



## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF CONSULTANT

### GENERAL INFORMATION

Services/Work Description: GIS Platform for all Gambia Police Force posts, stations, district offices, regional offices, and infrastructure (ward to national levels)

Project/Program Title: Strengthening Community Access to Justice, Community Policing and Effective SGBV Response

Post Title: National Consultant

Consultant Level: Level TBD (Specialist)

Duty Station: UNDP Gambia Country Office

Expected Places of Travel: in-country travel

Duration: 35 working days over a duration of 90 days

Expected Start Date: April 22, 2022/ Immediately after Concluding Contract Agreement

### I. BACKGROUND / PROJECT DESCRIPTION

The Government of The Gambia, in partnership with the United Nations Development Programme (UNDP), is in its third year of collaboration with the Rule of Law, Justice, and Security Sector. The UNDP RoL project endeavors to implement a holistic and comprehensive program that addresses both the supply and demand sides of justice delivery. The project seeks to strengthen the rule of law institutions to deliver quality services, empower citizens to exercise their rights and increase access to justice.

The UNDP RoL project completed thorough consultations with the Ministry of Justice, the Judiciary, the Gambia Police Force, the Gambian Prisons Service, the National Agency for Legal Aid (NALA), the ADR Secretariat, the Law School of the Gambia, and the Gambia Bar Association to understand better the issues and challenges for strengthening the rule of law and increasing access to justice. Subsequently, the project board has approved the project's 2019, 2020, and 2021 Annual Work Plans.

In 2019, the Gambia Police Force (GPF) requested the UNDP RoL Project to re-initiate a Community Policing program. UNDP continues its support to Community Policing amidst the Coronavirus outbreak. In 2020, the project supported the Police in integrating and aligning the Quarterly Crime Statistics Template to the existing digital Case Management System, including operationalizing the system, developing Mobile App, and mapped out all Police posts, districts, and stations across the country. The applications will allow the Police to better plan deployments, training and allocate scarce resources based on up-to-date evidence, data, and statistics.

### II. SCOPE OF THE WORK

In order for the Police to fulfill its mandate to maintain law and public order, the GPF senior leadership and its Planning Unit must have up-to-date information on all of its assets and personnel. Implementing a Global Information System (GIS) would play a critical role in modernizing the GPF and supporting its ability to allocate and monitor limited resources. The availability of such a software would allow the Police to immediately identify not only their posts and stations in real time but also the disaggregated station specific data, such as the number of personnel, gender, vehicles, and points of interest in a particular locality. While internet connections remain challenging, the information can also be made available offline. This technology and software will also help embed the Community Policing Strategy and philosophy that through a phased approach, will eventually become a nation-wide policy and fundamentally transform the GPF as an institution.

In April 2020, the UNDP Accelerator Lab provided training for 56 youths on Google+ . The UNDP RoL Project provided a grant to the National Youth Council (NYC) to recruit the trained youth who are located throughout the country, to map all existing police posts, stations, district offices, regional offices, and Headquarters down to the Ward level. The trained youth were deployed throughout the country and successfully obtained the GIS points for all GPF post, stations, district, and regional offices.

The Consultant will:

1. To develop a private platform to incorporate the mapped Geographical Information System for the Gambia Police Force of every post, station, district office, regional office, and Headquarters to the Ward level.
2. The platform will provide customized information which include number of personnel, vehicles, ICT equipment and points of interest for every post, station, district office, regional office, and Headquarters.
3. The platform needs to be usual friendly, and the developer needs to do further assessment to get more information on the needs.
4. To train 20 GPF personnel from the appropriate departments on the use of the software; and
5. To provide 15 days of on-site mentorship to the 20 trainees to ensure smooth utilization of the platform and provide troubleshooting if needed.

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Submit work plan and desk review report	3 Working days	UNDP/ Police focal points
2	Submission of report and presentation on the development of version 1 of the GIS for the GPF	10 Working days	UNDP/ Police focal points
3	Submission of Report and presentation of GIS to GPF senior management on the final version of the GIS	5 Working days	UNDP/ Police focal points
4	Submission of source codes for review to make sure they are security compliant and there is no vulnerability which can cause data spillage.	5 Working days	UNDP/ Police focal point
4	All materials for trainings and coursework submitted for review and approval	5 Working days	UNDP/ Police focal points
5	Training workshop for 20 GFP personnel on GIS	2 Working days	
6	Report on mentorship of 20 GFP personnel on GIS	10 Working days	UNDP/ Police focal points
7	Submission of all intellectual properties involved in this project which include source codes, passwords, licenses, and design to the GFP. Final Report and recommendations on the GIS platform, training, and mentorship of GFP personnel	5 Working days	UNDP / Police focal point

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report directly to and be under the daily supervision of the UNDP Monitoring and Evaluation Specialist for Rule of Law

### V. LOGISTICS AND ADMINISTRATIVE SUPPORT

UNDP will provide the required administrative and logistic support.

### VI. DURATION OF THE WORK

- a. The consultancy is for 35 working days over a duration of 90 days

### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

#### a. Academic Qualifications:

- Advanced degree in Information Technology with the ability to analyze clients' requirements and translate them into specifications.

## United Nations Development Programme



- Experience in managing projects involving systems analysis, design, development, and implementation, and provide key inputs for establishing long-term solutions.
- Engage with clients to build capacity, develop training materials, operating and user manuals.
- Review emerging technologies and assesses their usefulness and impact.
- Excellent teamwork, communication and interpersonal skills, computer, analytical and report writing skills; and
- Command of English language

### **b. Years of experience:**

- At least 5 years of technical expertise in setting up database systems and dashboards and Software
- Prior experience working in Mobile App and Case Management Development and previous experience with the UN will be an added advantage.

### **c. Competencies:**

- Statistical knowledge and experience, especially in the development of databases
- Data visualization skills
- Knowledge of statistical data processing packages
- Ability to produce clean codes that are well documented.
- Ability to build with modern and well-known frameworks
- Knowledge of UX and UI design.

### **d. Language and other skills:**

- Excellent command of English.
- Capacity to communicate fluently with stakeholders

### **e. Compliance of the UN Core Values:**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

### **Important Note:**

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

## **VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
<ul style="list-style-type: none"> <li>▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		50
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Technical competence</li> </ul>		25
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Relevant Experience</li> </ul>		25
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30

<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>
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#### IX. PAYMENT MILESTONES AND AUTHORITY

The qualified Consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Submit work plan and stakeholder meeting report on the consolidated crimes to be inputted to the App	DRR	10%
2 <sup>nd</sup> Installment	Report on the development and piloting of version 1 of the Mobile Application (including the draft forms)	"	30%
3 <sup>rd</sup> Installment	Submission of Report on the Final version and piloting of Mobile Application	"	25%
4 <sup>th</sup> Installment	All materials for trainings and coursework (training manual) including mentorship/training reports submitted		35%

#### XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The Consultant firm 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 properties of UNDP.

#### XII. ANNEXES TO THE TOR

**This TOR is approved by:**

**Signature:**  43C0B57BF46E423...

**Name and Designation:** Ida Persson, Head of Governance

**Date of Signing:** 06-Apr-2022

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