

Security Strengthening Project (MNS:SSP)

IDB - JA-L1074 (LC # 4400/OC-JA)
Shops 31&32 Kingston Mall
Kingston, Jamaica



Ministry of National
Security

TOR for Curriculum Development Specialist Consultant

Date

June 10, 2019

Services Performed For:

Security Strengthening Project (MNS:SSP)

IDB - JA-L1074 (LC # 4400/OC-JA)
Shops 31&32 Kingston Mall
Kingston, Jamaica

Background

The Government of Jamaica has established a Security Strengthening Project (SSP), funded by a Loan from the Inter American Bank (IADB), the main objective of which is to contribute to an increase in the conviction rate for murders in Jamaica. The strategy to achieve the main objective will be the “specific objectives”:

- (i) To assist in the reduction of the rate of murders in the country;
- (ii) To increase the proportion of police investigations of murders that result in prosecution;

And

- (iii) The training of police officers in the use of technology in crime fighting.

The Ministry of National Security (MNS) is charged as the Executing Agency and is currently engaging the services of a Consultant.

The Security Strengthening Project has three (3) components: (i) **Component 1**. Violent crime prevention and management; (ii) **Component 2** - Improving investigative capabilities for homicides; (iii) **Component 3** - Change Management & Communications.

The Project components comprise activities to benefit and involve the participation of the Ministry of National Security and the following entities within its portfolio:

- The Jamaica Constabulary Force (JCF)
- The Department of Correctional Services (DCS)
- The Firearm Licensing Authority (FLA)
- Passport, Immigration, Citizenship Agency (PICA)
- The Institute of Forensic Science and Legal Medicine (IFSLM)
- The Private Security Regulatory Authority (PSRA)

Additional entities outside the portfolio of the Ministry of National Security includes;

- The National Works Agency (NWA)
- eGov Jamaica Limited (eGov)

Consultancy Objective

The **Objective of the consultancy** is to develop the curriculum for the learning elements within the scope of the project.

The curriculum should address two key areas, (1) the immediate need of preparing persons with the knowledge and skills for all the areas of change in the project

And (2) provide a repeatable program of courses and activities to prepare persons who are new to the JCF or new to the role that requires the areas within the curriculum.

Scope of Work

The Scope of work for this consultancy includes the following.

- 1) Review the project scope and identify all the areas of learning required to support the project changes
- 2) Review the current curriculum development standards and the relevant international standards and recommend those elements that should be applied to the project in order to support the project objectives, working mode and change management principles. Standards that support the maximising of the use of technology and the transition to a technology mind-set should be considered a priority.
- 3) For each learning area, work with the subject matter experts and suppliers of the technology to determine the skills, competencies and knowledge objectives to be achieved in order to fully prepare for the implementation and future management of that component – including the differences by user group and/or process players. Compile the learning requirements.
- 4) Work with the SMEs and technology suppliers to design the learning paths, the type of learning interventions or instruction method (training, workshops etc) and the overall design required to meet the learning requirements
- 5) Identify certification programmes that would be appropriate value add for JCF learning programmes – specifically those related to the project scope areas.

- 6) Develop and deliver training for managing the curriculum. Training to be given to the NPCJ team members who will be responsible for assisting with the delivery under the project and for delivery after the project.
- 7) Develop and deliver presentation to the management team on the application of technology to continuous learning in the JCF
- 8) Develop, document and report against a detailed work plan for completing the activities within the scope of the consultancy

Methodology and Standards

The consultant is expected to use accepted and proven methodologies for carrying out the assignment.

The consultant must identify the relevant local and international standards for curriculum development, and demonstrate how these are applied to the assignment.

Where feasible and practical, the curriculums should be connected to recognized certification systems.

Learning evaluations for the participants and the presenters should be built into the design to accommodate continuous improvement and the identification of learning needs.

The consultant should prepare a detailed methodology (approach) and work plan indicating how the objectives of the assignment shall be achieved.

The project schedule portion of the work plan must be developed using MS projects or Excel and must be loaded into the Online Project management portal.

The work plan submitted should show the allocation of time to each of the key components of the project and detailed scheduling should be provided to support the methodology outlined.

All documentation produced must meet the documentation standards for the project and must be reviewed and approved by the relevant TWG stakeholders as per the project operating manual or agreed quality procedures.

Utilize current and effective tools for constant communications, including but not limited to WhatsApp, Telephones, Email and any others.

