



# GOJ PUBLIC PROCUREMENT PAGE

## 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:

#### MONITORING AND EVALUATION SPECIALIST FOR THE SOCIAL PROTECTION STRATEGY

##### SCOPE OF WORK

Working within the human resource and performance parameters of the Planning Institute of Jamaica, the M and E Specialist will cover a slate of duties designed to address the fine-tuning of the Framework; the creation of reporting mechanisms; establishment of communication networks; support to institutional capacity-building; and effective data management and utilization.

The M&E Specialist - SPS will, among other related duties, address the tasks outlined below:

- Fine-tune the results framework/performance measurement framework, particularly in the areas of the results hierarchy, indicators and monitoring mechanisms outlined in the M&E Framework. This will involve further consultation with relevant data use and source agencies to finalize definition and breadth of indicators, sources and instruments, periodicity, inter alia
- With the implementing partners, review existing approaches to data collection, and content of management information systems in relation to channelling data for the M&E Framework
- Review and document existing social and economic data relevant to the SPS M&E Plan, data collection methods and sources, and determine their validity as baseline statistics for impact evaluation
- Based on the review of existing data as above, develop baseline data and indicator system as at 2014/15, ensure data entry into defined database (i.e. JAMSTATS, or other), and identify data needs and capacity requirements where applicable
- Establish the reporting format for the tracking of indicators; design applicable report formats for use by stakeholders in reporting on data/indicators, and establish communication structures and mechanisms for submission of these data and reports
- Guide and document the process for identifying the key performance questions and parameters for monitoring SPS performance and comparing it to targets
- Establish the framework and procedures for the overall evaluation of the SPS.
- Give guidance, and provide inputs to specific projects entered into with other organizations to conduct surveys, build databases or other enquiries for the purpose of implementation of the SPS, including process and impact evaluations
- Ensure the development and implementation of a holistic and integrated Annual Work Plan (AWP) for the SPS, (project reviews, participatory impact assessments, process monitoring, and lessons-learned workshops etc.)
- Facilitate relevant training in monitoring and evaluation with stakeholders;
- Prepare consolidated progress reports for NSPC and other prime clients, in accordance with approved reporting formats and timing; these should incorporate capacity gap assessments that impact on achievement of targets or the process of data gathering
- Provide input to the establishment of monitoring and evaluation procedures at the parish or other sub-national level of the NSPC
- Provide technical input to, and facilitate synergy with the monitoring and evaluation system to be effected for the Poverty Reduction Coordinating Unit within the SPGU
- Support the work of the Social Protection and Gender Unit in coordinating effective social protection for the country
- Perform any other duties in support of the social policy imperatives of the Division

##### QUALIFICATIONS AND EXPERIENCE

The Monitoring and Evaluation Specialist shall have postgraduate qualifications in development studies, social policy, public policy, statistics or a related field, and possess the following attributes:

- At least five years' experience in results-based monitoring and evaluation, particularly at the level of projects.
- experience in the design of M & E systems
- experience in research methodologies, both quantitative and qualitative approaches
- Competence in the use of pertinent computer software for data management, including Microsoft Office Suite.
- Strong facilitation and inter-personal skills
- sound oral and written communication skills

##### 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**

## 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 positions:

#### 1. CONTINUING EDUCATION & SKILLS TRAINING OFFICER

##### JOB PURPOSE

To identify the academic, technical and vocational training and certification needs of beneficiaries of the the Programme of Advancement Through Health and Education-PATH under the Steps to Work Project, and facilitate the provision of training and certification, in preparation for participation in the Labour Market. The Continuing Education & Skills Development Officer will facilitate participation of clients in established programmes through collaboration with internationally accredited training providers, and where satisfactory options are unavailable, facilitate the development of Customized Interventions to meet the learning needs of the client population island-wide.

##### QUALIFICATIONS AND EXPERIENCE

1. Bachelor's Degree in Human Resource Development, Workforce Development or equivalent qualification
2. Two years' experience in workforce training and development

#### 2. SOCIAL MARKETING & BEHAVIOUR CHANGE MANAGER

##### ASSIGNMENT OBJECTIVE

The Social Marketing and Behaviour Modification Manager has the responsibility for:

1. Identifying the Project related training and development needs of staff in the Ministry of Labour and Social Security and supporting Ministries, and designing a training strategy to address these needs, and
2. Managing the strategic planning and execution of Public Education campaigns to ensure that the Programme's key messages are communicated accurately, effectively and consistently to the relevant publics and an outstanding public image is maintained within and outside of partner Ministries.
3. Manage the development and implementation of Social Marketing strategies aimed at reducing the impact of maladaptive behaviours among key constituents of the Programme of Advancement Through Health and Education-PATH such as pregnant and lactating mothers, children in school, child health care recipients, household heads, youth at risk or unattached youth and the disabled.
4. Development of the appropriate public relations strategy to ensure up to date and accurate information is passed to all the publics, internal and external stakeholders that are served by the Programme of Advancement Through Health and Education – PATH.

##### QUALIFICATIONS & EXPERIENCE

- Masters degree in Sociology or related discipline with knowledge of communications especially in behaviour change
- Demonstrated experience in designing and implementing workforce training strategies
- Significant experience writing press releases, pitching stories to the media, and monitoring coverage
- Exceptional writing skills
- Experience planning awards programmes
- Highly detail-oriented with excellent written and verbal communications skills
- Creative problem solver with ability to work independently
- Strong planning skills and ability to multi-task several projects simultaneously
- Fast learning, resourceful, and excellent computer skills
- Ability to work with tight deadlines and deliver exceptional results

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