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TERMS OF REFERENCE

Supporting Regional Security System Organization in setting up a fully functional Regional Observatory

Under the Strengthening Evidence-based Decision Making for Citizen Security in the Caribbean (CARISECURE) Project

Position Information	
Job Code Title:	Supporting RSS in setting up a Sub-regional Crime Observatory
Type of contract:	IC
Starting Date:	February 2018
Place:	Home Based
Duration:	50 non-consecutive working days for a period of 8 months
Reporting to:	CARISECURE Team Leader

I. Overview

The United Nations Development Programme (UNDP) through the Strengthening Evidence-based Decision Making for Citizen Security in the Caribbean (CARISECURE) Project seeks expert services to undertake a Comparative Institutional Assessment of national data governance with specific focus on youth crime and violence statistical capacities. An assessment of youth insecurity and juvenile justice systems conducted by the USAID/Eastern and Southern Caribbean (ESC) across the Caribbean, highlighted the lack of standardized data on crime and violence and its causes. While raw data are available in different forms and at various stages of the criminal justice process, there exists wide diversity in how this is generated; the absence of clear and harmonized guidelines; and weak inter-institutional coordination and information sharing.

National consultations and assessments conducted by UNDP in the Eastern and Southern Caribbean also point to four interrelated challenges. These are: deficiency in evidence-based approaches to citizen security policymaking; the lack of reliable and comparable national and regional statistics; weak coordination at national, sub-regional and regional levels; and weak institutional capacities. It is against these challenges that the UNDP through the CARISECURE Project seeks to work with countries across the Eastern and Southern Caribbean (Antigua and Barbuda, Barbados, Commonwealth of Dominica, Grenada, Guyana, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago) to bolster institutional capacity to design evidence informed and targeted at prevention programmes aimed at reducing youth involvement in crime and violence.

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In 2017, UNDP launched an assessment across Guyana, St. Kitts & Nevis, and St. Lucia with the objective of better understanding national crime prevention infrastructure, strategies, partnerships, and coordination capacities, and provide recommendations for technical assistance for future data driven prevention programmes. At that time, Regional Security System had no structure, nor proper staff to lead a Regional Observatory. However, the assessment did trigger a rethinking of the concept of a Regional Observatory through a possible increase in dedicated staff, mission and objectives. CariSECURE support to the ICCS and the future implementation of the CariSECURE indicators also created a perfect environment for a sustainable Regional Observatory.

II. Purpose

The purpose of this consultancy is to provide technical support to RSS through the design of a sustainable Regional Observatory, defining all ToR, identifying training needs, if any. In addition the consultancy should support the development of analytical capability of the Observatory through mentoring and finally, support RSS in defining a long term strategy with objectives, deliverables and budget

III. Scope and Objectives

The scope of this Assessment is to provide a clear picture of organizations (national and regional) involved in Crime Prevention more specifically those involved in Youth Crime Prevention, including crime observatories. The Assessment will also provide a list of recommendations about how information collected through CariSECURE could be used as a tool by crime prevention institutions to tackle more efficiently problems faced by specific groups notably young people between the ages of 10 to 29, how partnerships and coordination could be improved. A separate National Legal Assessment has indicated that there are no legislative or regulatory acts preventing flow of information across security institutions and wider concerned stakeholders. These recommendations would also be supported by a National Capacity Assessment of National Crime and violence Data and Statistical Processes.

IV. Methodology

This Consultancy will be home based. It is expected the Consultant will organize video conference with RSS and propose for approval

- A short, mid and long-term strategy for a sustainable and efficient Regional Observatory with clear objectives and steps;
- Develop a organizational structure for an Regional Observatory (3 to 4 full time staff) with reporting lines, ToR and operational budget
- Develop specific SoPs for the Observatory
- Identify training requirements for the Observatory
- Provide web based training to staff
- Provide technical support (back office support)

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V. Expected Deliverables and Timelines

	Expected Output	Percentage	Target Delivery Dates
1	A short, mid and long-term strategy approved by RSS	25%	April 2018
2	Organizational structure with suggested budget, training and related action requirements	25%	April 2018
3	Report on technical support provided with a series of recommendations for improvement	25%	June 2018
4	Training evaluation report positive, at the end of the contract	25%	30 September 2018

VI. Terms and Conditions

- The periods for review and approval of draft reports do not discount nor inflate the working days allotted for this assignment.
- The submission of draft reports does not imply procedural acceptance, nor infer expressed commitment by the UNDP to release payment until such draft reports are approved and deemed Final by way of written confirmation by the CARISECURE Team Leader or his/her nominee.
- Progression to the next deliverable will be initiated by approval of the preceding deliverable submitted which will be communicated together with written confirmation, subject to any other written and mutually agreed amendment by said Team Leader or his/her nominee.
- All versions of all submitted reports should stipulate the Role and Responsibilities of all persons involved in completing this Assessment, not precluding proof-readers and field assistants.

VII. Working days

It is expected the Consultant will work from home. A total of 50 days has been allocated to this consultancy divided as:

- 5 days/month of mentoring/technical support and training to RSS for 9 months (60%)
- 10 days to design the RSS Observatory strategy, related documents and training curriculum (40%)

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VIII. Reporting

It is expected the Consultant will produce on top of the other reports a one page report every month on the level of supported provided to RSS, a list of possible activities planned for the following month and issues or risks if any

IX. Qualifications and Competences

The Consultant selected for this exercise will possess the following minimum qualifications and experience:

- Minimum of 5 years' experience in Crime Prevention research and analysis;
- Demonstrated experience in supporting Observatories;
- Ph Degree in Public Administration, Criminology or related areas;
- Demonstrated experience of working in the Caribbean region;

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 **49 points** would be considered for the Financial Evaluation*

Criteria	Weight	Max. Point
<u>Technical</u>	70	70
<ul style="list-style-type: none">• Ph Degree in Public Administration, Criminology or related areas	10	10
<ul style="list-style-type: none">• Minimum of 5 years' experience in Crime Prevention research and analysis	10	10
<ul style="list-style-type: none">• Proposed Approach and Methodology for conducting the assignment	25	25

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<ul style="list-style-type: none">• Demonstrated experience of working in the Caribbean region	10	10
<ul style="list-style-type: none">• Demonstrated experience in supporting Observatories	15	15
<u>Financial</u>	30	30