BELIZE

**CAPS II Technical Cooperation**

**BL-T1082**

Terms of Reference:

One Stop Shop Architectural Design

1. **BACKGROUND**
   1. The Government of Belize has requested technical and financial support from the IDB for the construction of a one-stop service center, to offer violence prevention and other services in Southside, Belize City. This is one activity within the planned loan operation Community Action for Public Safety (CAPS) II. The center will provide providing services for conflict resolution, mental health, counselling, parenting, as well as a separate space for services related to gender-based violence prevention and treatment.
   2. The Government of Belize has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador and later in Trinidad and Tobago, as well as one-stop service centers in Medellin, Colombia, as potential models for this center in Southside Belize City. These centers offer a single facility with multiple service modules, which could be adapted for the specific needs of Belize City.
   3. The one-stop shop model brings many innovations to the provision of strategic services for community residents (families, youth, women, children). First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of disperse services. It also allows service providers to make referrals and integrate different activities and interventions for a given individual or family beneficiary.
2. **OBJECTIVES**
   1. The main objective of the consultancy is to design manuals and human resource plans for the various service components of the one-stop service shop. These include counseling, gang intervention work, parenting, gender-based violence prevention, educational and vocational training, and others. The firm will: (1) develop a service manual specific for each module of services; and (2) develop plans and profiles for hiring (and training, if necessary) staff for each type of services. The final list of service modules will be determined in consultation with the MHDSTPA and the IDB.
3. **CHARACTERISTICS OF THE CONSULTANCY**

3.1 Type of consultancy: Consulting Firm.

3.2 Duration: 60 days, late 2016 and early 2017

3.3 Place of work: Belize City, Belize

3.4 Qualifications:

* Firm with at least 5 years experience in social policy and violence prevention projects in the English-speaking Caribbean;
* Firm with at least 10 years’ experience (sum of team members´ experience) in the last 15 years with the design and execution of social services-related programmes and studies in the English-speaking Caribbean (especially with a focus on gender and/or violence issues);
* Firm with at least 5 years’ experience in the last 10 years providing studies and other forms of specialized expertise to Governments in the English-speaking Caribbean;
* Firm whose team includes the following profiles (more than one profile may be filled by a single team member):
  + Expert with at least 5 years’ experience in the design and management of projects, whether for private sector, government or multilaterals
  + Expert with at least 2 years’ experience in the design and execution of projects or interventions around youth violence prevention;
  + Expert with at least 2 years’ experience in the design and execution of projects or interventions around vocational, remedial, and other education activities;
  + Expert with at least 2 years’ experience in the design and execution of projects around parenting and family services.
  + Expert with at least 2 years’ experience in the design and execution of projects around gender-based violence, counseling, trauma-sensitive therapy, etc.
  + Expert with at least 2 years’ experience in the design and execution of projects around reentry services.

1. **ACTIVITIES**
   1. The consulting firm will be contracted to design manuals defining the process for the provision of integrated services in the Center around areas such as: youth violence prevention; education and vocational training; parenting and family services; counseling and therapy; and reentry services. The manuals should also address data collection and management plans, in consultation with the IPSMIS and FamCare systems of the GoB and the M&E staff of CAPS II.
   2. *Visit to other one-stop shops in the region.* The cost of the consultancy will include funds to finance the visit of consultants to other similar centers. The goal of the visit will be to connect the firm with the supervisors for each module and the director, to discuss issues of design, execution and costing. The visit will also serve to provide the firm with a first-hand example of the functioning of each module.
   3. *Design a manual each service module of the Center.* The manual should include background information on relevant laws, policies, and other programs. The firm should also identify specific objectives that the module will seek to accomplish. The content of the module should be agreed between the consulting firm and the MHDSTPA and any other relevant service providers.
   4. Each of the module manuals should include at minimum, the following chapters:

