

**LAW ENFORCEMENT USE OF FORCE AND DE-ESCALATION  
CURRICULUM DEVELOPMENT  
JAMAICA**

**TERMS OF REFERENCE**

**REGIONAL POLICE PROFESSIONALIZATION AND MODERNIZATION PROJECT**

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| <b>1</b> | <p><b>Background and justification</b></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>   |
| <b>2</b> | <p><b>Objective</b></p> <p>The general activities of the project are:</p> <ul style="list-style-type: none"> <li>• Assess the JCF, including its curricula, training, and recruitment practices.</li> <li>• Identify gaps in relation to IADLEST accreditation standards and international best practices.</li> <li>• Improve JCF Academy curriculum materials and training techniques.</li> <li>• Conduct training for JCF Academy trainers and Officers in a train-the-trainer method so that recruits and personnel are better able to perform police duties.</li> </ul>  |
| <b>3</b> | <p><b>Responsibilities and activities of the consultant</b></p> <p>This consultancy focuses on law enforcement use of force and de-escalation. The consultant will work with PADF, INL, and the Jamaican Constabulary Force.</p> <p><u>Main Activities</u></p> <ol style="list-style-type: none"> <li>1. Identify international best practices related to law enforcement use of force, de-escalation and conflict mediation principles, strategies, and techniques</li> <li>2. Baseline survey and assessment of current JCF approaches to de-escalation, including curricula, training, and legal mandates, as well as community perceptions of police use of force</li> <li>3. Work plan and recommendations to strengthen the JCF's curricula and training on de-escalation</li> </ol> |

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|   | <p>4. Develop or revise JCF recruit modules and training related to de-escalation law, characteristics of individuals in crisis, methods to defuse situations, communication principles, lethal use of force, and deployment of crisis intervention teams</p> <p>5. Developed continuing education on the topic, utilizing evidence-based methodologies, including short refresher courses</p> <p>6. Conduct a series of trainings for JCF officials on new course content through a train-the-trainer approach, including development of pre- and post-testing tools</p> <p>7. Provide technical advice on the feasibility of creating an evaluation tool for the JCF to measure and validate officers' use of force during operations and opportunities for de-escalation</p> <p><u>General tasks:</u></p> <ul style="list-style-type: none"> <li>• Monthly summary of activities and training conducted.</li> <li>• Final report, including all activities, deliverables, and indicators.</li> <li>• Communication and coordination with local Program Coordinator.</li> </ul>  |
| 4 | <p><b>Candidate profile</b></p>  |
|   | <p>The ideal candidate will also possess the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• More than seven (7) years' experience in crime and violence prevention, citizen security, law enforcement, or another related field.</li> <li>• Experience with curriculum development and training required.</li> <li>• Experience managing relationships with international donors, including the U.S. Government and multilateral organizations would be desirable.</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to effectively prepare clear and concise reports.</li> <li>• 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.</li> </ul> <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><b>Proposal Documents to Include</b></p>  |
|   | <ul style="list-style-type: none"> <li>a. Please attach your Curriculum Vitae (CV) to demonstrate how you meet the TOR requirements.</li> <li>b. Please include descriptions of similar projects or assignments and at least three client references.</li> </ul>   |

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|   | c. Your preferred hourly or daily rate and justification for the rate.  |
| 6 | <b>Term of the contract</b><br>Estimated start date of contract April 1 <sup>st</sup> , 2023. The contract will have approximately a 5-month duration.  |
| 7 | <b>Submission Details</b><br><ul style="list-style-type: none"> <li>a. Applications must be received no later than March 15<sup>th</sup>, 2023. All application materials are to be submitted to <a href="mailto:scarmona@padf.org">scarmona@padf.org</a>, following the guidelines listed in these Terms of Reference.</li> <li>b. Validity of bid: 60 days from the submission deadline.</li> <li>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.</li> </ul>   |
| 8 | <b>Terms and Conditions</b><br><u>Resulting Award</u><br><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> <u>Confidentiality</u><br><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 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> |