



## MINISTRY OF JUSTICE

### TERMS OF REFERENCE

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<b>Consultancy Title</b>	Architectural Consultancy Services for the Development of Standard Requirements Document for Courthouse and Justice Institution
<b>Project Duration</b>	Six (6) Months
<b>Rationale</b>	<p>The Ministry of Justice (MoJ) is executing the recommendations in the Justice Reform Implementation Plan (JRIP) 2015-2020 which includes infrastructural development for specific Courts and Justice Institutions.</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. The Courthouse and Justice Institution Standard Requirements Document (hereinafter referred to as the 'Standards Document') will be a key component that informs the development of this Master Plan.</p>
<b>Objectives</b>	To prepare a detailed Standards Document to guide the design of Court Buildings/complexes, to include the furnishings and equipment for these facilities.
<b>Expected Deliverables</b>	<ol style="list-style-type: none"> <li>1. To prepare an Inception Report, inclusive of proposed methodology(s), activities and timelines.</li> <li>2. First Drafts of two distinct volumes of the Standards Document – the first one for the Regional Court Complexes; the second one for Parish Court Complexes, Family Court Buildings and the Supreme Court Complex.</li> <li>3. Revised Draft of each of the two volumes of the Standards Document for Court Complexes/Buildings.</li> <li>4. Finalised Standards Document – Volumes One and Two – for Court Complexes/Buildings (Bound and Digital Copies).</li> </ol>
<b>Specification of Key Outputs</b>	<p><i>Deliverable #1 – Inception Report</i></p> <ol style="list-style-type: none"> <li>A. Detailed method Statement</li> <li>B. Schedule of activities (i.e., Work Plan)</li> <li>C. Stakeholder Register</li> <li>D. Programme for Consultations (Stakeholders, Professionals, etc.)</li> <li>E. Programme for Site Visits</li> </ol>
	<p><i>Deliverable #2 – First Draft of each volume of the Standards Document</i></p> <ul style="list-style-type: none"> <li>• Detailed documentation of standard</li> </ul>

	<p>requirements/specifications for Architectural Design, Furnishing and Equipment for Court Buildings/ Complexes.</p> <ul style="list-style-type: none"> <li>• Document should also include – <ul style="list-style-type: none"> <li>○ Summary of findings of desk studies and other stakeholder consultations;</li> <li>○ Summary of findings of research into solutions from other jurisdictions</li> </ul> </li> </ul> <hr/> <p><i>Deliverable #3 – Revised Draft of each of volume of the Standards Document</i></p> <ul style="list-style-type: none"> <li>• Revised document containing details of standard requirements/specifications for Architectural Design, Furnishing and Equipment for Court Buildings/ Complexes;</li> <li>• To include <i>all accepted amendments and additions</i> identified from review of first draft by key stakeholders.</li> </ul> <hr/> <p><i>Deliverable #4 – Finalised version of each of the volumes of the Standards Document for Court Buildings/ Complexes</i></p> <ul style="list-style-type: none"> <li>• Finalised version of document containing details of standard requirements/specifications for Architectural Design, Furnishing and Equipment for Court Buildings/ Complexes;</li> <li>• To include <i>all accepted amendments and additions</i> identified by key stakeholders at all stages of development of the document;</li> <li>• Final publication to be presented in both print (bound) and digital formats (CD), to include the requisite number of copies (hard and soft).</li> </ul>
<p><b>Scope of Work</b></p>	<ul style="list-style-type: none"> <li>• Conduct and document findings of Consultations with key stakeholders – Judiciary, MoJ, CMS, MNS (i.e., Protective Services, Correctional Services, etc.), ODPP, JAMBAR, etc.</li> <li>• Research on international best practices in the design of buildings/structures housing Courts and other Justice Institutions;</li> <li>• Detailing of judicial, legal, administrative, victim support and alternative dispute resolution (ADR) services to be offered at each Court building/complex, and the alignment of design imperatives to facilitate said services;</li> <li>• Prepare sketches/drawings of (standalone) Court Buildings and Complexes, 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;</li> <li>• Prepare and obtain agreement of key stakeholders on standard documents to guide the design of intended infrastructure development for FYs 2019/2020-2023/24 and Procurement activities for FYs 2019/20-2023/24.</li> <li>• Design Considerations should include - energy efficiency, ease</li> </ul>

	<p>of maintenance, accessibility, signage to aid the movement of persons on the site, operational health and safety, security, ease of construction and landscaping.</p> <ul style="list-style-type: none"> <li>• Consolidation of information gathered and designs/solutions developed into the preparation of the Standards Document - Volumes One and Two.</li> </ul>
<b>Qualification and Experience</b>	<p>Minimum Education:</p> <ul style="list-style-type: none"> <li>• Post-graduate Degree in Architecture</li> <li>• Registered Architect (ARB Jamaica)</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• Minimum of ten (10) years post-graduate experience in a variety of Architectural and Planning projects</li> <li>• Conducting Architectural Research and Publication</li> <li>• Developing Project Proposals</li> </ul>
<b>Skills and Requirement/Key Competencies</b>	<ul style="list-style-type: none"> <li>• Highly developed solution-oriented, design competencies</li> <li>• Sound theoretical, technical and practical knowledge</li> <li>• Ability to operate within a multi-disciplinary environment</li> <li>• Sound research and conceptualization skills</li> <li>• Ability to communicate effectively both in oral and written form</li> <li>• Proficiency in current Computer Aided Design applications</li> </ul>
<b>Reporting and Supervision</b>	<p>Reports to the Infrastructure Projects Manager, Property Management and Special Projects Branch, MoJ</p>
<b>Characteristics of Consultancy</b>	<ul style="list-style-type: none"> <li>• Level of effort – 90 man-days</li> <li>• Type of consultancy – Firm (to include a profile of the proposed item)</li> <li>• Type of Contract – Fixed price</li> </ul>
<b>Summary of Proposed Activity (in 250 words)</b>	<p>The development of two volumes of the Standards Documents to guide major infrastructural works over the 2019/20-2022-23 Fiscal Years in respect of:</p> <ul style="list-style-type: none"> <li>• Three Regional Judicial complexes (St. James, St. Ann, Manchester)</li> <li>• Spanish Town Parish Court Complex</li> <li>• Hagley Park Road Complex to house Half Way Tree Criminal Court, Traffic and Coroner’s Court and aid additional Traffic Court</li> <li>• Trelawny Parish Court Complex</li> <li>• Supreme Court</li> <li>• Family Courts</li> </ul> <p>Each volume of the Standards Document should be capable of standing on its own, and should detail:</p> <ol style="list-style-type: none"> <li>1. Standard Design requirements for Courts/Justice Institution Infrastructure</li> <li>2. Standard requirements for furnishings and equipment for Court/Justice Institutions infrastructure</li> </ol>