* Introduction and Executive Summary
* International Legal Norms (for sector)
* National Legal Norms (for sector)
* Conceptual Model
  + Definition of service area
  + Brief sectorial diagnostic of service provision in Belize City
  + Statement and justification of service provision focus of module
* Module Description
  + General objectives related to reductions in indice
  + Specific objectives related to the types and frequency of services to be provided
  + Proposed institutions to be included in the module (government, civil society or private sector)
  + Proposed staffing for a 12-hour service model
  + List of sector-specific equipment required to deliver the proposed services
  + Estimation of space requirements
  + Estimation of human resources requirements
  + Recruitment and hiring plan
  + Service provision diagram
  + Estimated cost for first 2 years of operation
* Glossary
* Bibliography
* Annexes
  1. *Design a reception and orientation plan for the Center.* The reception and orientation manual should outline the registration procedures, including software needs (integrated with IPSMIS and FamCare), as well as the process by which beneficiaries will be screened to identify an attention route by which they can receive services.

1. **REPORTS/PRODUCTS**

5.1 Deliverables for the consultancy are:

i) Report on visit to other centers;

ii) Manual for at least four service modules (exact number TBD);

iii) Manual for reception and orientation module;

iv) Human resources plan;

v) Cost estimate report.

1. **SCHEDULE OF PAYMENTS**

6.1 Lump sum to be paid as follows:

* 10% on signing of primary contract and submission of work plan, with IDB approval;
* 20% on delivery of visit report;
* 20% on delivery of first two module reports;
* 20% on delivery of second two module reports;
* 30% on delivery of final versions of all modules and reports.

**VII. COORDINATION**

7.1 This consultancy will be coordinated and evaluated by Arnaldo Posadas (IFD/ICS) and Alexandre Veyrat-Pontet (ICS/CPN), Project Team Leaders

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BELIZE

**CAPS II Technical Cooperation**

**BL-T1082**

**Service Center Architecture**

Terms of Reference

**I. BACKGROUND**

1.1

1.3   The Government of Belize has requested technical and financial support from the IDB in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.

1.4   The Government of Belize has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador followed by Trinidad & Tobago, as an integral part of the strategy to promote greater socio-economic development in Southside. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.

1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of often widely geographically dispersed services.

**II. OBJECTIVES**

2.1 The main objective of the consultancy is to deliver the physical infrastructure plans for the Women´s City Centres Programme for Southside by directing and finalizing the plans for the land and physical space where the WCCs are to be constructed and supervising construction of the WCC under a separate contract, contingent on the approval of the WCC loan operation by the IDB.. The firm will: (1) deliver the architectural designs for the centers, basing the design on the module designs submitted by a module design firm to be contracted by the IDB; and (2) design environmental and social safeguard analyses of the WCC construction and programme.

**III. CHARACTERISTICS OF THE CONSULTANCY**

3.1 Type of consultancy: Consulting Firm.

3.2 Duration: 60 days

3.3 Place of work: Southside, Belize City

3.4 Qualifications:

* Firm with at least 5 years’experience in the design and execution of social projects in the English-speaking Caribbean;
* Firm with at least 10 years ‘experience in the establishment of organizations and/or programmes (e.g., design of buildings; estimation of cost-effectiveness of building construction or program operation; and the creation of monitoring and evaluation plans) in Belize;
* A firm whose team includes at least the following profiles:
  + Consultancy team leader with at least 5 years’ experience in the coordination of teams for social or infrastructure projects;
  + Expert in architectural planning and land title clearance;
  + Expert in the design of environmental safeguard strategies for social and infrastructure projects; and
  + Expert in the design of social safeguard strategies for social projects

**IV. ACTIVITIES**

4.1 The consulting firm will be contracted to:

4.2 *Execute all legal procedures for clearing the land and physical space where the WCCs are to be constructed*. The sites for construction will be selected and indicated by the GORTT. The firm is expected to work closely with the Ministry of Human Development, Social Transformation, and Poverty Alleviation (MHDPAST) and other relevant ministries to assure that the land on which the WCCs will be built is free of liens, conforms to zoning requirements and meets environmental and social safeguard standards. The firm will deliver to the IDB and the MHDPAST documentation of the suitability of the selected land parcels. The firm, where possible, should assist the MHDPAST in the process of parcel selection, providing feedback on issues of zoning and environmental impact for parcels under consideration.

