



**MINISTRY OF LABOUR AND SOCIAL SECURITY**  
INTEGRATED SOCIAL PROTECTION AND LABOUR PROGRAMME – IDB LOAN NO: 2889/0C-JA

**REQUEST FOR CURRICULUM VITAE**

Individuals are being invited to submit a **Letter of Interest and full Curriculum Vitae**, for the following positions:

**GOAL AND OBJECTIVES OF THE PATH PARENTING PROGRAMME-  
PHASE III (February-November 2019)**

The overall goal of the PATH Parenting Programme is to build parents' confidence, skills and knowledge as their children's most important teacher in the early years, so that their children are healthy and ready, at point of entry, for Grade One's academic and social-emotional demands. Specifically, the programme seeks to: strengthen parents' understanding and encouragement of child development and behaviour between the ages 2-6; Build parents' confidence & capacity to stimulate children's early learning & development through regular play, language and reading activities with the child; and increase parents' use of positive alternative discipline strategies and reduce levels of harsh verbal and physical punishment.

**HOME VISITORS**

(St. Andrew, Manchester, Hanover, Westmoreland,  
St. Catherine, St. Mary, Trelawny)

**FACILITATORS**

(St. Andrew, Manchester, Hanover, Westmoreland,  
St. Catherine, St. Mary, Trelawny)

**ASSIGNMENT OBJECTIVES**

The Home Visitor is a part-time engagement with responsibility for reinforcing key messages from the group sessions; observing parent-child relationship in the home setting; directly modelling and encouraging adult-child interactions; supplementing knowledge as well as answering questions; fostering a confidential space and facilitating social sector referrals, if required or requested. Home Visitors will support the delivery of a prescribed ten (10) course programme via the execution of a minimum series of Five (5) Home visits per participant household for approximately one hour, using the "Parents are Teachers at Home" parenting curriculum, to communities and homes specified by the programme.

**QUALIFICATIONS AND COMPETENCIES**

- Certification from a relevant parent training courses (e.g. PPC, CBP, HEART/NTA, Mothers Union) or equivalent experience within a home visiting programme
- Training and experience as a community health aide, teacher, nurse, parenting facilitator, health promotion worker, or other relevant paraprofessional
- Ability to capture and accurately record comments made by parent during home visits.

**ASSIGNMENT OBJECTIVES**

The Facilitator is a part-time engagement with responsibility for conducting a series of parent group sessions, provide parents with guidance on developmentally appropriate activities/information to enhance children's health and development; refer families in need to appropriate services; and document and evaluate each session. Facilitators will engage parents at least twice per month for minimum of two hours per session for the duration of the programme and will be required to prepare for sessions as guided by the Parents are Teachers at Home" parenting curriculum. The training consists of a minimum of 10 course sessions supported by a series of home visits.

**QUALIFICATIONS AND COMPETENCIES**

- Certification in a course on parenting facilitation
- BSc or related field or Teaching Diploma
- Experience working with "high risk" parent groups
- Experience as a parenting facilitator
- General understanding of the participatory nature of group sessions
- Comfortable presenting to groups of 20 persons or more
- Possess a non-judgemental attitude.

**DEADLINE FOR SUBMISSION**

Responses should be submitted in hard copy or via email no later than the close of business **Monday, December 17, 2018** to the attention of:

Procurement Manager  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4  
Telephone: 876-967-0420  
Email: [consultancy@mlss.gov.jm](mailto:consultancy@mlss.gov.jm)



"Investing for Community Development"

**REQUEST FOR EXPRESSION OF INTEREST  
CRIME/DATA ANALYST**

**Loan No. 8356-JM**

The Government of Jamaica has received a loan from the International Bank for Reconstruction and Development towards the cost of the **INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)**, and it intends to apply part of the proceeds of this loan to cover payments under the contract for a **CRIME/DATA ANALYST to support the Jamaica Crime Observatory Integrated Crime and Violence Information System (JCO-ICVIS)**.

**Scope:** The selected **Individual Consultant** will be required to strengthen the analysis of data generated from the Jamaica Crime Observatory including identification of trends to inform the Ministry of National Security response to crime and violence and raise awareness of MNS/JCO staff about data analysis (procedures, best practices etc). The consultancy will direct attention at all 18 ICDP and 12 Inner City Basic Services Project communities and a representative sample of interventions being undertaken by major social intervention programmes (PRP, COMET, CRP, CSJP, etc).

