



NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance (MOF), Procurement and Asset Policy Unit (PAPU) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP by 2018.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service in the use of the system.

Registration is easy, simply download and read the User Manuals, accessible from the User Manuals link on the Home page: at www.gojep.gov.jm.

For additional information, please call the Public Procurement Customer Care Help Desk numbers: (876) 932-5220/932-5251/932-523 or by sending an email to: papucustomer@mofof.gov.jm.

GOJEP – using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.



Expressions of Interest

ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT SYSTEM CONSULTANT

The Development Bank of Jamaica (DBJ), in partnership with the Caribbean Development Bank (CDB), seeks to identify qualified Consultants to design and establish an Environmental and Social Risk Management System (ESMS) appropriate to our operations, as well as train staff in its use.

The objective of this assignment is to improve the institutional capacity of DBJ to assess and manage environmental and social risks in its project appraisal and supervision processes.

The main responsibilities of the Consultant will be:

1. Review the national legislative and administrative framework (national environmental and social policies, legislation, and related) relevant to the development and application of environmental and social safeguards for DBJ's operation.
2. Review the investment portfolio and pipeline to determine the environmental and social issues that arise during project appraisal and implementation which are significant to the business processes and which must be factored into the design of an appropriate ESMS to ensure compliance.
3. Prepare a Draft Environmental and Social Safeguards Policy (ESSP) for consideration and approval by DBJ's Board of Directors.
4. Prepare a Draft Environmental and Social Operations Manual and implementation guidelines.
5. Develop training materials and deliver a training workshop to DBJ technical staff on the application of the ESSP and operational procedures in DBJ's investment operations.
6. Develop a Draft ESMS Implementation Plan.

MINIMUM REQUIREMENTS

The Consultant submitting proposals should meet the following criteria:

- Postgraduate qualifications in environment and social management or a related field.
- A minimum of ten years' working experience in the areas of environmental management and social development as well as the conduct of environmental and social impact assessments.
- Excellent organisational and communication skills. Specific experience in the Caribbean context is desirable.
- Experience in development banking would be an asset.
- Tax Compliance Letter (TCL).

The DBJ & CDB invites interested consultants to submit their résumé/profiles to demonstrate their experience/expertise in designing and establishing an Environmental and Social Risk Management System for both public and private sector organisations.

Please submit proposals in hard or soft copies no later than **4:00 p.m. on Thursday, August 31, 2017**, to the address below. In the case of electronic submission, the subject line should read "Professional Profile for Environmental and Social Risk Management System Consultant"; the file size should not exceed 8 mb. **Late applications will not be accepted.**

ENVIRONMENTAL & SOCIAL RISK MANAGEMENT SYSTEM CONSULTANT
THE DEVELOPMENT BANK OF JAMAICA
11A-15 OXFORD ROAD, KINGSTON 5
Attn: General Manager, Strategic Services Division
OR – online to ssdprocurement@dbankjm.com

OFFICE OF THE CABINET

PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

REQUEST FOR CURRICULUM VITAE

PROCUREMENT MANAGEMENT SUPPORT

TO SUPPORT ADMINISTRATION OF THE PROCUREMENT PLAN FOR THE PUBLIC SECTOR TRANSFORMATION AND MODERNISATION PROGRAMME – CV#2017/E005

The Government of Jamaica (GoJ) ('the Client'), represented by the Office of the Cabinet (OoC), seeks to contract an Individual Consultant to support the management of procurement processes for projects under the Public-Sector Transformation and Modernisation (PSTM) Programme, in accordance with GoJ Procurement Policies & Procedures and the requirements of our International Development Partners (IDPs).

The Consultant will be required to, among other things:

- Prepare and maintain project procurement plans for the procurement of goods, services and consultancies;
- Provide advice and guidance on the most appropriate procurement methods to acquire identified project resources;
- Finalise Terms of References and other types of requirements documentation to ensure all relevant information is captured to support the acquisition of the required goods, services and consultancies;
- Manage processes to ensure all approvals are obtained based on the nature and category of procurement being conducted.

The Technical Expertise required for this post includes, among others:

- A first degree from a recognised university with an acceptable specialization in, Management Studies, Business Administration or in a closely related field;
- Training in Government Procurement and/or Supplies and Purchasing Management;
- Three years' experience in purchasing in the government service, inclusive of the preparation of tenders and negotiating contracts for goods and services.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, August 21, 2017** on the website of the Office of the Cabinet (www.cabinet.gov.jm) and the electronic Government Procurement Portal (www.gojep.gov.jm). The closing date for the submission of CV is **Monday, September 11, 2017 at 1:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the **Contact us** link from the Home page to send an e-mail.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax 876-960-6443.

Late submissions will NOT be accepted.