Deliverable and Milestones

Objective	Deliverables	Milestone
On Boarding and Documentation review	Meetings with training team to discuss the scope of the training and status of activities	Consultant on boarded

Objective	Deliverables	Milestone
Compile work plan and update as the project plan requires	Consultant work plan	Completion of consultant work plan
Review the current curriculum development standards and the relevant international standards and recommend those elements that should be applied to the project in order to support the project objectives	Scope and Standards Review	Review of project scope, relevant standards and methods.
Compile curriculum development standards	Project curriculum development standards	Curriculum development standards for the project completed
Work with the subject matter experts and suppliers of the technology to determine the skills, competencies and knowledge objectives to be achieved	Project Learning requirements	Learning objectives by scope area identified
Work with the SMEs and technology suppliers to create learning design	Project Learning design	Recommended Learning design by component/subcomponent
Develop learning evaluation process and measurements for participants and presenters	Learning, monitoring and evaluation process and measurements	Learning monitoring and evaluation process and measurements compiled
Identify standard tools and templates for curriculum management	Standard tools and templates for curriculum management	Curriculum management tools and templates completed
Develop and deliver training for managing the curriculum.	Curriculum management training – material and T3 delivery (train the trainer).	Curriculum management training completed

Objective	Deliverables	Milestone
Develop and deliver technology for continuous learning presentation	Presentation on use of technology for continuous learning	Presentation to management team on application of technology - presented
Identify certification programs relevant to project scope areas	Report on certification programmes, including what is required to install and implement them.	Certification programs report delivered.
Compile status and progress reports against workplan	Weekly, monthly and quarterly status reports as per the project operating manual and the stakeholder requests. The Consultant is also required to produce a Final Report at the end of the final month of engagement	Periodic reports and Final Report delivered

Duration

Eighteen (18) months, renewable for further periods up to twenty (20) months by mutual agreement.

Qualifications

Academic Degree / Level & Years of Professional Work Experience:

- At least a Master's degree in the area of Education, Curriculum Development, Vocational Training or related field;
- Curriculum Development Certification

Areas of Expertise:

- ✓ At least ten (10) years of experience in development, assessment and evaluation of curriculum, teaching and learning resources required for programmes that include a strong technology component;
 - ✓ Demonstrated ability to work closely with stakeholders and mentor a diverse team
- Languages:

Skills:

- Creating and planning Curricula;
- Working with facilitators and administrators to Implement Curricula;

- handle multiple tasks simultaneously and flexibly;
- Conduct extensive research regarding Curricula and certification;
- establish and maintain strong and effective working relationships across a multidisciplinary team;
- Strong interpersonal, teamwork and communication skills;
- Strong analytical and presentation skills;
- Excellent writing skills and command of the English Language (oral and written).
- Public speaking skills

Reporting

The Consultant will report directly to the Project Director, Project Executing Unit and work directly with the Training Technical Working Group (TWG) team lead.

He/she will liaise and consult with the Ministry of National Security and the Agencies involved in SSP on matters relating to the Project, as necessary.

Location

Offices of the National Police College of Jamaica primarily and the offices of PEU , with mobility as needed taking into account the locations of the various stakeholders and other scenes of action, and demands of the assignment, day to day. Consultant's premises as necessary.

Type of Consultancy

Individual

Payment Schedule

The payment schedule will be based on completion of the major phases as evidenced in the completion of the deliverables as noted below.

- 15% on completion of the onboarding, the documentation review and the consultant game plan
- 15% on completion and presentation of the Curriculum development standards proposed

- 15% on completion of the Learning Objectives and Learning design by component/sub-component.
- 30% on completion of the Curriculum management training
- 25% on completion of the contract and submission of all deliverables

Document Control

Distribution

For use by the SSP PEU, the relevant TWG and the consultant involved in the scope of work.

Version Control

Version #	Updated By	Revision Date	Approved By	Approval Date	Reason
1.0	Latoya		N/A	N/A	Initial draft for review
2.0	Jermaine Brown	30 January 2019	N/A	N/A	Update into SSP template
3.0	Gillian Mitchell	7 th March 2019	N/A	N/A	Reviewed and updated Qualifications
4.0	Karen Smythe-Witter	14 th May 2019	N/A	N/A	Updated objectives/deliverable/milestones. Prepared consolidated NPCJ TOR document with all TORs
5.0	Jermaine Brown	10Jun2019			Created separate documents for each TOR based on the agreed details in the consolidated NPCJ TOR document. Add qualification and payment schedule.
6.0	KSW	24Jun			Final review and update Circulated for approval
6.1	Donald Miller	July 2, 2019			Updated deliverables to include the Final Report
7F			TWG Team Lead		Approved final