



MINISTRY OF JUSTICE
JUSTICE UNDERTAKINGS FOR SOCIAL TRANSFORMATION

**CONSULTANCY TO DEVELOP YOUTH
ENGAGEMENT AND GENDER STRATEGY FOR THE
JUSTICE SECTOR: JUSTICE REFORM
IMPLEMENTATION UNIT**

(JUST Program Output #1.2)

July 10, 2018

Dear Consultant

Re: CONSULTANCY TO DEVELOP YOUTH ENGAGEMENT AND GENDER STRATEGY FOR THE JUSTICE SECTOR: JUSTICE REFORM IMPLEMENTATION UNIT

You are invited to submit a proposal for the captioned consultancy on behalf of the Justice Undertakings for Social Transformation in the Ministry of Justice. Please see Terms of Reference below for information regarding the consultancy.

Applicants are required to submit the following:

- 1. A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;**
- 2. Personal CV highlighting qualifications and experience in similar projects; Work references - contact details (e-mail addresses) of referees (organization for whom you have produced similar assignments);**
3. The deadline for the submission of your proposal is no later than **2:00PM** on Friday July 27, **2018**
4. Proposals may be submitted electronically by email to leevon.phillips@moj.gov.jm
5. Proposals submitted will be evaluated and a Contract issued to the most suitable consultant with consideration given to the consultant's qualification and experience as follows:

Education	30
Experience doing similar work	50
Quality of the Proposal/Understanding of TOR	20

The procuring entity reserves the right to cancel the tender process or reject any or all quotations at its discretion without liability. Your quotation should be valid for a period of 60 days from the deadline for submission of quotes. Further information can be obtained from:

Leevon Phillips
Procurement Specialist
Ministry of Justice
Justice Undertakings for Social Transformation
Tel: 876-4923, Ext. 5703
Email: leevon.phillips@moj.gov.jm

Sincerely,

Althea McBean
Programme Director JUST

TERMS OF REFERENCE

CONSULTANCY TO DEVELOP YOUTH ENGAGEMENT AND GENDER STRATEGY FOR THE JUSTICE SECTOR: JUSTICE REFORM IMPLEMENTATION UNIT

1.0 Programme Background

The Government of Jamaica (GOJ) has made justice sector reform a national priority. The transformation of this sector is seen as a critical component in the thrust towards Jamaica achieving its broader governance objectives outlined in Jamaica's Vision 2030; this is the long-term strategic framework aimed at bringing Jamaica to developed-country status over the next two (2) decades. This objective is also supported by the Public Sector Transformation Programme, which aims to assist with the modernization of several Ministries, Departments and Agencies (MDAS), including the Ministry of Justice. Additionally, the Medium-Term Socio-Economic Policy Framework (MTSEPF) 2009-2012, the Public Service Modernization Vision and Strategy 2002-2012, and the Jamaica Justice System Reform Policy Agenda Framework (2009-2013) have identified priority objectives related to governance issues, including justice reform. The current reform initiatives being implemented by the Ministry of Justice are contained in the Justice Reform Implementation Plan (2015-2020).

It is within this context that the Ministry of Justice (MoJ), through partnership with Global Affairs Canada (GAC) has embarked on a programme to transform the Jamaican justice sector. To guide the implementation of this transformation, the MoJ has established the Justice Undertakings for Social Transformation (JUST) Programme. The Justice Reform Implementing Unit (JRIU) is the local implementing entity within the Ministry of Justice, while the Department of Justice Canada offers technical legal assistance and the UNDP administers the finances and provides quality assurance.

The Programme's Intermediate Outcomes are "a more efficient, transparent and gender-responsive functioning of the justice system in Jamaica and justice services that are more customer-focused and gender-responsive". Contributing to this are the following three (3) Immediate Outcomes:

