



REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANT TO DEVELOP BUSINESS PLAN

COUNTRY: JAMAICA
PROJECT: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

IBRD LOAN NO: 8406JM

COMPONENT: STRENGTHENING THE PUBLIC INVESTMENT MANAGEMENT SYSTEM

BID NO: JM-MOFPS-83487-CS-INDV

SELECTION METHOD: INDIVIDUAL CONSULTANT SELECTION

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for the consulting services. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The Jamaica Music Museum (JaMM) is a special project of the Institute of Jamaica (IOJ). JaMM has no permanent infrastructure or designated space to properly house and preserve its wide cadre of artefacts and in this regard the rehabilitation of an old building owned by IOJ is to be done to facilitate the first phase of the JaMM. The main objective of the consultancy is to develop a comprehensive business plan that stipulates the specific avenues for sustainability for the JaMM. The work to be completed under the consultancy will be implemented over a period of **four (4) months**.

The Ministry of Finance and the Public Service now invites eligible individuals to indicate their interest in providing the consultancy service. Interested individuals should provide information demonstrating that they have the required qualifications and relevant experience to perform the service. The shortlisting criteria are:

- A Master's degree in the field of Public Relations, Journalism, Business Administration, Marketing or equivalent fields and five (5) years of professional experience in development communications, public relations, journalism, marketing or a related field or
- Bachelor's degree from an accredited college or university and fifteen (15) years of professional experience in development communications, public relations, journalism, marketing or a related field.

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 IPF Borrowers" July 2016, Revised November 2017 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations. Further information can be obtained at the address below during office hours **Mondays to Thursdays, 9:00 a.m. to 5:00 p.m. and Fridays, 9:00 a.m. to 4:00 p.m.**

Expressions of Interest (including Curriculum Vitae) must be delivered in a written form to the address below (in person, by mail, fax or email) by **December 14, 2018**. The detailed Terms of Reference for the Consultancy Service are available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm.

Interested consultants may submit Expressions of Interest/ CV by **December 14, 2018** to:

THE PROCUREMENT AND ADMINISTRATIVE MANAGER STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4, Jamaica, WI
Tel: 876-932-5474
Fax: 876-932-5977
Email: spstp@mof.gov.jm

Ministry of Finance and the Public Service

REQUEST FOR EXPRESSIONS OF INTEREST

**JAMAICA
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT**

LOAN NO./CREDIT NO./GRANT NO.: 8406JM

Assignment Title: Consultant to conduct Cost Benefit Analysis of the Trade Facilitation Programme - Implementation of National Trade Facilitation

Reference No.: JM-MOFPS-83486-CS-QCBS

The Government of Jamaica (GOJ) has received financing from the World Bank towards the cost of the Strategic Public Sector Transformation Project (SPSTP), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include conducting an economic and social cost-benefit analysis and a risk assessment of the six major outcomes under the Trade Facilitation Programme to Jamaica. The consultancy will have duration of 3 months.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: Ministry of Finance and the Public Service, www.mof.gov.jm or can be obtained at the address given below.

The Ministry of Finance and the Public Service now invites eligible **consulting firms** ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- Ten years experience in conducting cost/benefit analyses for complex development projects.
- At least five years experience in the design, appraisal and/or implementation of trade facilitation and/or international logistic projects.

Key Experts will not be evaluated at the shortlisting stage.

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 IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection Method set out in the Procurement Regulations. Further information can be obtained at the address below during office hours **Mondays to Thursdays, 9:00 a.m. to 5:00 p.m. and Fridays 9:00 a.m. to 4:00 p.m.**

Expressions of Interest must be delivered in a written form to the address below (in person, by mail, fax or email) by **December 15, 2018**.

Ministry of Finance and the Public Service
Strategic Public Sector Transformation Project
Attn: The Procurement and Administrative Manager
30 National Heroes Circle
Kingston 4, Jamaica, WI
Tel: 876-932-5474
Fax: 876-932-5977
Email: spstp@mof.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 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: papucustomercare@mof.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.