



Terms of Reference (TOR)

Title:	Consultancy to support the Revision of existing draft disaster recovery plans in Barbados, Belize, Guyana, the ECSC and the CCJ
Project No:	A-35272
Location:	Home Based (with possible travel)
Activity:	13.1 Disaster Recovery Plans
Type of Contract:	Standard Contract
Duration of Consultancy:	145 days
Application Deadline:	AUGUST 30, 2020

BACKGROUND

The Judicial Reform and Institutional Strengthening (JURIST) Project is a [CDN19Mn nine-year] regional Caribbean judicial reform initiative (2014-2023) funded under an arrangement with the Government of Canada. The Project is being implemented on behalf of Global Affairs Canada (GAC) and the Conference of Heads of Judiciary of CARICOM (the Conference), by the Caribbean Court of Justice (CCJ).

The Project is working with judiciaries in the region to support their efforts to improve court administration and strengthen the ability of the courts and the judiciary to resolve cases efficiently and fairly. Its ultimate goal is to establish a judicial system that is more responsive to the needs of women, men, youth and the poor. The Project aims to achieve this goal by, among other things, improving the capacity of courts to deliver gender responsive and customer focused services, undertake public education programs and improve court governance, case management and case disposition.

The Global Covid-19 Pandemic has impacted the world in a significant way, and Caribbean judiciaries have not been exempted resulting in a reduction of trials by jury and only the hearing of urgent matters since March 2020. The Courts are reopening now while still facing an uncertain future and an increasing backlog. This coupled with the business interruptions experienced at individual courts means that the Judiciaries need to look at disaster recovery planning with a focus on business continuity once again. The Pandemic has only added to the challenges experienced in the Caribbean as a result of unreliable infrastructure due to power outages, flooding or such localized challenged or broader challenges as a result of Climate change, which continues to make Judiciaries and individual courts in the Caribbean Region more susceptible to business interruptions.

1.0 Scope of Consultancy

The objective of the assignment is to revise, and adapt to current realities existing Disaster Recovery Plans for each of the above jurisdictions, with a focus on the continuation of the core functions of a court registry after a disruption and including activities specific to a global pandemic (i.e. business continuity).

2.0 Main tasks of the Consultancy are to:

- a. Review and assess the existing prototype plan to identify viability, relevance, gaps and sustainability
- b. Prepare an assessment of facilities risk and vulnerabilities based on a survey of respective jurisdictions;
- c. Identify administrative steps required for various classification of disaster based on severity, process flows indicating the sequence necessary to recover from a disaster and recovery procedures specific to the unique environment of a judicial and court environment;
- d. Collaborate with the local jurisdiction to identify milestones that consider industry practice or international industry standards for judiciary business continuity.
- e. Incorporate into the plan the following:
 - Examples of scenarios and assumptions for existing human resource competencies and technological infrastructure;
 - Sustainability resources to ensure a high standard of readiness is maintained; and
 - Key policies that would be required for the implementation of a disaster recovery plan focused on business continuity.

3.0 Deliverables and Timeframe

The expected deliverables are as follows:

No.	Task	Deliverable	Level of Effort
1	Design methodology and detailed work plan	Work plan and methodology.	10 days
2	Initial briefing meeting to clarify roles and responsibilities, plan and identify key stakeholders by jurisdiction.	Work plan to include assessment design, methodology, facilities risk, and vulnerability questions	
3	Plan and schedule interviews and/ or collaboration workshops		
4	Desk review of existing draft plan, interviews and/or consultation with key stakeholders of each jurisdiction and establish working group	Desk Review Report identifying capacity gaps; Report of each jurisdiction organization structure and culture; and Established working group	30 days
5	Prepare and perform risk assessment of the facilities to each jurisdiction to identify threats that can lead to disasters	Facilities Risk and Vulnerability Assessment Report including analysis, issues, and constraints and practical corrective solutions for each jurisdiction	30 days

6	Prepare presentation on findings from desk review, interviews and consultations, for discussion with key stakeholders of each jurisdiction	Presentation and workshop with each jurisdiction	20 days
7	Revise Recovery plans for each jurisdiction and establish recovery teams	Revised plan; Recovery teams, roles and responsibilities; Notification procedures, and contact names and positions; Recovery checklists and procedures for each critical business function/ system.	45 days
8	Develop an M&E tool with recommended frequency of use for each jurisdiction to monitor and evaluate the efficacy of the revised rules, procedures, practices and processes developed for the disaster recovery plans.	M & E Tool with recommended frequency of use based on international standards	10 days

NOTE: Deliverables will only be considered complete when the Jurisdiction and the Project have indicated acceptance.

