

**PROJECT SUPPORT CONSULTANT
Trinidad and Tobago**

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 T&T Police Service, including its curricula, training, and recruitment practices. • Identify gaps in relation to IADLEST accreditation standards. • Improve T&T Police Academy curriculum techniques and materials based on international best practices and standards. • Conduct training for T&T Police 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 Finance and Monitoring and Evaluation. The consultant will work with PADF/Trinidad and Tobago staff, including the Program Coordinator leading this project.</p> <ul style="list-style-type: none"> • Proposed Workplan for the consultancy work. • Assessment of current Monitoring and Evaluation tool. • Creation of Monitoring and Evaluation plan for project. • Monthly M&E report, measuring and keeping track of indicators at the regional level. • Creation of a Collaborating, Learning, and Adapting strategy, including a plan to manage learning products. • Development of bi-monthly stories for communications/marketing purposes. • Coordinate input during quarterly reports. • Final report, including all meetings, activities, deliverables, and indicators. • Communication and coordination with local Program Coordinator.

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 preferred. • More than five (5) years’ experience in monitoring and evaluation, justice and law enforcement, business and financial tracking, or project management. • 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 other stakeholders in Trinidad and Tobago. <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	Proposal Documents to Include <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	Term of the contract Estimated start date of contract March 1 st , 2023. The contract will have approximately a 5-month duration.
7	Submission Details <ol style="list-style-type: none"> a. Applications must be received no later than February 20th, 2023. All application materials are to be submitted to Sara Carmona at scarmona@padf.org, following the guidelines listed in these Terms of Reference. b. Validity of bid: 30 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 <u>Resulting Award</u>

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.