

**CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) CONSULTANT
JAMAICA**

TERMS OF REFERENCE

REGIONAL POLICE PROFESSIONALIZATION AND MODERNIZATION PROJECT

1	<p>Background and justification</p> <p>PADF is recruiting a short-term consultant for a U.S. Department of State Bureau of International Narcotics and Law Enforcement Affairs (INL) funded project that seeks to improve Caribbean partner nation capacity to conduct various policing functions by enhancing academy curricula, training and standards, and incorporating best practices in the police institutions through the region.</p> <p>The project seeks to achieve this by (1) preparing CBSI police academies to receive accreditation after implementing modern police academy standards and (2) preparing CBSI police academies to address critical technical and institutional gaps in police professionalization.</p>
2	<p>Objective</p> <p>The general activities of the project are:</p> <ul style="list-style-type: none"> • Assess the JCF, including its curricula, training, and recruitment practices. • Identify gaps in relation to IADLEST accreditation standards. • Improve JCF Academy curriculum techniques and materials based on international best practices and standards. • Conduct training for JCF Academy trainers so that recruits and personnel are better able to perform police duties.
3	<p>Responsibilities and activities of the consultant</p> <p>This consultancy focuses on Crime Prevention Through Environmental Design. The consultant will work with PADF and the Jamaican Constabulary Force to:</p> <ul style="list-style-type: none"> • Perform a comprehensive assessment of the JCF's current curriculum and courses relating to CPTED. • Provide a series of recommendations to strengthen the JCF's CPTED curriculum. • Create courses and modules relating to CPTED as needed. • Train JCF police staff on CPTED modules. • Monthly reports on activities and training conducted. • Final report, including all meetings, activities, deliverables, and indicators. • Communication and coordination with local Program Coordinator.

4	<p>Candidate profile</p> <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. • More than seven (7) years’ experience in crime and violence prevention, citizen security, law enforcement, or another related field. • Experience with crime prevention through environmental design, curriculum development, financial tracking, and training 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 must 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	<p>Proposal Documents to Include</p> <ol style="list-style-type: none"> a. Please attach your Curriculum Vitae (CV) to demonstrate how you meet the TOR requirements. b. Please include descriptions of similar projects or assignments and at least three client references. c. Your preferred hourly or daily rate and justification for the rate.
6	<p>Term of the contract</p> <p>Estimated start date of contract March 15th, 2023. The contract will have approximately a 5-month duration.</p>
7	<p>Submission Details</p> <ol style="list-style-type: none"> a. Proposals must be received no later than February 28th, 2023, 11:59 EST (UTC - 05:00). Late submissions will not be accepted. Proposals must be submitted via email to scarmona@padf.org . All proposal materials are to be submitted following the guidelines listed in these Terms of Reference. b. Validity of bid: 60 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

Resulting Award

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.

Confidentiality

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 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.