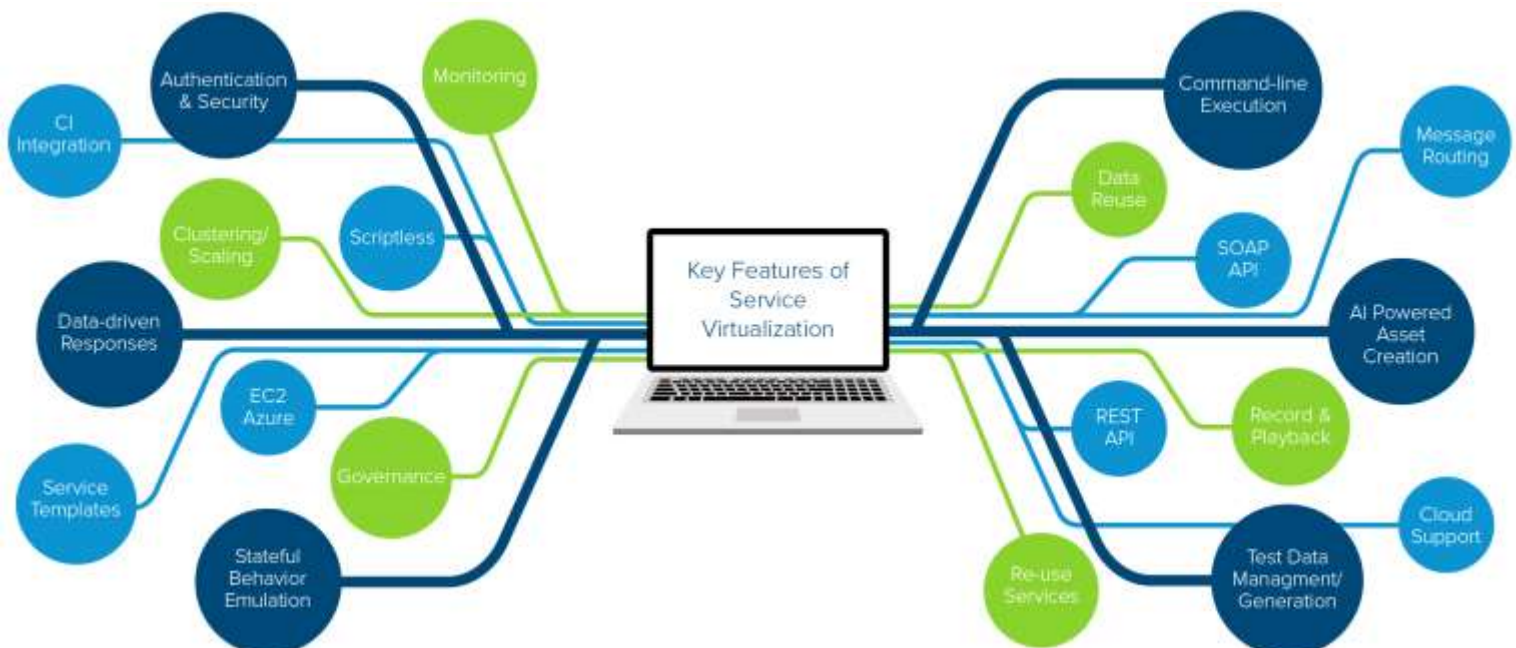




The **Virtualization of Crime Data and Information Services** is critical to the development of Belize's Crime Intelligence Architecture (below), as set out in the BCO's Strategic Plan.



Virtualization will support every dimension of Belize's Crime Intelligence Architecture



Bottom diagram by Parasoft



C. OBJECTIVE(S):

A Specialist in Computer Science and/or Information Technology, Data Science, Information Systems and/or other closely related field is needed to develop a long-term sustainable training program that would:

1. Support innovation and technology through the virtualization and digitalization of crime data and information services, for rapid evidence-based decision-making and public policies;
2. Identify workable solutions for the implementation of strategies for innovation, virtualization, user experience, and digital tools.

D. SCOPE OF WORK

The Consultant will:

1. Attend a virtual inception meeting and submit a written plan for implementing this Consultancy;
2. Perform specialized and generalized assessments for a well-rounded training program, to apply the 'train the trainer' approach to ensure long-term sustainability of the program while addressing existing gaps in skills and competencies;
3. Design and implement an initial training series between March and August 2022 with modules that cover:
 - Virtualization
 - Virtual school strategies
 - Virtual training from MOOC platforms
 - One-to-one capacity development
4. Integrate content that addresses the following thematic areas:
 - Data mining / Data discovery
 - Data-sharing
 - Evidence-based policies
 - Violence against women and girls
 - Measuring impact of policies
 - Measuring progress on SDG 16+.'
5. Deliver a final Consultancy Report.



