



**JAMAICA SOCIAL INVESTMENT FUND**

*“Investing for Community Development”*

**INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)**

**TERMS OF REFERENCE**

**CONSULTANCY**

**CRIME/DATA ANALYST TO SUPPORT THE JAMAICA CRIME OBSERVATORY INTEGRATED CRIME AND VIOLENCE INFORMATION SYSTEM (JCO-ICVIS)**

**1.0 BACKGROUND INFORMATION**

**BENEFICIARY COUNTRY**

Jamaica

**CONTRACTING AUTHORITY**

Jamaica Social Investment Fund

**BENEFICIARY MINISTRY, DEPARTMENT, AGENCY**

Ministry of National Security

**JAMAICA SOCIAL INVESTMENT FUND**

The Jamaica Social Investment Fund (JSIF) is a limited liability company incorporated under The Company’s Act of Jamaica. It was established in 1996 as a component of the Government of Jamaica’s (GoJ’s) national poverty alleviation strategy. The Jamaica Social Investment Fund (JSIF) mobilizes resources and channels these to community-based socio-economic infrastructure and social services projects. Through a national partnership between central and local government, communities and private and public organizations, the JSIF addresses the immediate demands of communities in a manner that is quick, efficient, effective, transparent and non-partisan.

**MINISTRY OF NATIONAL SECURITY**

The Ministry’s aim is to contribute towards creating a safe and secure Jamaica by the effective enforcement of law, order and maintenance of secure borders.

The Ministry of National Security (MNS) was established as a single Ministry in 2001 following the separation of the Ministry of National Security and Justice to form two separate Ministries. The current MNS mandate is to:

- Facilitate the maintenance of law and order;

- Protect Jamaica against internal and external threats;
- Ensure the safety of Jamaica's borders and;
- Punish and rehabilitate offenders

## **2.0 BACKGROUND TO THE INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)**

The Government of Jamaica (GoJ) signed a loan valued at US \$42M with the World Bank for the funding of the ICDP, with JSIF as the Implementing Agency. This project commenced in May, 2014 and will be implemented over six (6) years to May, 2020. The ICDP will build on the successful activities completed under a project previously implemented by JSIF, the Inner City Basic Services for the Poor Project (ICBSP), which benefited over 60,000 people in 12 inner city communities. The ICDP will empower 18 inner city communities to participate in and benefit from the development process; the Project Development Objective is to enhance access to basic urban infrastructure and services, and contribute towards increased community safety in selected economically vulnerable and socially volatile inner city communities of Jamaica. The ICDP has three (3) main components i. **Component 1:** Basic Infrastructure and Access to Services ii. **Component 2:** Public Safety Enhancement and Alternative Livelihoods and iii. **Component 3:** Institutional Strengthening for Urban Management and Public Safety.

The support to the Ministry of National Security (MNS) falls under Component 3 i.e. **Institutional Strengthening for Urban Management and Public Safety** and will support the improved coverage, range and distribution of data collected by the Jamaica Crime Observatory, including, *inter alia*: (1) expanding coverage, (2) improving the software to analyze data collected and (3) carrying out capacity building activities for staff to analyze and disseminate a greater volume of information.

## **3.0 PROJECT CONTEXT**

Consistently high rates of crime and violence, particularly in urban areas, have posed a serious obstacle to the formation of social and human capital, and contributed to limiting economic growth in Jamaica. The cost of productivity losses, for example, due to interpersonal violence-related injuries accounted for 4 percent of Jamaica's GDP. The profile of those directly involved and affected by violent crime – perpetrators and victims alike – are typically young, unskilled, unemployed, and undereducated males between 15-29 years, who are from vulnerable urban neighborhoods, which are affected by higher rates of poverty, unemployment, lower educational attainment, low social capital, and low levels of investment in public space.

Vision 2030 Jamaica– National Development Plan (Vision 2030 Jamaica), highlights sustainable urban development as a key outcome in striving for a healthier environment. The plan calls for a holistic approach in national crime reduction efforts in order to address

both urban development challenges and those relating to crime and violence. In tandem with the National Development Plan, **the Government of Jamaica (GoJ) developed a National Security Strategy (NSS), a National Crime Prevention and Community Safety Strategy (NCPCSS)**. The NCPCSS articulated the need for the establishment of an integrated crime and violence information system. The strategy underlines the need for reliable and timely data to set meaningful baselines for national crime and violence reduction and prevention policies.

