



## REQUEST FOR EXPRESSIONS OF INTEREST

The Students' Loan Bureau proposes to engage a consultancy firm to develop a revised process for selecting beneficiaries of student loan funding that would allow the SLB to accurately target the applicants for allocation of funds. Consultancy firms may submit Expressions of Interest to design an allocation model for the targeted students' loans.

The objective of the consultancy is the development of a Funding Allocation Model using information provided by the applicants in order to improve the targeting of needy students in Jamaica and the assessment of associated risks.

Consultants shall be eligible to participate if they possess:

**Education:** PhD or Master's in Economics/Statistics, Actuarial Sciences, Risk Management.

**Experience:** **Minimum of Five (5) years' experience in the following:**

- Management information systems
- Analysis of socioeconomic factors
- Use of statistical software
- Construction of targeting instruments such as Allocation Model /Means Tests.
- Risk analysis / modelling within a financial institution
- Working knowledge of the Jamaican economy would be an asset.

**Areas of Expertise:**

- Modelling / Econometrics
- Project Management
- Analysis of risk assessment

**Skills:**

- Strong oral and written communication skills
- Strong analytical and reporting skills
- Ability to respond in writing by providing clear, concise, timely and accurate information
- Proficient in Microsoft package applications.

The duration of the assignment is expected to be for a period of **six (6) months**.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. All information must be submitted in English. Further information may be obtained from the first address below between **9:00 a.m. and 4:00 p.m. Monday to Friday**.

Two (2) hard copies of the Expressions of Interest must be received at the address below no later than **April 5, 2016 at 2:00 P.M (Jamaican Time)**. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked "**Expression of Interest – Consultancy Services to Design an Allocation Model of the Applicants for the Targeted Students' Loans.**"

Following the assessment of submissions, a shortlist of not less than three and not more than six applicants will be provided with full terms of reference, and invited to submit technical and financial proposals to undertake the assignment. SLB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

**The Procurement Officer**  
Students' Loan Bureau  
1<sup>st</sup> & 2<sup>nd</sup> Floor  
Sagicor Sigma Building  
63-67 Knutsford Boulevard Kingston 5  
Jamaica  
Tel: (876) 936-4491  
Email: spinnock@slbja.com

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

**For Bookings Email:**  
jisadvertising@gmail.com  
procurement@jis.gov.jm



## STUDENTS' LOAN BUREAU REQUEST FOR EXPRESSIONS OF INTEREST

### Purpose

Consultants are being invited to submit an Expressions of Interest to perform **consultancy services** to develop manuals for the policies and procedures of the Students' Loan Bureau.

### Objective and Scope of Services

The objective of the consultancy is to review, enhance and align the functions of SLB with the expectation that the processes will provide the institutional framework of an efficient and effective operation.

### Qualifications

The Consultancy should be performed by a team comprising individuals possessing the following academic qualifications, experience, expertise, skills:

- Master's in Human Resources Management, Organizational Development, Business Administration or a related field.
- A high level of competency and experience in the policies, procedures and practices of organizations, whether administrative or technical.
- Experience in public sector and public financial management is desirable.

### Submission of Quotations

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience on similar assignments. All information must be submitted in English. Further information may be obtained from the address below between **9:00 a.m. and 4:00 p.m. Monday to Friday**.

Two (2) hard copies of the Expressions of Interest must be received at the address below no later than **March 29, 2016 at 2:00 P.M (Jamaican Time)**. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked "**Expression of Interest – Consultancy Services to develop manuals for the policies and procedures of the Students' Loan Bureau.**"

Following the assessment of submissions, a shortlist of not less than three applicants will be provided with full terms of reference, and invited to submit technical and financial proposals to undertake the assignment. **SLB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety.**

**The Procurement Officer**  
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Kingston 5  
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Email: spinnock@slbja.com

## MINISTRY OF LABOUR AND SOCIAL SECURITY

### REQUEST FOR INDIVIDUAL CONSULTANCY SERVICE

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

### HUMAN RESOURCE OFFICER – SEG1

#### ASSIGNMENT OBJECTIVES

- To strengthen the institutional capacity of the Social Protection Project
- To facilitate the recruitment and placement of staff for the project
- Prepare and organize score sheets, case studies, interview packages, panel and summaries
- To facilitate reference checks
- To facilitate the orientation process
- To monitor contract renewals and payment of benefits

#### QUALIFICATIONS AND EXPERIENCE

- A First Degree in Social Sciences, Management or Human Resource Management
- Three (3) years related working experience
- Working knowledge of Public Sector Human Resource policies and practices

#### DEADLINE FOR SUBMISSION

Responses should be submitted in hard copy or via e-mail no later than the close of business **Monday March 21, 2016** 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

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