

**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)**

**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.

**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**

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

**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.

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.



**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 **ROAD REHABILITATION WORKS: CHRISTIAN PEN TO NEWLAND, ST. CATHERINE**. The works include but is not limited to earth works, cleaning of earth drain, application of 38mm asphaltic concrete overlay, the construction of kerb and channel along the road section as specified.

**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 or General Road works category.

**Availability:** Tender Documents will be made available between **Monday, December 17, 2018, and Wednesday, January 9, 2019** from 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\$5,000 in cash or Managers' Cheque, payable to the Chief Executive Officer, National Works Agency, is required for each tender document.

The closing date for the return of Tenders is **10:00 a.m. on Wednesday, January 9, 2019** and Tenders will be opened **on the same day at 10:15 a.m.** Please log on to [www.nwa.gov.jm](http://www.nwa.gov.jm) OR contact **Moir Williamson, Major Projects Manager (Acting)** at **1-876-733-4069 / email: moirawilliamson@nwa.gov.jm** for further details.



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**NATIONAL WORKS AGENCY**

**Invitation To Tender**

The National Works Agency invites eligible contractors to submit tenders for **ROAD REHABILITATION WORKS ROSE WOOD – CRACKERS HEAD – SUNSHINE CLOSE LOCATED IN THE PARISH OF ST. CATHERINE**. The works consist of cleaning earth drains, scarifying, preparation of formation, base course, application of asphaltic concrete overlay (38mm thick), kerb construction, masonry wall and HDPE pipe installation.

**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 12, 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 Monday, January 4, 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 **Moir Williamson, Major Projects Manager (Acting)** at **1-876-733-4069 / email: moirawilliamson@nwa.gov.jm** for further details.