1. **Improved service delivery and management capacity of justice sector institutions.** The JUST Programme will provide technical assistance to key justice institutions, in order to strengthen the capacity of these institutions to sustain the effective management and ongoing development of the sector. The six (6) beneficiary entities are; the Ministry of Justice, The Attorney-General's Department, Office of the Director of Public Prosecutions, The Courts, The Legal Reform Department and Office of the Parliamentary Counsel. The interventions which will include costed strategic plans and piloted changes in operational practices are aimed at the improvement of the GoJs management practices, work processes and human resource capabilities.
2. **Improved capacity of Ministries, Departments and Agencies (MDAs) to develop legislative policy.** The JUST Programme will seek to streamline and improve the legislative drafting process. The Programme will work to strengthen the organization and operations of the Office of the Parliamentary Counsel, which has responsibility for drafting Jamaica's statutes and other legal instruments. By introducing drafting tools, templates and capacity-building initiatives, legislative drafters will be better able to consistently produce top-quality statutes and other legal instruments in a timely manner. This will among other things, support the move away from the

iteration of legislative policy and towards a more targeted focus on the drafting process in the workflow of legislative drafters; and

3. **Improved capacity of communities and civil society organisations to participate in justice reform and promote public order.** The integration of civil society as active participants in discussions about justice and security policies is seen as an effective way to sustain a national commitment to the ongoing improvement of justice sector institutions and policies. The JUST programme will therefore work with non-government and civil society organizations, including the Jamaica Bar Association, to monitor, analyse and impact justice reform policy.

2.0 Rationale for Consultancy

The beneficiaries of the justice sector are men, women, boys and girls with different needs and lived experiences. The administrators are men and women who also have their different needs and experiences which can influence their decisions. To ensure that all benefit in an equitable manner, it is imperative that youth and gender concerns and experiences form an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes. The engagement of a youth and gender expert will enable the Ministry to develop a youth and gender strategy and action plan in order to mainstream youth and gender responses throughout the various MDAs.

The engagement of a consultant is directly related to the fulfilment of JUST Programme outcomes and specifically, the following immediate outcome: ***“Improved capacity of justice sector entities to manage and implement their core business”*** This is directly related to the achievement of the second Intermediate Outcome, “Justice Services that are more customer-focused and gender responsive”. It is expected that this consultancy will aid the Justice Sector to provide high quality youth and gendered service delivery to its clients.

3.0 Objective

The objective of this Consultancy is to produce over a period of 6 months a detailed Youth Engagement and Gender Strategy for the justice sector and to ensure that outputs remaining for implementation under the JUST Programme result in youth and gender responsive functioning of the justice system. This Consultancy should also promote increased equitable access by women, men and youth to legal information, legal advice and support services.

4.0 Scope of Work

a) Conduct Preliminary Research Activities.

1. Conduct a comprehensive desk research, which will include, but not be limited to:
 - Review of the Jamaica Justice System Reform Policy Agenda Framework;
 - The JUST Programme Implementation Plan;
 - the Jamaica Justice System Reform Task Force Report;
 - the National Youth Mainstreaming Strategy; the National Youth Policy
 - the National Policy for Gender Equality or any other relevant documentation provided by the Justice Reform Implementation Unit (JRIU);
 - The Justice Reform Implementation Plan 2015-2020

- A complete review of relevant background documents and information pertaining to the development of policies and legislation by the Government of Jamaica relevant to youth and gender issues;
- A complete review of strategies used by democratically elected governments internationally to facilitate the consistent and efficient implementation of Youth Engagement and Gender Mainstreaming Strategies.

b) Development of a Youth Engagement and Gender Mainstreaming Strategy and Action Plan

1. Convene group or individual stakeholder consultations with the following entities:
 - Courts;
 - Ministry of Justice;
 - Office of the Director of Public Prosecutions;
 - Victim Services Division
 - Attorney General’s Chambers;
 - Legal Reform Department;
 - Office of the Parliamentary Counsel
 - Restorative Justice Unit and Child Diversion Programmes; and
 - Statute Law Commissioners of the Law Revision Secretariat
 - Justice Training Institute
 - Judicial Education Institute
 - Bureau of Gender Affairs, Ministry of Culture, Gender, Entertainment and Sport
 - Child Protection and Family Services Agency
 - Youth Division, Ministry of Education Youth and Information
 - School Resource Officers, Jamaica Constabulary Force

This should be done as a component of a detailed Youth Engagement and Gender Equality audit of the Justice Sector programmes and its service delivery standards and capacity.

