

**POLICE RESPONSE TO VULNERABLE POPULATIONS
CURRICULUM DEVELOPMENT
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 project funded by the U.S. Department of State Bureau of International Narcotics and Law Enforcement Affairs (INL). The project 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 international best practices. • Improve JCF Academy curriculum materials and training techniques. • 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.
3	<p>Responsibilities and activities of the consultant</p> <p>This consultancy focuses on the Jamaican National Police’s response to vulnerable populations. 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"> 1. Identify modern and international best practices related to law enforcement interactions with vulnerable populations 2. Comprehensive assessment of the Jamaican Constabulary Force's current rules of engagement, legislative mandate, and curricula and training relating to differentiated responses to vulnerable populations (LGBTQI+, disabilities, mental health, substance abuse, at-risk youth) 3. Develop a workplan on how to address the critical gaps identified in the assessment, including a series of recommendations to strengthen the JCF's standard operating

	<p>procedures, curricula, and training on engagement with vulnerable populations (differentiated by level: organizational policy, Police College/recruit-level, and in-service)</p> <p>4. Develop or revise Jamaican Police College curriculum based on findings of assessment</p> <p>5. Develop tailored courses and methodologies at the in-service level (including participant handbooks and trainer manuals)</p> <p>6. Train JCF in-service officials on course content through a train-the-trainer approach</p> <p><u>General tasks:</u></p> <ul style="list-style-type: none"> • Monthly summary of activities and training conducted. • Final report, including all 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 curriculum development and training required. • Experience managing relationships with international donors, including the U.S. Government and multilateral organizations would be desirable. • Excellent written and oral communication skills. • Ability to effectively prepare clear and concise reports. • 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>

	Estimated start date of contract April 1 st , 2023. The contract will have approximately a 5-month duration.
7	<p>Submission Details</p> <ul style="list-style-type: none"> a. Applications must be received no later than March 15th, 2023. All application materials are to be submitted to scarmona@padf.org, 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	<p>Terms and Conditions</p> <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 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>