4.3 *Deliver the architectural designs with an estimation of construction costs for Women’s City Centers, basing the design on the module designs submitted by a module design firm to be contracted by the IDB*. The Women’s City Centres should have an architectural design that reflects their modular structures and in their design the following characteristics should be taken into consideration:

1. As much as is possible, the centers’ design should reflect the modular nature of the services offered (sexual and reproductive health; economic empowerment; attention to cases of violence against women; and child care) and, as such, should include sufficient office space for the services to be provided, plus possibilities for expansion.

2. The Economic Autonomy module should include not only offices for the staff described in the operations manual to be written by the module design firm, it should also include training rooms with space for at least 30 participants, computers or other equipment and audio-visual hook-ups.

3. The Sexual and Reproductive Health module should include the following: (i) a dispensary and locked storage area for pharmacy and medications; (ii) an area for nebulization, ambulatory surgeries, and attention to minor medical complications with space for stretchers; (iii) a document filing area;(iv) adequate medical space to house general medicine and/or internal medicine services, gynecology/obstetrics, a small pediatric facility near the childcare module (see below), closed sound-proof rooms for group and individual psychological services, a nutritionists office with small kitchen, and a module coordinator´s office. The module should also include a clinical laboratory for hematological, coprological, urinary, and chemical tests (not including tests for bacterial infection); and X-ray and mammography room, and space for ultrasound equipment.

4. The Violence Against Women module should include office space for members of the Victim and Witness Support Unit as well as private rooms for difficult cases. The module could also house an ad-hoc subdivision of police officers which would be complimentary or supported by the Women’s City Center, and which could include spaces for sleeping, laundry, and a common area for eating/resting for the officers. The inclusion of the space for the subdivision will be defined in the Module Operations Manual to be submitted by the module design consulting firm contracted by the IDB. The module should also include an office and examination room for a forensic physician.

5. The Childcare Module should include three distinct areas that divided children by age group: an area for children from 7 years to 12 years and 11 months; a space for children between the ages of 3 and 6 years and 11 months; and a space for newborns through 2 years 11 months of age. The module should also include a complete kitchen, washing machines and dryers, a main office, and a registration space. A private and quiet breast feeding room to accommodate at least 5 women at once should also be added to the module design.

6. The Reception and Orientation spaces of the WCCs should be designed as the center of the construction, as women service seekers will pass through reception before accessing any of the services available. For this reason, it is recommended that the reception and accompanying orientation spaces by laid out in a circular or semi-circular fashion.

7. Should the land space permit landscaping, this should include spaces for urban farming (to be used for nutrition and economic empowerment courses); exercise and recreation for adults; a separate play area for children; as well as hearty and easy to maintain plants and trees. The WCC grounds should be enclosed by fencing and the design should allow for women’s destination within the WCC compound to be obscured from the sight of those outside.

8. The entrance to the WCCs should include an air condition-ready security booth (for up to 2 security guards) and a system of double disposal containers, one for regular waste and another for the bio-infectious waste that could come from the Module of Sexual and Reproductive Health. It should also include an air condition-ready enclosed waiting area for male companions of the female users of the Women’s City Center.

9. The communication system for data transfer and phone service should be centralized within the WCCs, allowing for call transfers and conference calling.

10. Depending on constraints presented by the land on which the structure will be built, the WCC should contain a water treatment plant or a connection to the drainage system for waste water, if necessary.

11. The plumbing system should supply potable water via a connection of tubes to an existing network, or it will generate a self-sufficient mechanism via a water purification treatment.

12. All of this design work, including the internal networks, bathrooms, and entrances, should satisfy the public building requirements for accessibility by persons with physical disabilities.

13. The WCCs’ design should also include an uninterruptible power supply primarily for the operation of medical equipment like X Rays and Mammography.

14. The design should also include a parking area(s).

15. The WCCs should also include a cafeteria whose design should conform to GORTT health, safety and construction requirements for kitchens and cafeterias serving more than 50 persons per day.

16. It is very important that the WCCs be energy efficient and environmentally sustainable. Any design elements that would lend to reducing energy consumption costs (e.g., inclusion of solar panels for partial powering on social energy; skylights to reduce electricity bills; solid waste recycling; low flush toilets; motion detecting lights and air conditioning; automatic faucets; paperless hand dryers; etc.) are of particular interest to the IDB and the MHDPAST.