2. Based on findings of the preliminary research, the Consultant will design a Youth Engagement and Gender Mainstreaming Strategy and Action Plan to consist of:
 - a) A vision for the Youth Engagement and Gender Mainstreaming Strategy; and
 - b) An action plan, incorporating proposed activities and ideas identified during preliminary discussions with the identified entities. The Action Plan will be detailed for each remaining year of the JUST Programme to 2020 and will include verifiable indicators for the medium and long term progress, in accordance with the objectives mentioned.
3. Develop, design and deliver an effective and inclusive Implementation Plan together with training modules to increase Youth and Gender awareness and practices throughout the Justice Sector as detailed in the Strategy. The training modules should utilise adult learning principles and practices while utilizing a variety of methods including E-learning.
4. Work with members of multi-disciplinary teams to support the incremental integration of Youth Engagement and Gender Equity mainstreaming activities and outcomes into Justice Sector entities.
5. Training of Justice Sector personnel to effectively integrate the Youth and Gender Strategy into Justice Sector entities.

5.0 Deliverables

Planning

1. Work Plan within ten (10) days of signing the contract, inclusive of a brief conceptualization of the Action Plan to be developed

Preliminary Research Activities

2. Report on the results of preliminary research activities undertaken within thirty (30) working days of receiving approval of the Work plan

Development of a Youth Engagement and Gender Mainstreaming Strategy

3. Draft Youth Engagement and Gender Mainstreaming Strategy and Action Plan for comments and feedback within ten (10) working days of receiving review on the preliminary research report
4. Final Youth Engagement Gender Mainstreaming Strategy and Action Plan within seven (7) working days of receiving review on the draft Strategy and Action Plan

Action Plan

5. Implementation Plan inclusive of training modules accepted within ten (10) working days of approval of the Gender Mainstreaming Strategy.
6. The Youth and Gender Consultant will undertake training of Justice Sector personnel to effect integration of the Youth Engagement and Gender Strategy initiated within twenty (20) days of receiving approval of the Implementation Plan.

MINIMUM QUALIFICATION AND EXPERIENCE

Post graduate Degree in the Social Sciences with a focus on Youth and Gender Studies and a minimum of five years work experience in Diversity, Inclusion and Gender Equality and Equity.

OR

Bachelors Degree in the Social Sciences with a focus on Youth and Gender Studies and a minimum of eight 8 years work experience in Diversity, Inclusion and Gender Equality and Equity.

REQUIRED COMPETENCIES

- Demonstrated knowledge and experience of Youth Engagement, Gender Equality and Equity, Diversity and Inclusion;
- Comprehensive understanding of issues of social and economic marginalization within the community;
- Demonstrated application of Cultural Competency and challenges in Jamaica relating to Youth and Gender Equality and social inclusion of all members of the community;
- Excellent written and oral communication skills;

- Excellent interpersonal and relationship building skills in challenging and stressful environments;
- Ability to formulate proactive measures to achieve goals and objectives
- Strong analytical skills combined with the ability to identify appropriate research methodology and reporting protocols;
- Ability to work independently and also effectively in a team as required;
- Proven computer skills (Microsoft Word, PowerPoint and Excel);
- A high level of professionalism and time management skills;
- Ability to interpret the National Gender Policy as regards its relevance to the Justice Sector and the role it can play in gender responsiveness to justice-related issues.

EXPECTED DURATION OF ASSIGNMENT

This consultancy is expected to last for a period not exceeding 6 months.

CONSULTANCY FEES

The client will pay the consultant a sum total of \$1,550,000.00.

Approval of deliverables submitted: The performance of the Consultant will be reviewed by the Director, Justice Reform Implementation Unit upon submission of deliverables according to approved outputs prior to authorization of payment/s.

REPORTING REQUIREMENTS

Technical Reporting:

The Consultant will report directly to:
 The Director, Justice Reform Implementation Unit
 The Ministry of Justice
 61 Constant Spring Road
 Kingston 10

The Consultant will meet with an officer designated by the Director, Justice Reform Implementation Unit for a briefing session within three (3) working days of the contract being awarded.

APPLICATION

Applicants are required to submit the following:

1. A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
2. Personal CV highlighting qualifications and experience in similar projects;
3. Work references - contact details (e-mail addresses) of referees (organisation for whom you have produced similar assignments);