Swift and sure justice processes are one of the five strategic pillars the Ministry of National Security has identified to propel its crime and violence reduction interventions. This is supported by several purpose driven indicators such as having a: reduced murder rate per 100,000 population; reduced major crimes per 100,000 population; reduction in the number of police fatal shootings; and improved citizens perception of safety. The ability to use data to assist in responding to who, what, where and why of emerging crime and violence across parishes, communities and localized *hot spots* is valuable in identifying strategies, preventing victimization, and assists in reducing crime.

### **3.1 OVERVIEW OF THE JAMAICA CRIME OBSERVATORY INTEGRATED CRIME AND VIOLENCE INFORMATION SYSTEM (JCO-ICVIS)**

The Jamaica Crime Observatory Integrated Crime and Violence Information System (JCO-ICVIS) is an instrument that brings together all primary data sources to improve the quality of crime and violence statistics that directly influence the design and implementation of evidence-based strategies and policies to boost peaceful co-existence and citizen security in Jamaica. The JCO-ICVIS allows for comparisons of incidence and prevalence of crime and violence events over time, between places or between different groups of the population and contributes to the identification of changes in trends of certain events. Jamaica is one of three Caribbean countries to have an established crime observatory.

Since its inception in 2011, the JCO-ICVIS has operated out of the Research and Evaluation Unit at the Ministry of National Security (MNS). Its main objective is to provide reliable and timely crime and violence information that permits the characterization and monitoring of high impact events such as external causes of injuries and deaths (homicides, suicides), traffic fatalities and sexual assaults with the purpose of designing actions to deal with these problems, as well as evaluating the impact of these actions. Specifically, the system: (a) supports and keeps up to date, reliable data so as to promote transparency, security and safety in the national interest, (b) establishes valid and consistent crime and violence related statistics for each community as well as the corresponding geo-reference maps of the incidents, and (c) uses the validated data to inform policy and decision making towards the development of improved citizen security and prevention measures.

The JCO operates through a Technical Committee which consists of seventeen (17) stakeholders. Of these stakeholders, the following institutions operate as a sub-technical committee in the provision of data: the Jamaica Constabulary Force (JCF), the Ministry of Health (MOH), the Institute of Forensic Science & Legal Medicine (IFSLM) and the Registrar General's Department (RGD). These stakeholders provide the statistical data and technical advice necessary for the proper collection and validation of the various incidences of crime captured by the system.

Since 2015, the JCO-ICVIS collects data on seven crime and violence incidences (Murder, Shooting, Sexual Offence, Robbery, Fatal Shootings, Traffic Fatalities and Suicide) in 10 of the 14 parishes. These parishes are Kingston, St. Andrew, Clarendon, St. Catherine, St. James, St. Ann, St. Mary, Westmoreland, Hanover and Manchester.

### **3.2 OBJECTIVE OF THE CONSULTANCY**

Since 2006 the issue of crime reduction has been prioritized by the Government of Jamaica as a mechanism for achieving growth and by extension, poverty reduction. The GOJ through the MNS has sought to develop and maintain the JCO in order to use crime related data to inform policy decisions. Currently, the JCO collates mostly primary data and undertakes the associated data analysis; this consultancy will strengthen the output produced.

The main objective of this consultancy is to:

- (1) strengthen the analysis of data generated from the JCO, including identification of trends to inform the MNS's strategic response to crime and violence
- (2) Raise awareness of MNS/JCO staff about data analysis (procedures, best practices, etc).

The consultancy will direct attention at all 18 ICDP and 12 Inner City Basic Services Project<sup>1</sup> communities and a representative sample of interventions being undertaken by major social intervention programmes (PRP, COMET, CRP, CSJP etc). The existing databases/inventories from these and other stakeholders will provide the basis for compilation of matrix of social and other interventions.

## **4.0 SCOPE OF THE WORK**

### **4.1 GENERAL WORK**

The Consultant will enhance the analytical capacity of the JCO, by analyzing crime trends generated by the JCO-ICVIS data and other secondary sources as relevant, as well as build the capacity of the JCO and related stakeholder staff.

