



Terms of Reference for Access to Justice Training for Users, Advocates, and Duty Bearers of the Jamaican Justice System

Project Profile

Project Name	A New Jamaican Justice Era: Consolidating Community Access and Alternative Justice for the Protection of All
Project Objective	<p>Goal: To improve Jamaicans' access to justice and promote the 'rule of law.'</p> <p>Objectives:</p> <ul style="list-style-type: none"> • To strengthen the legislative framework of local alternative justice systems by developing a victimology focused alternative justice framework. • To enhance the protective environment for persons, particularly women and children, in contact with the law • To support the further development and consolidation of mediation and restorative justice services at the community and national levels.
Agency	University of the West Indies, Mona
Project Beneficiaries	<p>Senior officials within the Government of Jamaica (GoJ) ministries of youth, education, and justice</p> <p>Urban and rural legal aid clinics, mediation and restorative justice centres</p> <p>Civil society organizations (CSOs) and community-based organizations (CBOs)</p> <p>Young persons in secondary and tertiary schools across the island</p> <p>Victims and perpetrators of family violence</p> <p>Non-state community justice actors</p>



Assignment Objectives

The purpose of this assignment is to conduct training sessions aimed at building the capacity of service providers, users, and advocates of effective formal and alternative justice services.

The training sessions will be conducted with the aim of providing the participants with operational knowledge and understanding of international best practices norms and standards regarding access to justice, alternative justice, and children's rights.

The training material used in the sessions will be based on the findings of a needs assessment conducted by the consultant(s) contracted to carry out the training sessions.

Scope of Work and Key Tasks

Training and Workshop

The consultant will be responsible for the planning, development of module, and delivery of the 14-days training workshop for; legal officers, social workers specializing in child development and domestic violence, police officers, community members, and non-governmental organizations (NGOs).

The consultant is expected to use all or a combination of participatory training methods in the execution of the training sessions. As such, the participatory training sessions will reflect the use of:

- Lecture
- Case Study
- Role Play
- Simulation
- Instruments
- Learning Games

In addition to the findings of the needs assessment, it is expected that the training sessions will provide participants with the knowledge and skills in the area of **Legal Service Provision**.



Therefore, the sessions will provide and discuss the rights available to all citizens within the borders of Jamaica. Specifically, the sessions will highlight and discuss examples of best practices related to the provision of legal support to:

- survivors of gender-based violence
- children who come in contact with the law, with reference to the Child Diversion Act of Jamaica, and
- the general public regarding police and court procedures for selected criminal and civil matters.

The participants should be able to critically reflect on the types of legal services provided by the State and how these could be further developed to enhance the positive experience of users.

Additionally, the sessions should detail the alternative justice and legal aid services that are offered by state and non-state agencies. As such, the sessions will focus on:

- **Mediation**
- **Restorative Justice**
- **Dispute Resolution Techniques for Service Providers**
- **Counselling**

During the sessions, the consultant is expected to provide participants with relevant reference materials which may assist them with their work. Additionally, the training sessions should reflect the use of the appropriate gender approach to the process of knowledge transference and, inter-sectoral collaboration and coordination.

Needs Assessment and Report with Recommendations for the Way Forward

Based on information from the needs assessment conducted prior to the training, as well as discussions during and after the training, the consultant is expected to produce a report (max. 10 pages). The report will outline the main opportunities, challenges, gaps to be addressed from the needs assessment, and recommendations as to the way forward for the sustained access to training and sensitization at the community level in the formal and alternative legal service provision.



