

Request for Expressions of Interest

INSTITUTIONAL FRAMEWORK FOR MANAGEMENT OF OECS REHABILITATION CENTRES FOR JUVENILES

BACKGROUND

All OECS Member States have ratified the Convention of the Rights of the Child (CRC) which embodies the global standards and rights that should be guaranteed to all children. Notwithstanding ratification, regional studies continue to show that laws, policies, institutions and practices related to children and their families, continue to lag significantly behind international trends and standards and accepted best practices.

To remedy the situation, the Secretariat has worked with development partners to develop model legislation within the OECS Family Law Reform Project. To date, St. Vincent and the Grenadines has enacted the model Child Care and Protection Bill without amendment, while Grenada has enacted with amendments, the Child Care and Adoption Bill, the Child Protection Bill and the Domestic Violence Bill. It is also on course to enact the Child Justice Bill by mid-2011.

This later Bill is of mounting importance to the OECS region in the face of the increasing severity of crimes committed by juveniles. In doing so, one of the critical areas for attention is Member State responses to the issue of juvenile justice including diversion programming, alternative sentencing and custodial rehabilitation of juveniles. There are few state-led or state-involved diversion programmes, and the sustainability of programmes run by NGOs is tenuous.

On the other hand, custodial sentencing of children to detention centres, trade schools, orphanages and national prisons expose them to overcrowding, inadequately trained staff and generally ineffective rehabilitative programming. In the absence of standard operational procedures and manuals and a related quality assurance system that continually monitor these institutions, unacceptable physical and programmatic conditions persist, contrary to the 1990 United Nations Rules for the Protection of Juveniles Deprived of their Liberty (the JDL Rules).

As the OECS moves towards the establishment of a single social and economic space, Member States are being encouraged to reform their legislation and adopt harmonized approaches to social development. This thrust will enrich countries' potential to better harness the creative and productive energies of all their young people,

OBJECTIVE

The objective of this assignment is to support the OECS Member States to:-

- i) establish a common institutional framework for the operation and monitoring of juvenile justice systems, including the operation of rehabilitation centres, in line with a children's rights approach and the obligations under international conventions;
- ii) maximize synergies between public and private sector responses to juvenile offending where they exist; and to
- iii) take account of the circumstances of small island developing states to ensure the feasibility and sustainability of proposed frameworks and mechanisms.

SCOPE OF WORKS

Through analysis of the juvenile justice systems in the Member States of Antigua and Barbuda, Anguilla, Dominica, St. Kitts and Nevis and St. Lucia, and in reference to those in the remaining states of the British Virgin Islands (BVI), Grenada, Montserrat and St. Vincent and the Grenadines, the Consultant shall:-

- (a) undertake a stakeholder analysis, deduce best/good practices and produce a flow chart to guide the interactions of an optimal juvenile justice system in Member States;
- (b) develop a data flow for the development of a centralized system to determine who are the children in conflict with the law, their status in the system and their outcomes. The following indicators must be collected through the process, at a minimum:-
 - i. Number of children arrested during a 12 month period
 - ii. Number of children in detention
 - iii. Number of children in pre-sentence detention
 - iv. Time spent in detention by children before sentencing
 - v. Time spent in detention by children after sentencing
 - vi. Percentage of children in detention who have been visited by, or visited, parents, guardian or an adult family member in the last 3 months
 - vii. Percentage of children in conflict with the law receiving a custodial sentence
 - viii. Percentage of children diverted or sentenced who enter a pre-sentence diversion scheme
- (c) collect and review all existing operational manuals and procedures for juvenile rehabilitation centres currently in use/proposed use in OECS Member States;
- (d) collect and review all existing legislation that relates to the operation of existing juvenile rehabilitation centres currently in use/proposed use in OECS Member States;
- (e) develop an OECS Member States Procedures and Manual for the Operation of Juvenile Rehabilitation Centres, which should be inclusive of, but not limited to the following areas
 - a. Referral systems
 - b. Client Assessment
 - c. Intake Procedures
 - d. Case Management
 - e. Client and Parental Interaction
 - f. Discharge Planning
 - g. Case Management/ Information Management
 - h. Child Protection Policy (specific to the use of the OECS model laws)
 - i. Overall Programme Supervision
 - j. Rights of the Wards
 - k. Health Care Management and Administration
 - l. Education Policies
 - m. Behavior Management and Modification (Administration of discipline)
 - n. Facilities Management
 - o. Search Policy

- p. Level of Care
 - q. Complaints Management
 - r. Abscond Policy
 - s. Privacy
 - t. Records Management and interagency information sharing and exchange
 - u. Isolation and safe place management
 - v. Incident Management/ Reporting
 - w. Disaster Management
 - x. Staffing.
- (f) draft model legislation to guide the operation of a modern rehabilitation centre;
- (g) develop a quality assurance framework to serve as a practical guide for continual improvement of the operations of the juvenile justice system, including the operations of juvenile rehabilitation centres and the benchmarks against which facilities will be assessed and recommendations made for enhancement;
- (h) develop a human resources requirements for optimal operation;
- (i) propose a quality assurance plan to operationalise the above-mentioned framework;
- (j) propose the training requirements for the quality assurance team;
- (k) recommend a formal mechanism for periodic monitoring and reporting on the conditions of juveniles rehabilitation centres in the OECS;
- (l) make a formal presentation to staff of the OECS Secretariat and to relevant representatives of the OECS Member States.

QUALIFICATIONS AND SKILLS REQUIREMENTS

The awarded team must possess advanced degree qualifications from a recognized institution in social science, law, criminology or related field with at least five (5) to ten (10) years in the management of juvenile justice systems. Knowledge of the OECS member states and in particular the operations of detention and child care and child protection facilities and their relationship to the existing juvenile justice networks will be a distinct asset.

Previous experience is necessary in conducting research of a general or specific nature, and in the development of operational manuals.

Interested consulting firms must provide the following information indicating that they are eligible to be considered to do the assignment by submitting the following: Statement of Capability, Company Profile (inclusive of description of and experience in undertaking similar assignments), Qualifications of available project team members, and a statement of declaration on the financial stability of the firm.. (Firms may associate to enhance their qualifications). Only shortlisted firms will be invited to submit proposals to be considered for evaluation.

Consultants will be short listed and selected in accordance with the following criteria

Attributes	Specific Attributes	Weightings (%)
Technical Competence	The number of similar projects previously completed	20
	Level of comparable responsibility and experience	10
Qualifications and Experience	General Qualifications of Lead consultant	20
	Qualifications of other qualified key staff	10
Implementation Experience	Extent of acceptable regional level experience on similar projects	15
	Extent of acceptable National level experience on similar projects	5
Commitments	Capacity to undertake and complete work with anticipated project timeframe	10
Financial Capability	Demonstrated the ability to finance the manpower levels and work required to ensure successful performance	10

Firms gaining an aggregate of 70% or above will be qualified to participate in the next stage of the procurement process.

Interested consultants may obtain further information at the address below from Ms. Jacqueline Massiah-Simeon, Research Officer, Social Policy Unit via Tel#758-455-6398, between the hours of 8:30 am and 4: 30 pm Mondays to Fridays.

Submissions should be labeled and delivered electronically to dcalixte@oecs.org or via post to the address below no later than **February 10, 2012 at 4:30 pm local time**

“Expression of Interest for Institutional Framework for Juvenile Justice”

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