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<sup>1</sup> Previously funded World Bank project

#### 4.2 SPECIFIC WORK:

The Consultant will:

- i. Perform a variety of statistical analyses using crime data provided by the JCO-ICVIS to provide information to assist in identifying trends and making recommendations to inform policy and programming.
- ii. Consult with relevant stakeholders (e.g. PIOJ) to update existing inventories of social and situational interventions that seek to prevent/reduce different forms of violence and crime, and subsequently create a matrix (baseline 2017 and calendar years 2018 and 2019) outlining the initiatives, including classification re objectives (specific area of violence prevention/reduction) and relevant donors/NGOs, Civil society and Ministries, Departments and Agencies (including the police).
- iii. Conduct at least 2 sensitization/capacity building sessions for 10-15 JCO personnel on crime analysis, and establish work flow processes in collaboration with other project partners.
- iv. Liaise with communication specialist, GIS specialist and other relevant stakeholders to disseminate data analysis products, in particular V&C maps.

#### 4.3 DELIVERABLES

Deliverables under this Consultancy are:

| Deliverables                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date to be Delivered                      | Payment schedule |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------|
| <b>PHASE 1 (Jan – July 2019)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                           |                  |
| 1                                | <p><u>Submission of Inception Report</u> following Inception Meeting with key project staff JCO/MNS/JSIF</p> <p>This report must include:</p> <p>(1) approach to the Consultancy and workplan detailing methodology (inclusive of plan for stakeholder engagement, plan to update and consolidate existing social and situational interventions inventory, etc)</p> <p>(2) Draft sensitization/capacity building plan for JCO personnel and relevant stakeholders</p> | 2 weeks after the signing of the contract | 10%              |

| Deliverables                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date to be Delivered                             | Payment schedule                                |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------|
|                                   | (3) Draft template for social and situational interventions matrix                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |                                                 |
| 2                                 | <p><u>Social Interventions Inventory Report &amp; Matrix<sup>2</sup></u></p> <p>The report will detail prior<sup>3</sup> and existing social and situational interventions island wide (compiled from existing inventories held by stakeholders like PIOJ, MNS, etc) and subsequently create matrix outlining the types of crime and violence initiatives and relevant donors/NGOs, Civil society and Ministries, Departments and Agencies (including the police).</p> | 2 months after completion of Deliverable 1       | 20%                                             |
| 3                                 | <p><u>Crime Data Analysis Report</u></p> <p>The report will provide detailed analysis identifying trends and relevant information to inform policy and programming sessions</p>                                                                                                                                                                                                                                                                                        | 2 months after deliverable 3                     | 30% (payment after approval of deliverable 4.1) |
| 3.1                               | <p>Brief report on:</p> <p>(1) capacity building engagements which should include details on gaps, challenges, best practices and recommendations</p> <p>(2) work flow processes</p>                                                                                                                                                                                                                                                                                   | 2 weeks after training                           |                                                 |
| <b>PHASE 2 (April – May 2020)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                  |                                                 |
| 4                                 | Updated matrix showing the social and situational interventions as at December 2019, with summary report of changes since last update.                                                                                                                                                                                                                                                                                                                                 | 1 month after commencement of phase 2 activities | 10%                                             |
| 5                                 | <p><u>Final Report:</u></p> <p>This report will provide a comparative analysis of the reporting periods (2018 and 2019 data).</p>                                                                                                                                                                                                                                                                                                                                      | 1 month after completion of                      | 30%                                             |

<sup>2</sup> 2013 start point

<sup>3</sup> 2013 start point

| Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date to be Delivered                                                                                       | Payment schedule |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------|
| <p>Attention will be directed at Crime Data within specific intervention communities (ICDP, PRP, ICBS, CSJP and CRP etc) with comparison for non –intervention communities, before and after the ICDP implementation. Data representation should include but is not limited to tabular reporting format. A copy of the TOR for the consultancy is to be included in an annex.</p> <p>PowerPoint presentation of findings is to be made to relevant stakeholders</p> | Deliverable 5                                                                                              |                  |
| <b>TOTAL CONTRACT PERIOD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Phase One – 7 months (Jan – July 2019)</b></p> <p><b>Phase Two – 2 months (April – May 2020)</b></p> |                  |

## 5.0 WORK PRESENTATION

Work Presentation for all the above-mentioned deliverables is incomplete without submission of the following:

- a) Three hard copies and one electronic copy of reports (on CD or jump drive).
- b) One electronic copy (on CD or jump drive) of PowerPoint documents.

