

JAMAICA SOCIAL INVESTMENT FUND

INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)

TERMS OF REFERENCE

CONSULTANCY: ICDP SPORTING DEVELOPMENT AND NEEDS ANALYSIS
PROJECT - SOFT SKILLS COMPONENT

1. GENERAL INTRODUCTION

The Jamaica Social Investment Fund (JSIF) was established in December 1996 as a component of the Government of Jamaica's strategy to reduce and eradicate poverty. Recognizing the limited capacity of existing government institutions to implement small-scale projects at the community level, Cabinet in December 1995 approved the establishment of the JSIF as a key component of the Government's National Poverty Eradication Programme (NPEP). JSIF invests in community-based projects as a means for empowering communities and building social capital. By involving communities fully in identifying, prioritizing, planning, managing and monitoring their own development projects, JSIF helps to build local capacity to sustain and extend development initiatives.

The JSIF is an autonomous government company designed to provide investments in community-based projects island wide and is a demand-driven financial intermediary. It works in partnership with communities, the private sector, non-governmental organizations (NGOs), and donor agencies, in seeking to channel benefits to the poorest communities across the country. The JSIF promotes, appraises, finances and supervises sub-projects in the following areas:

Social Infrastructure - includes the rehabilitation, expansion, construction & equipping of facilities such as schools, health centres, community centres, homes for the elderly and persons with disabilities, infirmaries; it also includes the construction and rehabilitation of public sanitary conveniences, drains, canals and community-based water systems.

Economic Infrastructure -includes the rehabilitation and upgrading of parochial, feeder and urban access roads and the construction and rehabilitation of community-based agro-processing facilities. Activities to improve market access for micro and small-scale rural agricultural producers and tourism product and service providers.

Social Services - includes assistance to programmes offering services in career guidance and job placement, counseling (including conflict resolution & drug abuse), parenting and family life education, and skills training to the un/under employed and persons with disabilities.

Organizational Strengthening - includes technical assistance and training for community-based organizations to assist them in developing and managing community-based projects and organizations, to governmental and non-governmental institutions in

participatory project cycle management and improving the support they can provide to communities in managing community development initiatives.

2. BACKGROUND TO INTEGRATED COMMUNITY DEVELOPMENT PROJECT

The Government of Jamaica signed a loan with the World Bank for the funding of the Integrated Community Development Project (ICDP) with JSIF as the implementing Agency. The ICDP aims to improve the access of residents within eighteen (18) poor inner city communities to reliable potable water, sanitation, solid waste management, road infrastructure and related community-based services. Additionally, it aims to enhance public safety in project communities by providing financing to interventions focused on both short-term mitigation and conflict resolution and medium term social prevention services in areas including: alternative livelihood and skills development, youth education and recreation, CBO capacity building, family support services.

The project is being implemented in eighteen (18) communities located in seven parishes across the island, namely: Barret Town, Anchovy, Granville and Retirement in **St. James**; York Town, Treadlight and Canaan Heights in Clarendon; Ellerslie Garden in **St. Catherine**; Steer Town in **St. Ann**; Rema, Hannah Town, Greenwich Town, Rose Town, Majestic Garden, Tivoli Gardens, Maxfield and Denham Town in **Kingston & St. Andrew**.

3. BACKGROUND TO ASSIGNMENT

The problem being addressed is the low number of young people accessing and/or competing for the training offerings being funded by the JSIF in communities. The JSIF is seeking to train over two thousand (2000) youth people in eighteen (18) ICDP communities with an estimated young population of around 20,000. The programme has engaged to date under 1000 youths across the 18 communities. The JSIF outreach is predominantly through the execution of community fairs in the targeted communities, which has successfully engaged a wide catchment of residents including the very young and the very old.

The lack of specific data on the at risk and unattached youth population at large in the JSIF communities is an impediment to proper design and planning of the youth focused programmes such as skills training and the youth in technology push. Consequently, more market driven offerings tailored to meet the needs of the target population are needed.

The project will make use of the opportunity of the gatherings of young people to at events JSIF will be facilitating engage them on issues of training, job prospects, and community development participation. These will include pre-activities information sharing sessions, high profile sporting events in the communities and shared success stories of other young people in the JSIF Programme.

Specifically, the project the project will address the following:

Data Collection and Needs Analysis

A survey of youths from the eighteen (18) ICDP targeted communities interested in training will be conducted and the data analyzed to identify and quantify the needs of the target population. The data collection exercise will also provide an opportunity to look at the recreational and sporting needs of the communities. The project will direct attention primarily at a series of sporting engagements (to include but not limited to) in the areas of football, Swimming, Netball, and Athletics etc as attractions to bring out the youth population for processing. This processing (survey) will serve as a pre-condition to participation. The project will filter out those young people with interests in the blue economy for training in areas such as underwater welding, water sports instructions and or coordinators and life guards as a special and specific contribution to this sector. The opportunity will also be used to refine data on educational level through the administration, where needed, of the JSIF Math and English Test.

