



GOJ PUBLIC PROCUREMENT PAGE

MINISTRY OF LABOUR AND SOCIAL SECURITY Government of Jamaica

Consultancy Firm to Provide Tutoring In Caribbean Secondary Education Certificate and Training in Marketable Vocational Skills for PATH Beneficiaries

REQUEST FOR PROPOSAL

The Government of Jamaica, Ministry of Labour and Social Security, 14 National Heroes Circle, Kingston 4 invites Request for Proposal from suitably qualified Institutions to deliver on a full-time basis, one (1) marketable Vocational Skill at NCTVET Level II or equivalent and CSEC subjects including Mathematics and English Language to one or more groups of 25-30 Steps to Work clients, between the ages of 16 and 25 years to foster their certification.

SCOPE OF WORK

In order to achieve the objectives of the intervention, the Consulting Firm will complete the following activities:

- Develop a proposal for the delivery of the intervention, incorporating the following minimum elements:
- Provide on a full-time basis, an appropriate and fully equipped training facility to accommodate the number of trainees indicated.
- Provide all related materials, specialized equipment and tools to facilitate the training and assessment process as necessary.
- Deliver Training Curriculum to trainees within agreed time and facilitate assessment and certification of participants.
- Facilitate ongoing monitoring of the project throughout implementation through the submission of agreed periodic reports on the status of activities, identifying any challenges in implementation and steps taken towards their resolution.

QUALIFICATIONS AND EXPERIENCE

The Consulting Firm should:

- Have a minimum of three years' experience in designing and delivering the training interventions being proposed.
- Be a legally registered Community-Based Organization (CBO), Community Training Institution (CTI), Non-Governmental Organization (NGO), Faith-Based Organization, Benevolent Society, Service Club or Corporation or Academic Institution.
- Possess a valid Tax Compliance Certificate.
- Have adequate staff for the implementation of the training programme – appropriate staff to student ratio, and Trainers with at least three years' experience in their particular fields.
- Have appropriate venues compliant with established health and safety standards.
- Have adequate and appropriate training equipment/facilities in place for effective implementation of training activities.
- Undertake life skill coaching and provide general counselling and direction to clients.

Interested Consulting Firms may submit expressions of interest for the above services. The firms must provide information indicating the following:

- Qualifications in the field of the assignment
- Capabilities of the Firm
- Qualification of Key Staff
- Venues from which it operates

Duration of Consultancy

The Consultancy is expected to last 13 months beginning **September 2019**.

A complete set of Bidding Documents in English will be available for download as at **Monday, June 17, 2019** on the Government of Jamaica Electronic Procurement website **www.gojep.gov.jm**. Registration instructions are available on the website listed on the system. Registration is required for bidders to participate in the consultancy.

Bids will be valid for a period of ninety (90) calendar days after the bid closing date. Bids must be submitted online via **www.gojep.gov.jm** no later than **Monday, July 8, 2019 at 15:00 hours/3:00 p.m.** Online bid opening takes place on **Monday, July 8, 2019 at 15:15 hours/ 3:15 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

Bid submission will only be accepted via electronic Government Procurement Portal (**www.gojep.gov.jm**.) No offline (hard copies) will be accepted and there will be no physical tender drop box for drop-off of tender documents.

To participate in this tender opportunity, suppliers must first be registered and know how to use the electronic Procurement System, **www.gojep.gov.jm**. Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance in regard to registration, training, access to tender document and upload of proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customers Service Desk at: 876 932-5220; 876 932-5246, 876-932-5253/5251 or 876-932-5244.



MINISTRY OF FINANCE AND THE PUBLIC SERVICE STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

The Establishment of the Information and Communications and Technology Authority (ENICTA) Transition Project

IBRD LOAN NO.: 8406JM

COMPONENT: ADAPTIVE PUBLIC SECTOR APPROACHES
TO PROMOTE FISCAL SUSTAINABILITY

The Government of Jamaica (GoJ) has received funding from the World Bank towards the Strategic Public Sector Transformation Project and intends to apply a portion of the proceeds to fund project staff to support the Establishment of the Information and Communications and Technology Authority (ENICTA) Transition Project.

The GoJ is embarking on an Information and Communications Technology (ICT) transformation process in an effort to improve services to citizens and businesses in Jamaica. It is recognised that currently there is no one organization that has full responsibility for ICT and related services.

In order to achieve these objectives a Project Implementation Unit is to be established at the Ministry of Science & Technology to execute the ENICTA Transition Project. To this end, the Ministry is seeking to secure the services of the following project staff:

Business Impact Lead

The Business Impact Lead will manage the initial process and structure integration with the relevant legacy teams and play a key role in the management and resolution of issues and risks ensuing from the integration of the new ICT Authority's processes with the legacy systems.

QUALIFICATIONS:

- University Degree in Business Administration, Human Resources, Computer Science or related field;
- Five (5) + years' experience in the analysis of business processes and requirements;
- Three (3) + years' experience in a similar role in an I.T. environment.

Communications & Change Lead

The Communications & Change Lead will drive the execution of the communications and change management plan for the implementation phase of the transition to the new ICT Authority, building on the grounds work developed through the awareness building phase of the communication activities.

QUALIFICATIONS:

- Minimum of a first Degree in Communication, Public Relations, Integrated Marketing & Communications or related field from an accredited institution;
- Eight (8) years' experience in public sector communication;
- Five (5) years' experience in Change Management.

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 Curricula Vitae) must be delivered in a written form to the address below (in person, by mail, fax or email) by **July 15, 2019**. 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 **July 15, 2019** to:

Procurement Specialist (Lead)
Strategic Public Sector Transformation Project
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4.
Email: spstp@mof.gov.jm