

**POLICE INTEGRITY AND ETHICS CONSULTANT  
TRINIDAD AND TOBAGO**

**TERMS OF REFERENCE**

**REGIONAL POLICE PROFESSIONALIZATION AND MODERNIZATION PROJECT**

1	<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>
2	<p><b>Objective</b></p> <p>The general activities of the consultancy are:</p> <ul style="list-style-type: none"> <li>• Assess the Trinidad and Tobago legal and regulatory frameworks on law enforcement ethics and integrity.</li> <li>• Assess the T&amp;T Police Service curricula and training for both new recruits and in-service officers related to police integrity, ethics, and values.</li> <li>• Identify gaps based on research, national legal mandates, and international best standards.</li> <li>• Improve the current curriculum for new recruits.</li> <li>• Create a facilitator handbook for in-service officers.</li> <li>• Conduct training for T&amp;T Police Academy facilitators in a train-the-trainer method.</li> </ul>
3	<p><b>Responsibilities and activities of the consultant</b></p> <p>This consultancy focuses on police integrity, ethics, and accountability. The consultant will work with PADF/Trinidad and Tobago staff, including the Program Coordinator leading this project.</p> <ul style="list-style-type: none"> <li>• Proposed workplan for consultancy activities.</li> <li>• Identify international best practices related to policing ethics, integrity, values and attitudes.</li> <li>• Review the Trinidad and Tobago Police Service (TTPS) legal and regulatory framework, curricula, and training related to police integrity.</li> <li>• Provide summary of findings based on review.</li> <li>• Update and revise the TTPS recruit curricula and training plans related to police integrity.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop a facilitator manual to deliver training for in-service officers, to include topics such as ethical thought processes, promoting police integrity, codes of conduct, police misconduct, reporting misconduct, police accountability, and gender equality and non-discrimination.</li> <li>• Conduct training for TTPS officials on newly developed courses.</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 preferred.</li> <li>• More than seven (7) years’ experience in law enforcement professionalization, citizen security, or justice sector reform.</li> <li>• Experience managing relationships with international donors including the U.S. Government, bilateral donors, foundations, etc. would be desirable.</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to effectively prepare clear and concise reports, strategies, and/or proposals.</li> <li>• Superior interpersonal skills and ability to interact with staff in Washington D.C. and in the field, as well as other stakeholders in Trinidad and Tobago.</li> <li>• Post graduate certification in ethics and integrity in law enforcement organizations, ethics and integrity management, business ethics, professional ethics, or related field will be an asset.</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> <ol 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> <li>c. Your preferred hourly or daily rate and justification for the rate.</li> </ol>
6	<p><b>Term of the contract</b></p> <p>Estimated start date of contract April 1<sup>st</sup>, 2023. The contract will have approximately a 3-month duration.</p>
7	<p><b>Submission Details</b></p> <ol style="list-style-type: none"> <li>a. Applications must be received no later than March 17<sup>th</sup>, 2023. All application materials are to be submitted following the guidelines listed in these Terms of Reference.</li> <li>b. Validity of bid: 60 days from the submission deadline.</li> </ol>

	<p>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.</p>
8	<p><b>Terms and Conditions</b></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>