

**POLICE PROFESSIONALIZATION CONSULTANT
JAMAICA**

TERMS OF REFERENCE

REGIONAL CARIBBEAN POLICE PROFESSIONALIZATION PROJECT

1	<p>Background and justification</p> <p>PADF is recruiting a Law Enforcement Specialist / Police Professionalization / Police Trainer Expert / Consultant for a Department of State-funded project that will improve Caribbean partner nations' capacity to conduct various policing functions by enhancing and updating academy training and standards and incorporating institutional practices throughout the region. This Consultant position will be based in Kingston and will work with the Jamaican National Police and other relevant stakeholders.</p>
2	<p>Objective</p> <p>The general objectives of the project are:</p> <ul style="list-style-type: none"> ○ Assess police academies' courses, assessment methodologies, practical skill development, and administrative and physical structures ○ Improve academy curriculum techniques and materials based on international best practices and standards ○ Identify and introduce changes to recruitment and vetting practices to increase transparency, effectiveness, and diversity ○ Achieve international standards for law enforcement training by police academies ○ Provide technical assistance addressing gaps in police institutions to improve professionalization efforts
3	<p>Responsibilities and activities of the country consultant</p> <ul style="list-style-type: none"> • Monitor key project activities, timelines, deadlines, and deliverables to ensure efficient project implementation. • Provide assistance to subject-matter experts to assess Jamaica's police academy's basic and new recruit training and other relevant curricula and produce suggested modifications. • Contribute to the updating and upgrading of the Jamaican Police curriculum based on findings and recommendations and conduct pilot testing with professors, trainers, and other police academy facilitators in Jamaica. • Work closely with IMPACS' Regional Advisor and Training Coordinator to understand gaps in courses and priority areas in CBSI-Connect and identify academy curriculum that may address professional development gaps. • Ensure all activity plans follow PADF donor regulations. • Performs research and analysis supporting implementation of the project in the field. • Edits documents, provides input and comments to improve the quality of project materials being produced. • Drafts monthly progress reports for submission to PADF HQ. • Drafts project quarterly reports for submission to the donor. • Communicates well with PADF headquarters staff and contributes to PADF's overall hemispheric strategy. • Provides logistical and administrative support for project activities. • Performs other duties as assigned by the program's Technical Director.

4	Candidate profile
	<p>The ideal candidate will also possess the following:</p> <ul style="list-style-type: none"> • A BA/BS degree in social science, law, international relations, political science, public policy, economics, criminal justice, or related field required. A Master’s degree (or equivalent experience) is strongly preferred. Equivalent education in police academies will be considered. • 5+ years experience in international development, citizen security, policing, government reform, or another related field. • Experience with grant coordination, financial tracking, and monitoring and evaluation required. • Experience managing relationships with international donors including the U.S. Government, bilateral donors, foundations, etc would be desirable. • Excellent written and oral communication skills. • Ability to effectively prepare clear and concise reports, strategies, and/or proposals. • Superior interpersonal skills and ability to interact with staff in Washington D.C. and in the field, as well as law enforcement authorities, community leaders, groups, and stakeholders in Jamaica. <p>In addition to the foregoing qualities, the successful candidate will demonstrate strong organizational development, problem-solving skills, and communication abilities, as well as experience and comfort operating in a fast-paced, multicultural, and self-directed environment.</p>
5	Proposal Documents to Include
	<ul style="list-style-type: none"> a. Please attach your CV to demonstrate how you meet the minimum requirements b. Please include descriptions of similar projects or assignments and at least three client references. c. Hourly Rate
6	Term of the contract
	<p>Estimated start date of contract: July 30, 2022. The contract will have a 6-month duration and must be performed in person in Jamaica.</p>
7	Submission Details
	<ul style="list-style-type: none"> a. Applications must be received no later than July 20, 2022. All proposals are to be submitted following the guidelines listed in this Terms of Reference. b. Validity of bid. 120 days from the submission deadline. c. Amendments. At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by an amendment which will be posted to the PADF website and/or communicated via email.
8	Terms and Conditions
	<p><u>Resulting Award</u></p> <p>This TOR does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.</p> <p><u>Confidentiality</u></p> <p>All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This</p>

	<p>includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.</p>
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