



## National Environment & Planning Agency

### Specific Procurement Notice for Communications Specialist

**Institution:** Inter-American Development Bank  
**Country:** Jamaica  
**Project:** Integrated Management of Yallahs and Hope River Watershed Management Areas Project  
**Sector:** Environment & Natural Disaster  
**Loan/Credit/Grant No.:** JA-G1001  
**Contract/Bid No.:** GRT-FM-14607-JA  
**Deadline:** 10 January 2019

General Procurement notice advertised for this project and published in Development Business Online, edition No. IDB508-04/15 of 23-04-2015.

The Government of Jamaica through the Inter-American Development Bank (IDB) has received financing from the Global Environment Facility (GEF) and intends to apply part of the proceeds to payments under the Integrated Management of Yallahs and Hope River Watershed Management Areas Project, for the engagement of an Individual Consultant to ensure the effective execution of all public awareness activities. The Consultant will position the project objectives and activities through national and targeted communication activities, design appropriate messages, build awareness and understandings of project activities and achievements, build collaborative arrangements and national and local buy-in to the project, design communications and policy dialogue tools and arrange forum to discussions and sharing, facilitate sustainability of project outputs and strategy as well as pilot mechanisms and initiatives.

The National Environment & Planning Agency (NEPA), executing agency for the project, now invites eligible individual Consultants ("Consultants") to indicate their interest in undertaking the Communications Specialist consultancy by submitting curricula vitae. This procurement process requires Consultants to have the following specific experience and/or capabilities: First degree in Communications, Journalism or Public Relations with a working understanding of environmental issues, training in community animation, at least 3 years demonstrated experience in a similar position; experience in consultations, community participation and outreach; working knowledge of Jamaican biodiversity conservation challenges and opportunities; community animation, working with participatory tools and methodologies.

The shortlist may be comprised entirely of national consultants.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. **A copy of a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter from Tax Administration Jamaica (TAJ) is required at bid/CV submission for local individual Consultants and at contract award/sign for international individual consultants.**

An individual Consultant will be selected in accordance with the comparing of three (3) Curricula Vitae (CVs) for engaging an individual consultant as specified in the Inter-American Development Bank's Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9), and the Government of Jamaica (GOJ) Public Sector Procurement Procedures, and is open to all eligible and qualified bidders as defined in the Inter-American Development Bank policies eligibility rules and procedures. Consultants may not associate with other Consultants in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the shortlist, the Consultant shall have the nationality of the Bank's member country. A Consultant shall be deemed to have the nationality of a country if he/she complies with the following requirements: is a citizen of a member country; or has established his/her domicile in a member country as a "bona fide" resident and is legally entitled to work in the country of domicile.

To participate in this tender/procurement opportunity, suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm).

To register, please select the "Register as a supplier" link from the home page. For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at 876-932-5220/876-932-5253 or email [papucustomer@mf.gov.jm](mailto:papucustomer@mf.gov.jm).

Bid Submission Date: Curriculum Vitae must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than 3:00 p.m. Jamaica time on **Thursday, January 10, 2019**. Late CVs will be automatically rejected by the system.

Specific procurement notice (SPN), Terms of Reference and Evaluation rubric for this consultancy can be viewed at: [www.nepa.gov.jm](http://www.nepa.gov.jm) and [www.gojep.gov.jm](http://www.gojep.gov.jm). Further information can be obtained at the address below during office hours 08:30-16:30 hours.

**National Environment & Planning Agency,**  
**Attn: Yallahs-Hope Project Procurement Officer**  
**11 Caledonia Avenue, Kingston 5**  
**St. Andrew, Jamaica**  
**Tel: 1-876-754-7540. Fax: 1-876-754-7596.**  
**Email: [christine.orgill@nepa.gov.jm](mailto:christine.orgill@nepa.gov.jm)**

## OFFICE OF THE CABINET

### REQUEST FOR CURRICULUM VITAE

#### PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

#### PUBLIC PROCUREMENT REFORM STRATEGIC COMMUNICATIONS-CV#2018/E006

The Government of Jamaica (GoJ), represented by the Public Sector Transformation and Modernisation Division (the PSTMD) of the Office of the Cabinet, seeks to engage the services of a Strategic Communications Consultant (SCC) ("Individual") to develop and implement a Public Awareness and Marketing Campaign to educate and inform stakeholders and citizens about the Government's public procurement reform initiatives.

The Consultant will be required to, among other things:

- Develop a comprehensive, costed Communications Plan (including schedule) focusing on Engagement, Awareness and Public Education, to ensure greater awareness of the new Procurement Regime.
- Design and production of communications and visibility materials
- Implementation of the approved Public Relations Plan
- Coordinate and facilitate coverage for any visibility events
- Maintain effective working relationships with media representatives

The Technical Expertise required for these posts includes, among others:

1. Degree in Media & Communications, Public Relations, Media Studies, Business Administration and/or Management; or at least 10 years relevant experience.
2. Demonstrated competence and experience in communications and media relations.
3. Understanding of the Public Sector and its various Ministries, Departments and Agencies (MDAs).
5. Knowledge and experience in the scriptwriting and multimedia production.
6. Excellent written skills in all forms of communication material.
7. Strong creative solutions orientation.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, December 17, 2018** on the website of the Office of the Cabinet ([www.cabinet.gov.jm](http://www.cabinet.gov.jm)). The closing date for the submission of CV is **Monday, January 21, 2019 at 3:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) as well as via email at [psmd.proc@cabinet.gov.jm](mailto:psmd.proc@cabinet.gov.jm). To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.

For assistance, in registration or to receive training, please contact the support desk at: 876-932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address [psmd.proc@cabinet.gov.jm](mailto:psmd.proc@cabinet.gov.jm), or fax 876-960-6443.

**Late submissions will not be accepted.**



## Government of Jamaica

Ministry of Economic Growth and Job Creation



## NATIONAL WORKS AGENCY

### Invitation To Tender

The National Works Agency invites eligible contractors to submit tenders for the **Rehabilitation of Mount Olive Road in the parish of St. Andrew**. The works consist of cleaning of drainage systems, scarifying, preparation of formation, base course, application of Asphaltic Concrete overlay, kerb construction and random rubble wall construction.

**Eligibility:** It is mandatory that contractors be on the National Contracts Commission (NCC) List of Registered Contractors at the specified level in any of the following categories for their tenders to be eligible: Grades 1 or 2 in the Civil Engineering Works or General Road Works Categories. Tenderers must have a valid Tax Compliance Certificate (TCC).

**Availability:** Tender Documents will be made available as of Wednesday, December 19, 2018, at the National Works Agency, Corporate Office, 140 Maxfield Avenue, Kingston 10 from the Directorate of Regional Implementation & Special Projects.

**Fee:** A non-refundable payment of J\$3,000 in cash or Managers' Cheque, payable to the Chief Executive Officer, National Works Agency, is required for each set of Tender Documents.

The closing date for the return of Tenders is **11:00 a.m. on Tuesday, January 15, 2019** and Tenders will be opened **on the same day at 11:15 a.m.** Please log on to [www.nwa.gov.jm](http://www.nwa.gov.jm) OR contact **Maira Williamson, Major Projects Manager (Acting)** at 1-876-733-4069 / email: [moirawilliamson@nwa.gov.jm](mailto:moirawilliamson@nwa.gov.jm). for further details.