



# GOJ PUBLIC PROCUREMENT PAGE



Government  
of Jamaica



## MINISTRY OF NATIONAL SECURITY

### REQUEST FOR CURRICULUM VITAE

#### CHANGE MANAGEMENT & COMMUNICATION TECHNICAL SPECIALIST CONSULTANT

**Institution:** Inter-American Development Bank  
**Country:** Jamaica  
**Project:** Security Strengthening Project (SSP)  
**Loan/Credit/Grant No:** JA-L1074  
**Contract/Bid No:** MNS/SSP/2018/SPN-001  
**Deadline:** 1 October 2018

#### Abstract:

The Government of Jamaica through the Ministry of National Security (MNS) is implementing the Security Strengthening Project (SSP) which is comprised of the following three (3) components:

- (i) Violent crime prevention and management;
- (ii) Improving investigative capabilities for homicides and;
- (iii) Change Management and Communications.

The Security Strengthening Project is aligned with the Sector Strategy on Institutions for Growth and Social welfare (GN-2587-2 and the Sector Framework for Citizen Security and Justice (OP-1201). The project is consistent with the 2016-2021 IDBG Country Strategy with Jamaica (GN-2868) and will contribute to the Corporate Results Framework (CRF) 2016-2019 (GN-2727-6) output indicators of: (i) Government agencies benefited from projects that strengthen technological and managerial tools to improve public service delivery; and (ii) Crime information systems strengthened. The project is also aligned with the 2017 Jamaica's Ministry of National Security Five Pillar Strategy for Crime Prevention and Citizen Security.

The Ministry of National Security has received financing from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments under the Security Strengthening Project (SSP), for a Change Management & Communication Technical Specialist Consultant.

The Ministry of National Security now invites suitably qualified individual consultants to submit Curriculum Vitae (CV) for the role of Change Management & Communication Consultant to work with the team to develop and execute a comprehensive change management and communications plan for the project.

More specifically, the consultant is required to work in tandem with all the relevant supporting teams and groups to:

- Assess and analyze the project outcomes and deliverables;
- Determine the project impact during and after execution;
- Analyze the stakeholder interests and expectations;
- Develop a comprehensive change management and communications plan;
- Detail the game plan for executing them, once approved; and
- Work with the Project Executing Unit (PEU) and Technical Working Groups (TWG) to execute on the plan

The Consultant will also provide the PEU and the TWGs with technical guidance on stakeholder analysis and engagement, change management techniques and communications tools and techniques.

The full detail of the engagement is included in the Terms of Reference which can be viewed at [www.mns.gov.jm](http://www.mns.gov.jm). The closing date for submission of CV's is **Monday October 1, 2018 at 1:00 p.m.** and must be delivered to [peu@mns.gov.jm](mailto:peu@mns.gov.jm) or the address below. Late submissions will not be accepted.

This procurement process requires consultants to have the following specific experience and/or capabilities:

- Post Graduate Degree and/or Master's Degree in Communication and Public Relations, Computer Science/Engineering, Project Management, Business/Public Administration or other relevant disciplines
- At least 8 years of experience in Change Management & Communication
- General knowledge and understanding of ICT
- Exposure to security operations and services

#### Languages:

- Excellent writing skills and command of the English Language (oral and written).

#### Areas of Expertise:

- Previous experience in the design and implementation of Change Management & Communication solution is mandatory.
- Additional project experience in large, sensitive and complex environment.

#### Skills:

- Excellent strategic leadership and management skills with analytical and strategic thinking
- Working computer proficiency, including the ability to utilize MS Suite
- Excellent problem-solving skills
- Excellent communication (written and verbal) skills and relationship management
- Proven track record of working effectively within multi-disciplinary teams
- Experience undertaking multilateral funded projects would be a distinct advantage
- Good organizational, analytical, team-building, problem solving, communication and negotiating (including conflict resolution) skills
- Ability to quickly build and maintain productive relationships with high level Government officials and other key stakeholders, including those in the donor community and private sector
- Excellent public speaking and presentation skills

A Consultant 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 for individual consultants. The selection of the Consultant will also be in accordance with the procurement policies of the Government of Jamaica.

**Ministry of National Security**  
**Attn: Director of Procurement**  
**NCB Towers**  
**4th Floor, North Tower**  
**2 Oxford Road**  
**Kingston 5**  
**Tel: 876-906-4908-24**  
**Fax: 876-906-6807**

Update of Jamaican Taxation Registration Number (TRN) and Tax Compliance Information for participation in GOJ tender opportunities via the Electronic Procurement System:

All suppliers that have a Jamaican based Taxation Registration Number (TRN) are being asked to validate their (TRN) and Tax Compliance Certificate (TCC) information on the Government of Jamaica Electronic Government Procurement System (GOJEP).

#### The purpose of a valid TRN in GOJEP is to:

- I. Verify Supplier's details;
- II. Allow for retrieval of Tax Compliance information for Supplier and;
- III. Facilitate the integration of the e-Tendering (GOJEP) System with Supplier's information in the Government's National Contracts Commission (NCC) registration system using the supplier's TRN as shared identifier between both systems.

To update your organisation's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- I. Login to the system ([www.gojep.gov.jm](http://www.gojep.gov.jm));
- II. Select the Supplier management link (under the Supplier Administration section on the left);
- III. Select the Edit organisation link/button;
- IV. For the Taxation Registration Number (TRN): prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below:
- V. For the Taxation Compliance Reference (TCC) # prompt – Enter the last TCC# issued to your organisation by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
  - a. Your organisation's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your organisation's record in GOJEP;
  - b. Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
  - c. The system will send you an email reminder, fourteen (14) days prior to the expiration of your organisation's tax compliance status. Upon the expiration and renewal of your TCC, please ensure same is updated in the system by following the above steps.
- VI. Select the Save button once you have entered the above information.

#### TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability	000009999	TRN must begin with digit 0 (Zero) and must be nine digits. No '-' or space shall be entered.
2 Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered.
3 Sole Trader or Trading As Entity	100009999/0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, example 0001 or 0002 or 0003, etc. No '-' or space shall be entered.
4 Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered, No '-' or space shall be entered.

For additional information, please call the Ministry of Finance, Public Procurement Customer Care Help Desk numbers: 876-932-5220/932-5251/932-5244/932-5251 or by sending an email to: [papucustomer@mf.gov.jm](mailto:papucustomer@mf.gov.jm).

GOJEP – Using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.