



Request for Expressions of Interest

TRAINER FOR MODULE 4 – FINANCING AND BUSINESS AFFAIRS (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-75492-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 **Financing and Business Affairs module of the “BOSS” Programme** to equip Jamaican animators with the understanding of international best practices for financing animation productions. This will include a focus on raising venture capital or other funding models, understanding tax structures, and managing the financial affairs of the business.

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 management, accounting, business administration, business and legal affairs, law, international business, international taxation, finance, entrepreneurship, screen-based media production or related field, from an accredited institution;
2. At least ten (10) years’ experience in financial/operational management in a reputable management consulting firm, content creation company, entrepreneurial venture 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-75492-CS-INDV-TRAINER FOR MODULE 4 – FINANCING AND BUSINESS AFFAIRS (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.

OFFICE OF THE PRIME MINISTER

REQUEST FOR EXPRESSIONS OF INTEREST

TRAINER TO DELIVER PRE-PRODUCTION MODULES FOR THE 2018 ASAP 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-75259-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 assisting the YEDAI Project, in the delivery of **three (3) Pre-Production modules of the 2D Animation pipeline for an Animation Studio Apprenticeship Programme (ASAP)** to facilitate the transition of students from training to work/production environments. The activity proposed will take place in select animation studios, where students will refine their skills in a “real animation pre-production” environment.

The Office of the Prime Minister (OPM) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. **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. Minimum of a Certificate or Diploma in Animation or related field from an accredited/recognized institution; and
2. At least two (2) years of teaching/mentorship/supervision experience in a training institution and/or production studio environment, working in the pre-production phase of the animation pipeline;

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
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 Jamaica
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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-75259-CS-INDV - TRAINER FOR PRE-PRODUCTION MODULES FOR THE 2018 ASAP 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

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:

- Verify Supplier’s details;
- Allow for retrieval of Tax Compliance information for Supplier and;
- 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:

- Login to the system (www.gojep.gov.jm);
- Select the Supplier management link (under the Supplier Administration section on the left);
- Select the Edit organisation link/button;
- For the Taxation Registration Number (TRN): prompt – Enter your organisation’s nine (9) digit TRN (no space or dashes). See TRN rules below;
- 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:
 - 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;
 - Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
 - 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.
- 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.

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