17. A detailed report and budget outlining the construction and outfitting costs for each WCC must be submitted with the architectural plans.

4.4

4.5 The consulting firm, or its specialists, can visit the virtual tour of the Women’s City Center in El Salvador (www.ciudadmujer.org) or can visit in person, inspecting and photographing the construction carried out in El Salvador if this is relevant, with the purpose of facilitating the elaboration of the products of the consultancy.

4.6 The consulting firm can solicit meetings with the participating ministries and the module design consulting firm to be contracted by the IDB in order to better understand the needs for space that can influence construction plans.

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4.8 *Design environmental and social management plan (ESMP) for the WCC construction and programme*. The Environmental and Social Management Plan (ESMP) aims to ensure that mitigation measures for the negative environmental and social impacts identified are properly followed during construction in order to prevent or minimize adverse effects. Revision of the ESMP will be appropriate as the works progress and the nature and the extent of the specific environmental problems become clear. Some of the specific objectives of the ESMP are: define arrangements for environmental monitoring including staff responsibilities; define requirements including frequency of monitoring and parameters to be monitored; discuss procedures for pro-active environmental management with staff so that problems can be identified; and define procedures for environmental control in the event of pollution, fire, or other incidents.

4.9 The ESMP outlines environmental policy and strategies already existing within the Government, including the various agencies working on these issues and what their specific roles and responsibilities related to these issues are currently, as well as what they will be for the length of the project. The ESMP also details the Environmental Management Structure, including the Environmental Management Implementation Plan (EMIP), emergency preparedness plans, monitoring and recording, and documentation. The document also outlines environmental requirements that must be complied with and how the project will go about complying with said requirements. Finally, the document concludes with the Environmental Monitoring Form as an appendix, which includes several environmental specifications and guidelines and measures (on a scale of 1-5) how successful the project is in complying with these specifications. The deliverable for this activity should also include a brief yet thorough 1-2 paragraph summary of the reports’ findings for use in IDB loan approval documents.

4.10 *Supervise construction of the WCCs*. The signing of the supervision contract is contingent on the IDB’s approval of the WCC loan project and negotiation of supervision fees. Construction will be carried out by a consulting firm contracted by the IDB through a competitive bidding process.

**V. REPORTS/PRODUCTS**

5.1 Due to the phased nature of the activities to be carried out in preparation for the construction of the Women´s Cities, the contracted firm will be required to work closely with other contracted firms and individuals for the project. Namely, the Programme Coordinator and IDB Research Assistant will be central to the coordination of the activities if each of the consultants. As almost all of the deliverable for this consultancy rely on the availability of at least draft versions of operations manuals to be elaborated by a module design firm contracted by the IDB, the following order of deliverables is recommended. Documents required from other consulting firms of from the IDB are included in brackets [ ]. Please note again that the following list is the in order of suggested product delivery:

i) Report on land and environmental issues for the plots on which the WCCs will be constructed, a draft of the report must be approved by the MHDPAST before IDB approval [**input(s)**: GORTT indication of land on which WCCs will be built

ii) Draft and final environment and social management plan (ESMP), including how and when the analysis will be conducted, and who will be responsible for analyzing the results [input(s): draft and final service module designs from module design consulting firm; ESMP examples from El Salvador and Trinidad and Tobago loans from IDB].

iii) Draft and final architectural plans (printed and digital (AutoCAD)) for the WCCs, including anticipated construction timelines and estimated costs for the construction of each Centre [**input(s)**: draft and final service module designs from module design consulting firm; El Salvador architectural designs from El Salvador Government/IDB]. A construction cost report and detailed budget should accompany the architectural plans.