E. MODE OF IMPLEMENTATION

This Consultancy will be delivered remotely, using virtual and online platforms and tools to engage and consult the relevant parties, as well as to deliver the training, to the extent possible. All documentation shall be delivered electronically, in high-quality formats.

F. DELIVERABLES & MILESTONES:

1. Brief inception report and final work plan with updated budget submitted and approved;
2. Report of Specialized Assessment to identify inter-agency trainees / trainers to participate in the program, as well as Generalized Training Needs Assessment for interagency partners;
3. Development of Focused Training Plan for March to August 2022 and development of Syllabus for Customized Training;
4. Preparation of Course Content (including translation of content into English, where needed, and preparation of modules);
5. Delivery of agreed Training Courses during March to August 2022 and final technical report. The sessions should span no more than twenty-five (25) days. However, they may be spread over the 6-month duration of the consultancy. The exact schedule will be informed by the assessments.

G. QUALIFICATIONS:

- A Master's Degree in Computer Science and/or Information Technology, Data Science, Information Systems and/or other closely related field;
- Demonstrated knowledge and experience in conducting training needs assessments at individual and institutional levels;
- Demonstrated knowledge and experience in developing and delivering training programmes;
- A well-rounded knowledge of virtualization / digitalization, data innovation technologies and methodologies for knowledge transfer using a 'train the trainer' approach to develop a long-term sustainable programme, to strengthen capacity in virtualization of crime data and information services; and
- At least 5 years' experience working in these or a related field.

H. OTHER SKILLS AND COMPETENCIES:

1. Must be a driven professional who is results-oriented;



2. Great interpersonal skills with a high level of discretion, tact and integrity;
3. Skilled in engaging stakeholders and/or interagency partners.

I. SCHEDULE OF PAYMENTS

Deliverable	Deliverables/ Outputs	Percentage of Payment	Estimated Duration to Complete	Due Date of Delivery
1	Inception report and final work plan with updated budget	15%	Two (2) days.	February 4 th , 2022
2	Report of Specialized Assessment and Generalized Training Needs Assessment	20%	Ten (10) Days	February 18 th , 2022
3	Focused and customized Training Plan and Syllabus	15%	Five (5) days	February 25 th , 2022
4	Preparation of Course Content (including translation of content, where needed, and preparation of modules)	20%	Seven (7) days	March 8 th , 2022
5	Delivery of agreed Training Courses during March to August 2022 and Final technical report	30%	Twenty-five (25) days	August 31 st , 2022

The Consultant shall submit an invoice for payment to the United Nations Development Programme, to include full details of the bank or credit union account into which the funds are to be paid.

NOTE: If the Consultant is not registered in the UNDP's System, arrangements will need to be made to resolve the matter as soon as possible.

J. INSTITUTIONAL ARRANGEMENTS

The procurement of services for this consultancy is being done by UNDP Belize. However, the Belize Crime Observatory is the technical supervising body, working on behalf of the Ministry of Home Affairs & New Growth Industries to implement this activity, in accordance with the approved Work Plan for Belize for the period September 2021 to September 2022.



infoSEGURA



K. CODE OF CONDUCT

It is imperative that the consultant maintains the highest level of professionalism, ethical principles and standards in providing these consultancy services. The consultant is expected to maintain open communications with the designated point of contact for the Belize Crime Observatory, and to make his or her best endeavour to meet commitments on the agreed schedule. Confidential information provided to the consultant must be treated as such even after the conclusion of this activity.

J. DURATION OF WORK

The Consultant will be engaged for approximately 6 months, commencing 4th February 2022 (for a total of approximately 50 working days) with the final deliverable to be submitted no later than 31st August 2022. Payments shall be in accordance with UNDP's procurement procedures.

K. FINANCIAL CONSIDERATIONS

Proposals are to be submitted to UNDP Belize as per their guidelines and instructions.

L. SUBMISSION OF PROPOSAL

Proposals are to be submitted to UNDP Belize as per their guidelines and instructions.

Attn: Procurement Associate
Email: procurement.bz@undp.org

Deadline for Application: Tuesday, January 18, 2022 at 5:00 p.m.