Summary of Phase 1 Deliverables - Content and Material Development:

The deliverables take into account preparations and actions leading up to, during, and after the training. Set out hereunder is a summary of the key deliverables for the consultancy:

- Undertake capacity needs assessment of the target audience to be trained
- Develop interactive and detailed training modules/training session plans and all accompanying background material for the delivery of training workshops
- Develop a virtual/soft copy of training for online content delivery
- Mobilize multi-sectorial training participants from law enforcement, child protection, civil society and the judiciary

Summary of Phase 2 Deliverables - Delivery of Training Sessions:

- Deliver fourteen-day training for selected service providers and users from different sectors
- Conduct a detailed evaluation of the modules/workshop(s) to gauge participants' feedback so as to improve the workshop/training materials
- Develop training workshop report
- Develop a report (max. 10 pages) outlining the way forward for the sustained access to training and sensitization for justice users, advocates and duty bearers within the alternative justice sub-sector. The report must outline the main opportunities, challenges, gaps to be addressed flowing from the needs assessment, and make the necessary recommendations.

Remuneration and Expenses

UWI Mona via the Equal Rights and Justice project shall pay the consultancy fee to the consultant as agreed between both the parties by contract agreement. All travel and local expenses shall also be included in the contract agreement.



The payment schedules will be based on the successful submission and review of the milestones stated below:

- 30% of the total payment will be made upon the submission and approval of the needs assessment
- 40% of the total payment will be made upon the submission and approval of the detailed workshop plan, methodology, and background materials
- 20% of the total payment will be made upon the completion of the training sessions
- the final 10% of the total payment will be made upon the submission and approval of the training and way forward reports

Qualifications and Experience

Consultants with the following experience are welcome to apply:

- Advanced university degree in law, gender, development studies, international relations, or other related disciplines
- At least 5 years of experience in the development and provision of legal representation and advice support programmes for individuals engaged in criminal or civil matters before the courts
- Sound knowledge of international standards on human rights, women's rights, and Jamaica's Child Diversion Act
- At least 5 years of experience in programme design, implementation, reporting, and monitoring, preferably in the field of Access to Justice
- Good experience in conducting workshop and management, including participatory training approaches
- Good knowledge of latest developments in international best practices related to the topic, including work of the EU bodies



- Excellent writing and oral communication skills in English

Evaluation

The criteria for evaluating offers will be:

- Technical Qualification - weight [70%]
- Financial Proposal - weight [30%]

A two-stage procedure will be utilized to evaluate proposals. The technical proposal will be evaluated independent of the financial proposal. The financial proposal of candidates whose technical proposals have met the qualifying minimum technical score of 70% will be evaluated. The points allocated to each factor are shown in the table.

Criteria	Weight	Max. Point
Technical		70
<ul style="list-style-type: none"> • Academic background 		20
<ul style="list-style-type: none"> • Relevant experience in the promotion of human rights, with attentiveness to children's and women's access to justice, legal training, and international laws and policies. 		20
<ul style="list-style-type: none"> • 5 years of experience working in Jamaica's justice system, with attentiveness to the development and provision of legal representation and advice support programmes. 		10
<ul style="list-style-type: none"> • Sound knowledge of international standards on human rights, child diversion policies, and women's rights. 		10
<ul style="list-style-type: none"> • Good experience in conducting workshop and management including participatory training approaches 		10
Sub-total A. (Technical)		
Financial	30	30
Sub-total B. (Financial)		30
Total (A+B)		100



Submission of Application

To be eligible for consideration, each applicant is required to submit a proposal containing all items listed below:

- Duly accomplished Letter of Confirmation of Interest and Availability;
- Description of all past experiences from similar projects;
- Curriculum vitae of the main trainer who will carry out the workshops;
- Brief description of why the individual considers him/herself/agency as the most suitable for the assignment, as well as the methodology on how he/she/the agency will approach and complete the assignment;
- Financial proposal: The financial proposal shall specify a total lump sum amount with a clear break down of all costs.

The proposal should be submitted in electronic format by **September 27, 2019**, to justice.rights.equal@gmail.com. Late applications may be rejected. Applications without financial proposal will be treated as incomplete and will not be considered for further processing.

Communication

Questions, clarifications, or additional information on the consultancy should be submitted in writing to:

Cush Sewell Lewis
Project Coordinator
E-mail: lewis_cush@yahoo.com
Phone: (876) 352-3729