**Selection Method:** Individual Consultant Selection (ICS) Method

**Contact Information:** Procurement Manager

**Address of Entity:** Procurement Department  
11 Oxford Road  
Kingston 5  
Telephone No(s):  
876-968-4545

**Email Address:** [contracting@jsif.org](mailto:contracting@jsif.org)

**Submission Date & Time:** **Tuesday, January 8, 2019 at 5:00 p.m.**  
Additional Information: Please visit <http://www.jsif.org> for detailed Advertisement and Terms of Reference.

Curriculum Vitae (CV) should be submitted to the address above or emailed to [contracting@jsif.org](mailto:contracting@jsif.org) on or before **5:00 p.m. on Tuesday, January 8, 2019**.

**OFFICE OF THE PRIME MINISTER**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**PR AND COMMUNICATIONS CONSULTANT  
FOR KINGSTOON 3**

**COUNTRY:** JAMAICA  
**PROJECT:** YOUTH EMPLOYMENT IN THE DIGITAL AND ANIMATION INDUSTRIES  
**IBRD LOAN NO:** 84050  
**COMPONENT:** SKILLS AND CAPACITY TO ENHANCE EMPLOYABILITY AND ENTREPRENEURSHIP  
**BID NO:** JM-OPM-89964-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 providing PR and Communications Services to the **Kingston 3 Animation Festival**. This is a multi-day, multi-track international animation event which will be held during the period January 18-27, 2019 at the University of Technology, Jamaica. The event provides Jamaicans with the opportunity to showcase their growth in the animation industry, while creating an international marketplace for animated content and technology in the Caribbean. The anticipated daily attendance is 1800-2000 (See Appendix 1 for KingstOOn Concept Note).

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:**

- Minimum of a Bachelor's Degree in Communications or related field.
- At least 3 years' experience in designing and executing successful public relations and communications campaigns for an event of a similar nature and size with varied elements.

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](mailto:ibrdyedaip@opm.gov.jm)**

Expressions of Interest, including Curriculum Vitae, must be delivered in a written form to email address [ibrdyedaip@opm.gov.jm](mailto:ibrdyedaip@opm.gov.jm) by **December 21, 2018** on or before 9 a.m. GMT-5. The subject line should read: **JM-OPM-89964-CS-INDV: PR AND COMMUNICATIONS CONSULTANT FOR KINGSTOON 3**. 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](http://www.opm.gov.jm).

**MINISTRY OF LABOUR AND SOCIAL SECURITY  
NATIONAL INSURANCE FUND (NIF)**

**INVITATION FOR BIDS (IFB)**

**Bid No. NIF/MLSS/2018/002**

The National Insurance Fund, Ministry of Labour and Social Security is inviting sealed Bids from qualified HVAC air conditioning Contractors to undertake the **"Removal and upgrade of the Ventilation & Air Conditioning (VAC) system of an Office Building"**.

**PROCURING ENTITY:**

National Insurance Fund, Ministry of Labour and Social Security

**LOCATION:**

The property is located at 4 Sam Sharp Square, Montego Bay, St. James, Jamaica.

**SCOPE OF WORK**

The replacement of the air conditioning system for a two (2) storey office building consisting of approximately 936 square metres, gross floor area.

**ELIGIBILITY FOR TENDER:**

Local Competitive Bidding (LCB) Procurement Method will be used and tenderers must submit the following along with their bid:

- Completed and signed Form of Bid (in the prescribed format).
- A valid National Contracts Commission (NCC) certificate in the category of Heating, Ventilation, Air Conditioning & Refrigeration – Grade 1. (See <http://www.ocg.gov.jm/ocg/>),
- A valid Tax Compliance Certificate (TCC).
- A Bid security in the amount of \$440,000.00 (in the prescribed format).

Additional requirements are outlined in the Bidding Documents

**COLLECTION OF DOCUMENTS:**

- Tender documents are available at a non-refundable cost of \$5,000.00 payable to the National Insurance Fund by Manager's Cheque ONLY and may be collected on weekdays from **December 18, 2018 to January 4, 2019 between 9:00 a.m. and 3:00 p.m.** from the offices of the National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5.

**DATE AND TIME FOR RETURN OF TENDERS:**

- Bids must be clearly marked **"Replacement of the Air Conditioning System"** and shall be deposited in the bid box located in the Lobby at the offices of the National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5 on or before **Tuesday, January 22, 2019 at 2:00 p.m.** Late bids will be rejected.
- Public Opening of tenders will follow at **2:15 p.m.** in the Conference Room of the office of the **National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5**, on **Tuesday, January 22, 2019**.

For the collection of tender documents & further information, please contact:

**Director, Real Estate  
National Insurance Fund  
4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5  
Tel.: 876-908-0019-20, Email: [secretariat@nif.gov.jm](mailto:secretariat@nif.gov.jm)**

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