



ASSIGNMENT OBJECTIVE

To assist the Project's Procurement Specialist in ensuring that procurement for all the Social Protection Projects follow the appropriate Government of Jamaica, World Bank and the Inter-American Development Bank procurement guidelines.

KEY OUTPUTS

- Monthly Procurement Reports
- Contracts for consultant services
- Bid Specifications for goods and services
- Bid Package Table
- Procurement Notices and Invitations to Bid
- Advertisements for Procurement Notices (locally & Internationally)
- Procurement Files for each Consultancy

REQUIRED EDUCATION AND EXPERIENCE

- First Degree in the Social Sciences with a specialization in Finance, Accounts or Business Administration.
- Two (2) years' experience in General Procurement and/or experience working with donor funded Projects.

REQUIRED COMPETENCIES

- Knowledge of procurement and fiduciary management
- Proficiency in the use of relevant computer applications
- Excellent oral and written communication skills
- Good problem solving skills
- Good leadership and interpersonal skills
- Ability to work in team

APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN FRIDAY NOVEMBER 6, 2015, ADDRESSED TO:

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



NATIONAL LAND AGENCY TENDER NOTICE INSURANCE PLACEMENT

Tenders are invited from insurance companies and brokers which are pre-qualified by the Financial Services Commission (FSC) and registered with the National Contracts Commissions (NCC) to provide insurance services to the National Land Agency.

Pre-qualified brokers and insurers will be required to submit in their tenders:

- copies of valid Tax Compliance Certificates (TCCs) indicating tax compliance at the time of submission of tenders
- copies of NCC registration in the category of Insurance Services, reflecting validity at the time of tender; and
- a like-for-like proposal and one (1) alternative proposal.

Cover is required for the following classes of insurance:

- Property All Risks
- Consequential Loss
- Computer All Risks
- Equipment All Risks
- Public & Property Owner's Liability
- Private Motor Comprehensive
- Private Motor Commercial Comprehensive

The period of placement will be three (3) years.

Tender packages can be obtained from the following officer at a non-refundable fee of \$3,500.00 in Manager's cheque to the National Land Agency or in cash between the hours of 9:00 a.m. and 3:00 p.m. Monday to Friday during the period October 20, 2015 to November 20, 2015:

The Procurement Officer
National Land Agency
8 Ardenne Road,
Kingston 10
Tel: 750 – 5263 (Ext. 3019)

Each tender should contain a summary of the risk(s) and should be submitted in duplicate (two identical copies) in sealed envelopes bearing the name of the bidder and clearly addressed as follows:

"TENDER FOR INSURANCE PLACEMENT FOR THE NATIONAL LAND AGENCY"

Tenders must be deposited in the tender box located at:

The Customer Service Area
National Land Agency
8 Ardenne Road, Kingston 10

The deadline for submission of tenders is 3:00 p.m. on December 1, 2015.

TENDERS SUBMITTED AFTER THIS DEADLINE WILL BE REJECTED.

Tenders will be opened at 3:15 p.m. in:

The Conference Room
National Land Agency
6 Ardenne Road, Kingston 10

Bidders are invited to attend.

Recommendations for award(s) will not necessarily be made in favour of the lowest priced tender, but the best overall proposal(s).



REQUEST FOR EXPRESSION OF INTEREST

Institution: Inter-American Development Bank
Country: Jamaica
Project: Citizen Security & Justice Programme III
Sector: National Security & Justice Services
Abstract: Case Management System
Loan/Credit /Grant No.: 3191/OC-JA
Deadline: Thursday, November 5, 2015

The Government of Jamaica (GOJ) through the Ministry of National Security (MNS) and with financing from the Inter-American Development Bank, the UK Department for International Development (DFID) and the Department of Foreign Affairs Trade and Development (DFATD) of Canada is implementing the Citizen Security and Justice Programme III (CSJP III). The programme seeks to enhance citizen security and justice in fifty (50) volatile and vulnerable communities across eight parishes.

The CSJP III is guided by three principal objectives; (i) improve behaviour for non-violent conflict resolution; (ii) increase labour market attachment among youth; and (iii) increase access to effective community and alternative justice services. The MNS has been designated the Executing Agency for the Programme and the Programme Execution Unit (PEU) of this Ministry is also responsible for the implementation of this phase of the programme. The activities under objectives (i) and (ii) will be carried out by the MNS while those activities under objective (iii) will be implemented by the Ministry of Justice (MOJ).

In order to achieve the objectives of the CSJP III, a number of violence prevention and interruption activities are to be implemented; many of which are to be done in collaboration with other Ministry Department and Agencies (MDAs), Non-Governmental Organisations (NGOs), Community Based Organisations (CBOs) and Faith-Based Organizations. However, these implementation activities are to be delivered using a Case Management approach that will enable assessment, of the individuals to be served, planning of the types of services to be offered, the duration of each service, progress monitoring, demographics, inter alia. Such information gathering and reporting activities are to be facilitated through the implementation of a case management system.

The Ministry of National Security Citizen Security & Justice Programme invites eligible firms ("Consultants") to indicate their interest in providing this case management solution. The selected solution will be a comprehensive case management system with reporting capabilities for tracking participant outcomes. Specific user requirements will be identified through a further needs assessment, but basic functional needs include the ability to:

- Register participants with intake information
- Develop service plans for participants
- Track each participant's activity history
- Enter individualized case notes and store documents
- Alert case managers of participant engagement timelines
- Assess client risk level based on tracked characteristics
- Produce casework reports, letters, and forms that are populated with case data
- Produce reports on outcomes
- Integration with similar systems within other programmes

The system will be used initially in 5 locations and must support use by a minimum of 25 users. However, the locations and number of users are expected to gradually increase after successful completion of the pilot phase.

Interested Consultants should provide information demonstrating that they have the required capabilities, compatible products, and relevant experience to perform the services described above.

Short lists shall comprise six firms with a wide geographic spread, with no more than two firms from any one country. Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9 and is open to all eligible bidders as defined in the policies.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Policies. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

Expressions of interest must be delivered to csjptender@cwjamaica.com by Thursday, November 5, 2015 in a written form detailing the Vendor's experience and competence relevant to this assignment.

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

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