



# 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.

**MINISTRY OF LABOUR AND SOCIAL SECURITY**  
**INTEGRATED SOCIAL PROTECTION AND LABOUR PROGRAMME**  
**LOAN NO: 2889/0C-JA**

**REQUEST FOR INDIVIDUAL CONSULTANCY SERVICE**

Individuals are being invited to submit a Letter of Interest and full Curriculum Vitae, for the following consultancy:

**CONSULTANCY – PROJECT ASSOCIATE – CLIENT AND DOCUMENT MANAGEMENT SYSTEMS**

**ASSIGNMENT OBJECTIVE**  
 The overall objective of the Consultancy is to provide/conduct analyses into the various business processes of the Ministry and to provide coordination and supervision to the implementation of activities aimed at modernizing the operations of various aspects of the Social Security Division. The modernization activities will include the development of a Documentation Management System of Social Security Services including the National Insurance Scheme and the Public Assistance Division. Additionally, the Consultant will provide oversight to the development of a Client Management System for the Social Security Division which will enable the Ministry to manage the client's feedback specifically collecting information on quality of service delivery. The assignment will also include the supervision of activities to be implemented for the strengthening of the National Council for Senior Citizens.

**SCOPE OF WORK**

- Review critical business processes as identified in the NIS and Public Assistance Divisions with a view to making recommendations to improve operational efficiency
- Draft strategic Plan/ Work Plans for activities to be implemented
- Identify where necessary, the items or consultancies to be procured to enhance efficiencies and draft required terms of references and specifications
- Collaborate with the Procurement Unit for the procurement of goods/items and or Consultancy services outlining deliverables and payment schedules and other necessary conditions for the successful execution of contract obligations. Also Review Consultant Reports to ensure technical suitability and feedback
- Liaise with the procurement department to ensure timely completion of processes and relevant approvals – no objections, completion of evaluations, Procurement Committee, Due Diligence, Contract Signing and Management
- Arrange and provide guidelines and direction for the design and implementation of Client and Document Management Systems for the Ministry of Labour and Social Security
- Host Consultations with stakeholders and staff regarding the design and requirements for new systems that may be implemented
- Complete relevant requirement documents in collaboration with the MIS or other Departments
- Plan and direct the development and communication of updates to the Project Director – PATH and the Permanent Secretary
- Attends and assists with the coordination of meetings for the design and execution of all activities to be completed under the different components of the project
- Review and provide approval for Technical and operational reports submitted by Consultants to ensure that these are reflective of the needs of end users
- Review and evaluate the deliverables of Consultants
- Supervise and monitor the day to day activities of the components as required
- Oversee the development of training materials, operations and procedures manuals and organize staff training in use as well as the coordination of the pilot testing of new systems
- Prepare monthly procurement reports to track the progress of Contracts
- Prepare required reports as dictated by job function in a timely manner
- Make periodic reports on the progress of activities to the Permanent Secretary and Project Director/PATH

**QUALIFICATION AND EXPERIENCE**

- Graduate from an accredited institution with a Master's Degree in Business or Public Administration
- Experience in the development and implementation of Management Information Systems or business process re-engineering
- At least three (3) years generalized experience in project management and implementation
- Superior oral and written communication skills
- Planning, organizing and analytical skills
- Computer literacy – Proficient in the use of Microsoft Word, Excel and PowerPoint

Responses should be submitted in hard copy or via e-mail no later than the close of business **Thursday December 17, 2015** to the attention of:

**Procurement Manager**  
**Ministry of Labour and Social Security**  
**14 National Heroes Circle**  
**Kingston 4**  
**Telephone: 876-967-0420**  
**E-mail: consultancy@mlss.gov.jm**

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**REQUEST FOR INDIVIDUAL CONSULTANCY SERVICE**

Individuals are being invited to submit a Letter of Interest and full Curriculum Vitae, for the following consultancy:

**CONSULTANCY – PROJECT ASSOCIATE – CUSTOMER SERVICE AND ELECTRONIC LABOUR EXCHANGE SATELLITE LOCATIONS**

**ASSIGNMENT OBJECTIVE**  
 The overall objective of the Consultancy is to provide coordination and supervision to the implementation of activities aimed at improving the delivery of Customer Service within the Ministry of Labour and Social Security and also the establishment of Satellite locations under the Electronic Labour Exchange Component of the Programme.

**SCOPE OF WORK**

- Draft Strategic Plan/Work Plan of activities to be completed under the Consultancy with corresponding timelines.
- Draft Terms of References in collaboration with the Procurement Unit for Consultancy services outlining deliverables and payment schedules and other necessary conditions for the successful execution of contract obligations. Also Review Consultant Reports to ensure technical suitability and feedback.
- Liaise with the procurement department to ensure timely completion of processes and relevant approvals – no objections, completion of evaluations, Procurement Committee, Due Diligence, Contract Signing and Management.
- Manage the completion of infrastructure projects related to MLSS Customer Service and ELE
- Organize and facilitate meetings with staff and stakeholders of the MLSS/ELE to discuss expectations and needs. The Associate shall take into consideration expectations of the different end users and discuss both problems and solutions to infrastructural modifications and design. Also ensure the documentation of stakeholder preferences regarding the features to be included
- Conduct site visits to locations and document information to the MLSS on the condition of structures and environment, reporting on the feasibility of infrastructure work to be completed. Provide where necessary applicable technical and environmental specifications to existing infrastructure
- Review Technical Drawings prepared by Consultants to ensure that these are reflective of the needs of end users
- Share preliminary designs with staff and stakeholders and compare with needs and expectations that were discussed prior to the completion of the design
- Ensure that the stakeholders are provided with a preliminary copy of the design
- Ensure that the input of all Agencies and line Ministries are included in the Final Design. Should receive written approval from Agencies (Parish Council, NEPA as required)
- Ensure plan is in place to facilitate users of facilities during construction or renovation
- Ensure that the MLSS receives Bills of Quantities in required MLSS or industry standard format.
- Review Contract documentation including designs and Bills of Quantities and develop query lists, seek clarification from appropriate sources and make necessary notations for adjustments
- Attend Project Information meetings to be held with stakeholders where applicable
- Assess the adequacy of designs and initiate measures to address suspected cases of inadequacy.
- Assess changes in the physical, environmental or other conditions that may have occurred after project design and advise on the possible effects on project costs
- Supervision and monitoring of the day to day activities of the components as per work plan and implementation schedule
- Supporting relationships developed and maintained with non-governmental agencies and other stakeholders through continued dialogue.
- Preparation of required reports as dictated by job function in a timely manner
- Make periodic reports on the progress of activities to the Permanent Secretary and Project Director/PATH
- Visit work sites regularly to ensure that work is being carried out according to contractual obligations
- Check, review and process for payment Consultant or Contractors claims
- Carry out inspections during practical completion with the Consultant/Contractor and prepare list of defects where necessary during the Defects liability period
- Attend Final Completion meeting
- Organize official handing over activities where necessary

**QUALIFICATION AND EXPERIENCE**

- Graduate from an accredited institution with a Bachelor's Degree in Construction Management, Engineering or Project Management
- At least three (3) years generalized experience in project management and implementation
- Excellent oral and written communication skills
- Planning, organizing and analytical skills
- Computer literacy – Proficient in the use of Microsoft Word, Excel and PowerPoint

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