



**Local Partner Development
Terms of Reference
Strategic Planning Consultant
To Scope and Design Programme and Partnership**

1. Background

The Ministry of National Security (MNS) seeks to finalize the development of a comprehensive plan for the We Transform Youth Empowerment Programme, which will provide the framework for the effective implementation, monitoring and evaluation of the components of said program. The We Transform Programme is geared towards reducing youth offending and by extension the high levels of crime and violence. The Programme which is themed “Empower our Youth, Transform our Nation”, aims to achieve this objective through the provision of a suite of evidenced based youth-centered interventions for young people within the care and supervision of the Department of Correctional Services (DCS) and select schools in the Ministry’s priority communities.

The core aim of Local Partner Development is to strengthen the capacity of Jamaican CSOs, and government entities to deliver evidence-based secondary and tertiary crime prevention initiatives aimed at preventing youth crime and violence. In keeping with this mandate, the goal of the Consultancy is to facilitate the collaborative work of the Ministry of National Security in effectively scoping and finalizing the program plan with a view to scaling and strengthening the existing program leading to improved outcomes and impact at the national level. The consultant is expected to work with the project team to plan and execute on the agreed deliverables, promote and support learning and contribute to the project formalization, including high level goals, objectives and measurable performance indicators for the planning period.

2. Key Objective of the Consultancy

The overall goal of the Consultancy is to facilitate the collaborative work of partners in **effectively scoping and finalizing the programme plan with a view to scaling and strengthening the existing programme leading to improved outcomes and impact at the national level**. The consultant is expected to work with the project team to plan and execute the agreed deliverables, promote and support learning and contribute to the project formalization, including high level goals, objectives and measurable performance indicators for the planning period. This will include the following **Scope of Work** and associated deliverables, broken into three components: pre-retreat, retreat, and post-retreat activities and outputs.

3. Description and Scope of Work

The scope of work for the consultant will include the following:

Component 1: Pre-Retreat	
1.1 Review and analysis of current programme design using background and reference documents, draft programme plan as well as interviews.	<ul style="list-style-type: none"> ▪ Review of best practices in youth violence prevention interventions, specifically youth at-risk of violence; youth offender rehabilitation and reintegration ▪ Situational/Gap Analysis ▪ Review Draft Programme Plan for We Transform Programme ▪ Draft Retreat Agenda <ul style="list-style-type: none"> ○ Facilitator Material ○ Participant Material ▪ Consultant Work Plan for Component 3 including timelines
Component 2: Retreat	
2.1 Facilitation of a three-day activity-driven Strategic Planning Retreat with partners during December 2019 aimed at developing:	<ul style="list-style-type: none"> ▪ Facilitate process analysis and design sessions ▪ Record and Collate notes and decisions; prepare action points
2.1.1. Problem and Objective Trees	<ul style="list-style-type: none"> ▪ Facilitate the drafting of problem and objective trees
2.1.2 Partner Review and Roles	<ul style="list-style-type: none"> ▪ Decide core parties to project ▪ Define roles of each partner ▪ Discuss affiliate/supporting parties
2.1.3 Components	<ul style="list-style-type: none"> ▪ Facilitate development and agreement on project components
2.1.4 M&E/ Logical Framework and Risk/Mitigation Strategy	<ul style="list-style-type: none"> ▪ Draft Logical framework for project ▪ Impact, Outcomes/Results, Outputs, Inputs, Activities ▪ Direct and Indirect Beneficiaries ▪ Assumptions and Risks
2.1.5 Draft Budget	Draft of Programme Budget for decided period (years)
2.1.6 Execution Mechanism	<ul style="list-style-type: none"> ▪ Project Governance ▪ Project Chart/ Reporting/Process workflows
Component 3: Post-Retreat	
3.1 Post-Retreat	<ul style="list-style-type: none"> ▪ Work plan updates as needed

		<ul style="list-style-type: none"> ▪ Development of a Project Plan for presentation for approval of funding ▪ Project Design Review (PDR) and Quality Risk Review (QRR) ▪ Revision of a joint Memorandum of Understanding, budget and log frame post PDR/QRR ▪ Draft Programme of Activities (POA) timelines, milestones ▪ Draft M&E/Logical Framework
	3.1.1 Provide fortnightly status reporting on all deliverables and activities in train	<ul style="list-style-type: none"> ▪ Status report ▪ Participation in project status meetings
	3.1.2 Consultancy Completion report	<ul style="list-style-type: none"> ▪ Draft Final Report (PowerPoint presentation or equivalent to be made to core project team) ▪ Consultancy completion report ▪ Implementation Plan ▪ Project Plan ▪ M&E/Logical Framework

4. Approach and Deliverables

Milestone	Deliverables	Target Timelines
Consultant on Board	<ul style="list-style-type: none"> ▪ Contract signed ▪ Onboarding session completed (all partners) ▪ Stakeholder consultations ▪ Documentation reviewed ▪ Best Practice Review 	
Consultant Work Plan agreed	<ul style="list-style-type: none"> ▪ Consultant work plan 	Within 3 days of contract signing
Facilitation of Retreat	<ul style="list-style-type: none"> ▪ Agenda 	Within 5-7 days of contract signing
Execution deliverables completed	<ul style="list-style-type: none"> ▪ As per scope of work (inc. Situation/Gap Analysis, final Project Plan) 	As per project schedule
Status reports completed	<ul style="list-style-type: none"> ▪ Status report and fortnightly meetings 	Fortnightly commencing Week 3 of the assignment
Consultancy Completed	Consultancy Completion Report <ul style="list-style-type: none"> ▪ Implementation Plan ▪ Project Plan ▪ M&E/Logical Framework 	Within two weeks of the completion of the last deliverables under the scope of work

5. Timelines

The consultant will be engaged over a period of three (3) – four (4) months beginning in November 2019, with an estimated total level of effort of 32 days.

6. Reporting

The Strategic Consultant Facilitator will report to LPD’s Public-Private Sector Engagement Specialist and will also be expected to work closely with other designated LPD, MNS and DCS staff, for the coordination and execution of all communications activities.

7. Qualification

Individual consultant must have:

- A minimum of fifteen (15) years of professional experience in organizational, project or any other management role requiring strategy formulation and implementation
- A Bachelor’s degree from an accredited college or university
- Proven expertise in youth offender rehabilitation and reintegration programming
- Sound understanding and knowledge of standard management tools and techniques to schedule, plan and measure performance on projects
- Excellent research skills including desk research, interviewing skills and focus group facilitation
- Proven experience working with a wide range of stakeholders from the private and public sector to generate collective effort
- Proven experience working with civil society organizations
- Confident professional with the ability to engage and work effectively with diverse opinion leaders

8. How to Apply

Interested candidates should submit their CVs via email to JamaicaLPDProcurement@fhi360.org by **November 19, 2019, 5:00 p.m. Jamaica time**. Email subject line must include **“Strategic Planning Consultant”**. We appreciate all interest in this opportunity, but only shortlisted candidates will be contacted.

9. About Local Partner Development

Local Partner Development (LPD) is a six-year project funded by the United States Agency for International Development (USAID) and implemented by FHI 360. The project seeks to support the Caribbean Basin Security Initiative 2.0 framework by collaborating with key actors from government, civil society, academia and private sector to effectively advance youth crime and violence prevention. In this regard, LPD seeks to improve the capacities of its key partners to design and implement sustainable evidence-based secondary and tertiary youth crime prevention interventions. These targeted initiatives will enhance partners’ knowledge, skills and the enabling environment for their work.