



MINISTRY OF JUSTICE

TERMS OF REFERENCE			
Consultancy Title	Architect		
Project Duration	Four (4) months		
Rationale	<p>The Ministry of Justice is executing the recommendations contained in the Justice Reform Implementation Plan (JRIP) 2015-2020 which includes infrastructural development for specific Courts and Justice Institutions. The expansion of the Court of Appeal and the Office of the Director of Public Prosecutions is a specific target within the JRIP and also has implications for the release of significant budgetary support in relation to the European Union's 11th EDF.</p> <p>A deliverable under the JRIP is to establish sound court infrastructure. The Reform action #47 requires the Ministry to develop a Court Facilities Master Plan.</p>		
Objectives	To prepare standard documents to guide the design of Courts and Justice Institutions and the furnishing and equipment supplies for these facilities		
Expected Deliverable	Specifications and Standard documentation for Architectural design and specification Standards Furnishing and Equipment Requirements Document for Courts' Complexes and other Justice Institutions within 4 months from commencement of contract.		
Key Performance Indicator	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Deliverable #1 – Minimum Standards Document for Design</i></p> <ul style="list-style-type: none"> • Equipment schedules • Description of services provided by different Courts/Justice infrastructure • Evidence aid outcome of consultations with key stakeholders • Evidence of Research of International best practices in the design of Courts infrastructure • Final document approved by stakeholders • Evidence of Security, Ease of Access, Customer Centric, Environmental and Considerations of design • Finishes schedules </td> <td style="width: 50%; vertical-align: top;"> <p><i>Deliverable #2 – Standard Furnishing and Equipment Requirement Document for Courts and other Justice Institutions</i></p> <ul style="list-style-type: none"> • Alignment of services to furnishing and equipment achieved • Final document approved by stakeholders detailing furnishing and equipment requirements for Courts/Justice Institutions • FFE Schedules </td> </tr> </table>	<p><i>Deliverable #1 – Minimum Standards Document for Design</i></p> <ul style="list-style-type: none"> • Equipment schedules • Description of services provided by different Courts/Justice infrastructure • Evidence aid outcome of consultations with key stakeholders • Evidence of Research of International best practices in the design of Courts infrastructure • Final document approved by stakeholders • Evidence of Security, Ease of Access, Customer Centric, Environmental and Considerations of design • Finishes schedules 	<p><i>Deliverable #2 – Standard Furnishing and Equipment Requirement Document for Courts and other Justice Institutions</i></p> <ul style="list-style-type: none"> • Alignment of services to furnishing and equipment achieved • Final document approved by stakeholders detailing furnishing and equipment requirements for Courts/Justice Institutions • FFE Schedules
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Scope of Work	<ul style="list-style-type: none"> • Consultations with key stakeholders – Judiciary, MOJ • Research on international best practices in design of Courts and Justice Institutions • Detailing of services offered by each Court and Justice Institution and alignment of design to services • Prepare sketches/drawings of Courts, Complexes, Justice Centres to include special judicial services at complexes, amenities for workers and users, levels of security required for categories of workers/users and technological support infrastructure • Prepare and agree on standard documents to guide Design developments for FYs 2019/2020-2023/24 and Procurement activities for FYs 2019/20-2023/24
Qualification and Experience	<p>Minimum Education:</p> <ul style="list-style-type: none"> • Graduate Degree in Architecture • Registered Architect <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5years post graduate experience in a wide variety of Architectural and Planning projects
Skills and Requirement/Key Competencies	<ul style="list-style-type: none"> • Highly developed design standard • Sound Technical and Contractual Knowledge • Ability to operate within a multi-disciplinary environment • Ability to communicate effectively both in oral and written form • Highly developed Drafting Skills • Literacy in computer Aided Design
Reporting and Supervision	<p>Reports to the Director, Property Management and Special Projects</p>
Characteristics of Consultancy	<ul style="list-style-type: none"> • Level of effort – 90 man-days • Type of consultancy – individual • Type of Contract – fixed price
Summary of Proposed Activity (in 250 words)	<p>The development of two standard documents to guide major infrastructural works over the 2019/20-2022-23 Fiscal Years in respect of:</p> <ul style="list-style-type: none"> • Three Regional Judicial complexes (St. James, St. Ann, Manchester) • Spanish Town Parish Court Complex • Hagley Park Road Complex to house Half Way Tree Criminal Court, Traffic and Coroner’s Court and aid additional Traffic Court • Trelawny Parish Court Complex • Supreme Court • Family Courts <p>The documents should detail:</p> <ol style="list-style-type: none"> 1. Standard Design requirements for Courts/Justice Institution Infrastructure 2. Standard requirements for furnishings and equipment for Court/Justice Institutions infrastructure