**Note:** Payments are contingent on the Research and Evaluation Unit’s (REU) approval of the satisfactory completion of deliverables in keeping with the guidelines for ‘Work Presentation’ in section 5.

### 5.1 OWNERSHIP OF DELIVERABLES

The outputs/deliverables of this Consultancy will be considered the property of the Government of Jamaica, specifically the Jamaica Social Investment Fund and the Ministry of National Security.

## 6.0 PROJECT MANAGEMENT

The recipients of the services are the Jamaica Social Investment Fund and the Research and Evaluation Unit (REU) and the Statistics and Information Management Unit of the Jamaica Constabulary Force. The Ministry of National Security, in particular the REU will manage the consultancy; provide office accommodation and accessibility to the system. Administrative support such as meeting bookings, logistical arrangements, and production of reports will be the responsibility of the Consultant.

## **7.0 LOGISTICS AND TIMING**

### **7.1 COORDINATION**

The Jamaica Social Investment Fund will have contractual responsibility for the consultancy, while the Crime/Data Analyst will liaise with the Research and Evaluation Unit (REU) at the Ministry of National Security. The Crime/Data Analyst Consultant will report to the Chief Technical Director in the Ministry of National Security.

### **7.2 COMMENCEMENT DATE AND DURATION**

The intended commencement date is January 2019 and the period of engagement will be until May 2020. Phase 1 is expected to commence in January 2019 and end in July 2019. Phase 2 of the assignment is expected to commence in April 2020 and end in May 2020.

## **8.0 QUALIFICATIONS AND EXPERIENCE:**

The consultancy will be conducted in the specific context of Jamaican volatile and vulnerable communities and as such the Consultant should have a strong and demonstrable background in the conducting of social scientific research in these settings, as well as key technical skills in monitoring and data analysis. The specific requirements are as follows:

- i. Possess a Master's or a Bachelors in Sociology, Criminology, Statistics and any other relevant studies.
- ii. Possess at least 3 years' experience conducting data analyses
- iii. Possess experience carrying out at least 3 training sessions with MDAs
- iv. Have written or contributed to at least 3 reports on public safety/crime prevention/other social phenomenon.

NB: The contact information of two (2) work references who can attest to ability and quality of work must be submitted with the application.

## **9. SELECTION**

The Consultant will be selected in accordance with the Individual Consultant methodology set out in the World Bank's 'Selection and Employment of Consultants' guidelines.

## 10. EVALUATION CRITERIA

### Evaluation Rubric

| Criteria                                                                                                                                              | Score /100 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Masters level qualification - Social Science disciplines such as Sociology, Criminology, Statistics–or any relevant violence prevention field.</b> | 30         |
| Bachelors level qualification - Social Science disciplines such as Sociology, Criminology, Statistics or any relevant violence prevention field.      | 20         |
| <b>Possess 5 or more years’ experience in data analysis</b>                                                                                           | 35         |
| Possess 3-4 years’ experience in data analysis                                                                                                        | 30         |
| <b>Experience conducting 4 or more training sessions with MDAs</b>                                                                                    | 20         |
| Experience conducting at least 3 training sessions with MDAs                                                                                          | 15         |
| <b>Number of reports written or contributed to on public safety, violence prevention, etc (15 points)</b>                                             |            |
| <i>8 or more reports</i>                                                                                                                              | 15         |
| <i>3-7 reports</i>                                                                                                                                    | 10         |

**Appendix A: Membership of the Technical Committee for the JCO-ICVIS**

Bureau of Gender Affairs (BGA)

Child Development Agency (CDA)

Institute of Forensic Science and Legal Medicine (IFSLM)

Jamaica Constabulary Force (JCF)

Jamaica Social Investment Fund (JSIF)

Ministry of Education (MOE)

Ministry of Health (MOH)

Ministry of Justice (MOJ)

Ministry of Local Government and Community Development (MLGCD)

Ministry of National Security (MNS)

Ministry of Transport and Mining (MTM)

Planning Institute of Jamaica (PIOJ)

Registrar General's Department (RGD)

Statistical Institute of Jamaica (STATIN)

Violence Prevention Alliance (VPA)