



REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR A GREEN CLIMATE FUND PROJECT DEVELOPMENT SPECIALIST

OFFICE OF THE PRIME MINISTER

REQUEST FOR EXPRESSIONS OF INTEREST

TRAINER FOR MODULE 6 ACCESSING GLOBAL MARKETS (BOSS PROGRAMME)

COUNTRY: JAMAICA
PROJECT: YOUTH EMPLOYMENT IN THE DIGITAL AND ANIMATION INDUSTRIES
IBRD LOAN NO: 8405
COMPONENT: SKILLS AND CAPACITY TO ENHANCE EMPLOYABILITY AND ENTREPRENEURSHIP
BID NO: JM-OPM-75494-CS-INDV
SELECTION METHOD: INDIVIDUAL CONSULTANT SELECTION

The Government of Jamaica has received financing from the World Bank towards the cost of the Youth Employment in the Digital and Animation Industries Project and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include designing and delivering, in collaboration with the Business Development Consultant, the **Global Market Access module of the "BOSS" Programme** to equip Jamaican animators with skills to prepare for accessing global markets and pitching intellectual property to distributors and exhibitors. This includes developing market strategy for attending international tradeshows and identifies currently existing bilateral agreements and co-production treaties that are applicable to the animation industry.

Interested Consultants should provide Curriculum Vitae with detailed information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. A Master's degree in visual or liberal arts, screen-based media production, digital production, design, animation, film/TV, management, business administration, international business, international trade, international taxation, finance, entrepreneurship, global marketing, mass communications, marketing/PR or related field, from an accredited institution
2. At least ten (10) years' experience in content acquisition, sales and distribution, international trade promotion, co-production management, deal making and negotiation, commercial taxation, festival strategy or related experience in the screen-based industries

Only persons shortlisted will be contacted. Shortlisted candidates may be required to participate in an interview.

The attention of interested Consultants is drawn to Section III paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IFP Borrowers" July 2016, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants Selection Method set out in the Procurement Regulations. Further information can be obtained at the address below during office hours **Mondays to Thursdays, 09:00 hours to 17:00 hours and on Fridays, 09:00 hours to 16:00 hours.**

**Office of the Prime Minister
Youth Employment in the Digital and Animation
Industries Project
Attn: Procurement Specialist
47b South Camp Road
Kingston 4
Jamaica
Tel: 876-930-7620
Email: ibrdyedaip@opm.gov.jm**

Expressions of Interest, including Curriculum Vitae, must be delivered in a written form to email address ibrdyedaip@opm.gov.jm by **October 26, 2018**. The subject line should read: **JM-OPM-75494-CS-INDV-TRAINER FOR MODULE 6 – ACCESSING GLOBAL MARKETS (BOSS PROGRAMME)**. The detailed Terms of Reference for the Consultancy Service are available on the website of the Office of the Prime Minister at: www.opm.gov.jm.

Institution: Climate Change Division (CCD), Ministry of Economic Growth and Job Creation (MEGJC)
Country: Jamaica
Project: Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development in Jamaica and Other CARICOM States
Grant No.: JAM-RS-002

The Ministry of Economic Growth and Job Creation (MEGJC) has received a readiness grant from the Green Climate Fund to support private sector mobilization for the development of climate change adaptation and mitigation projects/programmes at the national and regional level. A portion will be used to engage a Project Development Specialist "Consultant" to provide private sector entities with training in project development with the aim of enhancing their capacity in building their business case to better access resources of the Green Climate Fund (GCF).

The specific objectives of the assignment are: (a) Convene an Inception Meeting with the National Designated Authority of the Green Climate Fund; (b) Design and launch the Request for Call for Project ideas; (c) Conduct a 2-day training workshop for shortlisted project proponents; (d) Prepare a report on workshop proceedings, recommendations for follow-up actions and training materials and a workshop evaluation report.

The implementation period of the above-captioned project is eighteen months (18) months. However, the consultancy work is two (2) months, commencing in January 2019.

The expressions of interest (EOI) will be evaluated based on the following criteria: (a) qualifications—candidate should possess at least an advanced degree (Masters or higher) in Project Management, Environmental Studies, Business Administration, Finance, Climate Policy or a relevant field; (b) at least four to five (4-5) years of proven experience in project/programme development and management in climate change, preferably in the Caribbean region or other Small Island Developing States; (c) demonstrate previous success in development and approval of multilateral-funded projects (Adaptation Fund, Global Environment Facility and Green Climate Fund). Experience with the Green Climate Fund is preferred; (d) Samples of work submitted demonstrating (i) at least three relevant projects developed over the last four to five (4-5) years which highlights their experience and (ii) excellent grant proposal writing and project development training; and (e) fluency in written and spoken English.

The Ministry of Economic Growth and Job Creation (MEGJC) now invites eligible Consultants to indicate their interest in providing the Services & to provide information demonstrating the required qualifications and relevant experience to perform the Services.

Expressions of Interest (EOI) should not exceed fifteen (15) pages.

Consultants will be selected in accordance with the procedures set out in the Government of Jamaica, Handbook of Public Sector Procurement Procedures Volume 3 and 4, **March 2014**. It is open to all eligible bidders as defined in the policies.

Method of selection: Quality-Based Selection (QBS) method set out in the Procurement Policies. Further information can be obtained at www.megjc.gov.jm.

Expressions of interest (EOI) must be written in English and submitted via email in PDF format, by **3:00 p.m. (UTC-5) on Monday, October 29, 2018**.

Attention: UnaMay Gordon – Principal Director, Climate Change Division, Ministry of Economic Growth and Job Creation, 16A Half Way Tree Road, Kingston 5, Jamaica, West Indies.
Tel: 876-633-7532; Email: unamay.gordon@megjc.gov.jm

All EOIs will be opened at 3:15 p.m. on the same day.

* Participants are to note that emails over 10MB in total may not be received by the Ministry of Economic Growth and Job Creation (MEGJC) IT system. Special arrangements must be made in advance with the Ministry's representative for the e-delivery of larger documents.

The Ministry of Economic Growth and Job Creation (MEGJC) will not be responsible for any costs or expenses incurred by applicants in connection with the preparation or delivery of the expressions of interest (EOI).

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);
- 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 Incorporated 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.

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