Sporting and Recreational Events

The project will use sports as a gateway to engage the unattached and hard to reach youths within the communities. The sporting events will be high visibility events and include prizes and giveaways as an incentive for participation. The JCF and other agencies working in the communities will be invited to build teams to participate in all events but these teams will not be eligible for a prize. The sporting events will include Football, Swimming, Netball, and Athletics etc. The sporting events will also be used as a tool to identify talents within the community that can be developed to earn in the activity based industry; traditional sports, water sports coordinator, etc.

Skills development and Capacity Building

This project responds directly to the ICDP's Project Development Objective to train, certify and engage members of the youth population in ICDP targeted communities as a direct contribution to public safety.

The project will serve as a quick response training fund to execute immediate placement of energized and willing young people to access training, job related offerings and developmental opportunities in sports and other areas.

4. OBJECTIVES OF THE ASSIGNMENT

To provide ‘Soft and Life Skills’/personal capacity building coaching to young people, 17-29 years old covering: job readiness skills (resume writing, interviewing skills, psychological readiness for work, physical readiness for work etc.), etiquette, drug resistance coaching, inclusion support (TRN, Birth Certificate application etc).

Expected outcomes of the training:

300 ICDP community residents coached in ‘Soft and Life Skills’/personal capacity building demonstrably.

5. SCOPE OF WORK

Specifically, guided by psychological assessment, the consultants shall:

- 5.1 Provide trainees with Orientation to include presentations by ‘hard’ skills service providers
- 5.2 Deliver training in specific soft skills as agreed to no more than 450 young people over a 9months period.
- 5.3 Maintain training record to include attendance (information to be disaggregated by gender, community and age)
- 5.4 Conduct a job readiness assessment for each trainee pre- training and post training
- 5.5 Facilitate at least on the job or other time of work experience for at least 80% of trainees for at least one month
- 5.6 Assess performance jointly with partners (facilitating company or training partner).
- 5.7 Provide referral services in regard to trainees that require additional psychological and or other social support outside of the scope of the contract.
- 5.8 Preparation of interim and final Reports.
- 5.9 Participation in graduation and signing ceremonies and other communication activities related to the project.

6. DELIVERABLES

6.1 Detailed plan of action for training with meeting dates, venue and samples of suggested training modules within two weeks of the contract being signed. The plan should also include:

- Sample of core training material from each module to be utilized
- Detailed objective and guidelines for each module and suggested timing (if contrary to original module)
- List of trainers with resumes attached

6.2 Pre- training/Baseline Assessment Report directly related to soft skills.

6.3 Conduct one orientation exercise

6.4 Delivery of training documented in the action plan

6.5 Submit Interim Report to include

- Venue, date and time of sessions.
- Attendance statistics including register of participants names, sex, community, age
- Evaluation of participants and performance to date
- Challenges if any
- Variation if any
- Recommendation for improvement

6.6 A final report is to be submitted upon completion of training. The report must consist of:

- Detailed attendance registers with address and gender of each trainee
- Outputs (activities conducted)
- Achievements (what and how objectives were fulfilled and how this was verified)
- Lessons learnt (what could have been done better)
- Post individual assessment reports and or other evidence of knowledge transfer to trainees.
- Pictorial highlights
- General comments
- Participants' Evaluation of training

Reports should be submitted in three hard copies and one electronic copy in Word on CD or jump drive. Report should follow agreed format. A sample of training modules used in the training is to be submitted along with final report.

7. LENGTH OF CONTRACT

9 months

8. PAYMENT SCHEDULE

Payment will be made as follows:

Payment (%) of Contracted sum	Submissions required	Deliverable
25%	Detailed Training Plan (Venue, Times, List of Trainees) Training Outline (to include methodology, Trainers qualification for assigned task)) Invoice	6.1
50%	Interim Report Invoice	6.2-6.5

25%	Final Report Invoice	6.6
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Payment will only be made after JSIF has reviewed and approved the submissions

9. REPORTING ARRANGEMENTS

Prior to the start of this assignment, there will be an initial briefing with the Senior Social Development Manager, JSIF Social Officer (ICDP) within one week of signing of contract. Thereafter, monthly meetings are to be held with the Consultant, JSIF Senior Social Development Manager and ICDP Senior Social Officer to review progress to date and agree any necessary actions. The consultant shall liaise with the ICDP Senior Social Officer for all matters related to the project except contractual matters which is to be referred to the JSIF Senior Social Development Manager.

The consultant is reminded that problem-solving meetings must be requested with the JSIF Senior Social Officer as soon as there is any indication of a variation in the scope of work, changes to the timeline or additional costs being necessary. No variations are to be made to the agreed activities, time or cost without the prior approval of JSIF in writing or by email.

10. QUALIFICATIONS

- A legally registered entity
- Show evidence of firm having delivered similar training programmes for at least two years.
- Resumes of key personnel (Trainers and Project Manager/Administrator if different)
- Evidence of acceptability of training methodology (accreditation/approval from a local or international recognized body).