**VI. SCHEDULE OF PAYMENTS**

6.1 Lump sum to be paid as follows:

* 10% on signing of primary contract and submission of work plan, with IDB approval;
* 20% on delivery of the final report on land and environmental issues for the building plots designated for the WCCs, with IDB approval;
* 20% on delivery of the final environmental and social management plan (ESMP) and 1-2 paragraph summary for IDB loan approval documents, with IDB approval;
* 50% on delivery of the final architectural plans for the WCCs including construction cost report, with IDB approval

**VII. COORDINATION**

7.1 This consultancy will be coordinated and evaluated by Dana King, ICS/CPN, Project Team Leader

BELIZE

**CAPS II Technical Cooperation**

**BL-T1082**

Terms of Reference:

Legal Aid Pilot Program

1. **BACKGROUND**
   1. The Government of Belize (GoB) has requested technical and financial support from the IDB to build a legal aid program for juveniles in conflict with the law. This is one activity within the planned loan operation Community Action for Public Safety (CAPS) II.
   2. The Government of Belize has already developed some analysis of potential approaches for offering legal aid to juveniles. Under the direction of the Chief Justice, several studies have analyzed the needs, potential costs, and legal frameworks. The legal aid program for juveniles would build on existing experiences with legal aid for adults in capital cases.
   3. In order to build a comprehensive legal aid program for juveniles, a small pilot initiative is important, in order to test proposed approaches and to gather initial data.
2. **OBJECTIVES**
   1. The main objective of the consultancy is to design and implement a pilot program for legal aid for juveniles. This includes building an overall plan for legal aid for juveniles, based on existing studies and in consultation with the GoB and the IDB, as well as other relevant actors (e.g. UN agencies, Bar Association). The second component is to implement a small pilot version of the legal aid proposal, with a limited number of cases, and to assess this prior to expanding nationally.
3. **CHARACTERISTICS OF THE CONSULTANCY**

3.1 Type of consultancy: Consulting Firm.

3.2 Duration: 120 days, first part of 2017

3.3 Place of work: Belize City, Belize

3.4 Qualifications:

* Firm with at least 5 years experience in social policy and legal sector projects in the English-speaking Caribbean;
* Firm with at least 10 years’ experience (sum of team members´ experience) in the last 15 years with the design and execution of social services-related programmes and studies in the English-speaking Caribbean;
* Firm with at least 5 years’ experience in the last 10 years providing studies and other forms of specialized expertise to Governments in the English-speaking Caribbean;
* Firm whose team includes the following profiles (more than one profile may be filled by a single team member):
  + Expert with at least 5 years’ experience in the design and management of projects, whether for private sector, government or multilaterals
  + Expert with at least 2 years’ experience in the design and execution of projects or interventions around juvenile justice;
  + Expert with at least 2 years’ experience in the design and execution of projects or interventions around criminal justice and legal issues;
  + Expert with at least 2 years’ experience in the design and execution of projects around data and evaluation.

1. **ACTIVITIES**
   1. *Design of overall legal aid program for juveniles.* This will be a policy plan drawing on existing information in Belize, best practices from the region and internationally, analysis of relevant resources and costs, integration of relevant legal frameworks and policies, etc. It will include extensive consultation and collaboration with the Chief Justice and other judicial actors in Belize, as well as the Bar Association, the MHDSTPA, and local and international organizations in the sector.
   2. *Design and implement a pilot program.* The pilot program should involve identifying and hiring a small number of legal aid attorneys in line with the plan, and assigning them to juvenile cases, using criteria developed in collaboration with the GoB. The pilot program will track relevant data, perceptions, case outcomes, and implementation issues. The consultant will prepare a report on the pilot program, recommending adaptations for a national-level expansion of the legal aid program for juveniles.
2. **REPORTS/PRODUCTS**

5.1 Deliverables for the consultancy are:

i) General legal aid program plan;

ii) Plan for the pilot initiative;

iii) Report after the pilot initiative implementation;

iv) Revised plan for the legal aid program;

1. **SCHEDULE OF PAYMENTS**

6.1 Lump sum to be paid as follows:

* 10% on signing of primary contract and submission of work plan, with IDB approval;
* 20% on delivery of first report;
* 20% on delivery of second report;
* 20% on delivery of third report;
* 30% on delivery of fourth report.

**VII. COORDINATION**

7.1 This consultancy will be coordinated and evaluated by Arnaldo Posadas (IFD/ICS) and Alexandre Veyrat-Pontet (ICS/CPN), Project Team Leaders

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