4.0 Duties, Roles and Responsibilities

The **JURIST Project Director** will be expected to:

- Select, and contract the Consultant;
- Engage with Heads of Judiciary as needed to enable improved collaboration.

The **Regional Coordinator** will be expected to:

- Assist in preparing the Terms of Reference (ToR);
- Supervise the Consultant;
- Actively engage with the Consultant during assignments;
- Identify Stakeholders to be interviewed and or consulted and relevant project documents as needed;
- Manage logistics to ensure successful consultation and collaboration with key stakeholders;
- Provide timely feedback to the Consultant on reports and deliverables;

The **Consultant** will be expected to:

- Meet with Representatives of the JURIST Project identified by the Project Director at the outset of the engagement to ensure common understanding and alignment of the terms of reference and proposal;
- Conduct interviews with selected stakeholders;
- Provide progress reports at a frequency to be mutually agreed to during the “kick-off” meeting;

- Produce deliverables in accordance with the agreed requirements and timeframes of the ToR.
- Operate with the highest professional ethical standards;
- Ensure that all content follow copyright laws;
- Engage with stakeholders using participatory processes;
- Utilise a combination of participatory tools and methodologies and group facilitation techniques to promote participation and buy-in.

5.0 Competencies and Qualifications:

The Consultant/ Consulting Firm must have the following competencies:

Qualification and Experience for individual or team members:

- Minimum of ten (10) years of experience in Disaster/ Risk Management and business continuity for judicial/ court systems or major organizations;
- Minimum of five (5) years' experience in Plan development/ project management, or related field.

Knowledge and Skills:

- A demonstrated knowledge and expertise in the subject of disaster mitigation in a technological environment with an understanding of the unique environment of the court scenario in the Caribbean Region.
- Demonstrated experience and skills in the facilitation of stakeholder consultations;
- Exceptional analytical skills and facility in the creation of disaster recovery plans;
- Experience in risk mitigation;
- Knowledge of judicial systems will be an asset

6.0 Time Period and Payment Terms

- The Consultancy is expected to commence in **September, 2020**. The engagement is expected to have a level of effort of 145 days.
- Payment will be in United States Dollars and subject to JURIST acceptance of phased deliverables.

7.0 Applications/ Submission of Proposals

Interested applicants must submit the following documents:

- Business profile;
- List of team members or available personnel (if any) including support staff, their delegated tasks and professional resumes, including a breakdown of the allocation of time and individual fee for each consultant;
- Reference of last two (2) relevant projects completed or ongoing with contact details: email, id, mobile number, organization / institute / company and designation;
- Description of two assignments of a similar nature and scope completed by the consultant/team within the past 5 years;
- A section explaining the applicant's competence and experience in handling similar assignments;
- Detailed cost proposals and expected payment schedule, including fee rates for each consultant, professional fees, expenses and incidentals as may be applicable, based on deliverables. Costs should be quoted in United States/Canadian Dollars.

Deadline for proposal: August 30,2020

Applications should be submitted to jurist@juristproject.org with **CONSULTANCY TO SUPPORT THE DEVELOPMENT OF DISASTER RECOVERY PLANS IN BARBADOS, BELIZE, GUYANA, THE ECSC AND THE CARIBBEAN COURT OF JUSTICE** in the subject line and addressed to:

**ATTN: Mr. John Furlonge
Regional Project Coordinator
JURIST Project
c/o Caribbean Court of Justice
134 Henry Street
Port of Spain.
Trinidad and Tobago.**