



## REQUEST FOR NOMINEES

Establishment of National Contracts Commission (NCC) Specialist Sector Committees.

The Ministry of Finance and Planning (MoFP) is now in the process of accepting applications from suitably qualified persons within the Public and Private Sector for selection to serve on the newly constituted Specialist Sector Committees (SSC). The new SSC structure will be in the following categories:

- Insurance
- General and Consulting Services
- Works
- Goods
- Information and Communication Technology

Responses must include Curriculum Vitae and should be forwarded through respective Permanent Secretaries, Heads of Departments, Chief Executive Officers, Heads of Procuring Entities and specific Private Sector Associations/Organizations.

Further details and a copy of a Terms of Reference to guide responses will be available on the Ministry of Finance and Planning's website at: [www.mof.gov.jm](http://www.mof.gov.jm)

If you are interested in doing business with the Government, you are invited to view tender notices for procurement contracts on this page.



Government of Jamaica



Inter-American Development Bank

## INVITATION FOR BIDS

Country:	Jamaica
Procurement Entity:	Ministry of Finance and Planning - Tax Administration Jamaica
Project Name:	Refurbishing and Renovation of the Donald Sangster Building 116 East Street
Sector:	Reform/Modernization of State
Bank Procurement Policy:	GN-2349-9
Project #:	JA-L1039
Operation #:	2568/OC-JA
IFB #:	IFB- TAJ-East Street/FAMP/RFP2015/Q2-1
Contract/Bid#:	TAJ-East Street/FAMP/RFP2015/Q2-1

### DESCRIPTION OF WORKS:

Refurbish all floors (7) of the Donald Sangster Building including electrical, plumbing etc; create new entry lobby; enclose walkways around the atrium; install new elevator; replace dome; upgrade external parking areas and external structural works.

### ELIGIBILITY:

NCC – Building Construction “Grades 1& 2” | TCC

### BID SECURITY:

Bids shall be accompanied by a Bid Security in the amount of **J\$5 Million** or an equivalent amount in a freely convertible currency.

### CONTACT INFORMATION:

Mrs. Sonia Campbell (Team Leader)  
Tax Administration Jamaica - Head Office  
922-5905 ext. 8215  
[tajeaststreno@taj.gov.jm](mailto:tajeaststreno@taj.gov.jm)

### TENDER DOCUMENT:

Available as of **August 29, 2015**

- <https://www.jamaicatax.gov.jm> - procurement opportunities
- CDs are available at a cost of Ja\$500
- Hard copies are available at a cost of Ja\$10,000.00 on request

### REGISTRATION:

Bidders are asked to register their interest by sending contact info (name; telephone number; email address) to: [tajeaststreno@taj.gov.jm](mailto:tajeaststreno@taj.gov.jm) by September 11, 2015 after which they will receive a password to access the drawing on the TAJ Website

### SITE VISIT:

September 14, 2015 | 10AM  
Address: 116 East Street, Kingston Jamaica

### DEADLINE FOR SUBMISSION:

Bids (Hard Copies & CDs) must be deposited in the designated tender box located at:

Tax Administration Jamaica  
Office Centre Building (10<sup>th</sup> Floor)  
10 Ocean Blvd, Kingston

Bid Opening: **November 4, 2015 @ 2:15 p.m.**  
No later than **November 4, 2015 @ 2:00 pm**

### Background

In an effort to continue its provision of value-added programmes focussed on character development, volunteerism and work experience, the National Youth Service hereby invites tenders from suitably qualified individuals to provide Monitoring and Evaluation services to strengthen the capacity of the NYS to monitor and evaluate its programmes.

### Scope of Work

Briefly, the Consultant will carry out the following activities:

- Audit and analyse existing materials and information critical to the monitoring and evaluation of the NYS programmes.
- Develop and implement a framework for the development and maintenance of the Monitoring & Evaluation System for tracking and assessing NYS Programmes.
- Develop and implement a training programme (guide and materials) for relevant NYS staff.

### Request for Proposal (RFP) Documents

Please refer to detailed TOR within RFP.

The RFP documents may be obtained from the NYS website at [www.nysjamaica.org](http://www.nysjamaica.org).

### Qualifications and Experience

The Consultant should have the following qualifications and experience:

- At least a Master's Degree of Monitoring & Evaluation (M&E) or Economics, Statistics, Development Studies, Social Sciences, Organizational Development with minor in M & E or equivalent.
- At least five (5) years experience in developing and implementing M&E Systems relating to similar project (Youth Development).
- Experience working with quantitative and qualitative data including databases.
- Experience in M&E or programme training of similar complexity

### Eligibility

Individuals responding to this RFP should provide the following information:

- A valid Tax Compliance Certificate
- Must have requisite qualification, background and experience outlined above and in the Terms of Reference.

### Submission and Deadline

- Deadline for submission: Wednesday, September 23, 2015, 2:00 p.m.** Submissions must be hand delivered and emailed. See below for more:
- Hand delivery:** Your offer, comprising “Eligibility Document and Technical proposal” and “Financial Proposal”, contained in separate sealed envelopes (two copies of each), delivered by hand or courier, should read the following address:

Consultancy Services M&E Specialist  
Executive Director  
National Youth Service  
6 Collins Green Avenue  
Kingston 5

**N.B.** Envelopes should be placed in the tender box located at the security post. When submitting documents, the representative must sign the register at the security post confirming same.

- Email submission:** Submissions must also be submitted via email, both Technical and Financial proposals must be signed and done electronically in PDF format to [proposals@nysjamaica.org](mailto:proposals@nysjamaica.org) with subject duly labelled as **RFP# 2015NYSME “Monitoring and Evaluation consultancy services for the National Youth Service”**. Technical and Financial proposals should be sent as separate PDF files.

Should you require additional information, or if you have queries, kindly email them before **5:00 p.m. Wednesday, September 9** to:

Email address: [proposals@nysjamaica.org](mailto:proposals@nysjamaica.org)  
Subject: Query M&E consultancy