



REQUEST FOR CURRICULUM VITAE

NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM

SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MOF&PS), Office of Public Procurement Policy (OPPP) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is in keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service in the use of the system during the month of August.

Registration is easy, simply download and read the User Manuals, accessible from the User Manuals link on the Home page at www.gojep.gov.jm.

For additional information, please call the **Public Procurement Customer Care Help Desk numbers: 876-932-5220/876-932-5251** or email oppccustomer@moj.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.

TECHNICAL SPECIALIST CONSULTANT, LEARNING COORDINATION

Institution: Inter-American Development Bank
Country: Jamaica
Project: Security Strengthening Project (SSP)
Loan/Credit/Grant No.: JA-L1074
Contract/Bid No.: MNS/SSP/09/2019/SPN-001
Deadline: 24 September 2019

Abstract:

The Government of Jamaica through the Ministry of National Security (MNS) is implementing the Security Strengthening Project (SSP) which is comprised of the following three (3) components:

- (i) Violent crime prevention and management;
- (ii) Improving investigative capabilities for homicides and;
- (iii) Change management and communications.

The Security Strengthening Project is aligned with the Sector Strategy on Institutions for Growth and Social Welfare (GN-2587-2 and the Sector Framework for Citizen Security and Justice (OP-1201). The project is consistent with the 2016-2021 IDBG Country Strategy with Jamaica (GN-2868) and will contribute to the Corporate Results Framework (CRF) 2016-2019 (GN-2727-6) output indicators of: (i) Government agencies benefited by projects that strengthen technological and managerial tools to improve public service delivery; and (ii) Crime information systems strengthened. The project is also aligned with the 2017 Jamaica's Ministry of National Security Five Pillar Strategy for Crime Prevention and Citizen Security.

The Ministry of National Security has received financing from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments under the Security Strengthening Project (SSP), for a Technical Specialist Consultant for Learning Coordination.

The Ministry of National Security now invites suitably qualified individual consultants to submit Curriculum Vitae (CV) for the role of Technical Specialist Consultant, Learning Coordination.

Consultancy Objectives:

- Detail the scope of the work packages and deliverables required to support all the Learning components of the SSP;
- Complete detail plans and
- Coordinate all activities, deliveries and quality reviews
- Coordinate the reporting of results and measures for all learning interventions within the scope of SSP

The Scope of work for this consultancy includes the following:

Project coordination of all activities and deliverables related to the learning components of the SSP. This includes:

Coordination of the Team Work

- Coordinate all team members involved in work packages within the scope of the project learning activities.
- Provide proactive support for team work, communication and team spirit.

Technical Work Group Planning

- 1) Participate in the project planning activities and complete the plan components related to the learning scope
- 2) Compile detailed schedule, work assignments and deliverables quality plan for all elements within the scope of the learning components of SSP (Component 3)
- 3) Ensure that all team members confirm their work assignments and agree due dates and quality standards

Learning Programme Delivery

- 1) Using the input from the Curriculum Development Specialist, coordinate the development of the learning design (course/workshop/training etc), the participant material and the presenter materials
- 2) Coordinate the loading of electronic portions of the learning curriculum into the learning platform

IT Competence Development Programme Coordination

- 1) Coordinate the development of the detailed schedule and work assignments
- 2) Coordinate the delivery of the work packages and the activities on the schedule

Project Learning Coordination and Monitoring

- 1) Monitor and control the performance of the learning related activities as per the agreed schedule. Escalate or engage team leads as needed.
- 2) Follow up reminders for all activities and events related to the learning scope
- 3) Work with the PEU to arrange and support all meetings, working sessions and events (training and otherwise) related to the learning scope
- 4) Report weekly, monthly and quarterly on all learning related activities
- 5) Identify, record, report and track to completion all risks, issues and problems that will negatively impact the project learning components

This procurement process requires consultants to have the following specific experience and/or capabilities:

QUALIFICATIONS:

Academic Degree / Level & Years of Professional Work Experience

- PMP certified
- Bachelor in Human Resource Management with specialization in training
- Experience in using Kirpatrick Level 1-3 Training Evaluation
- At least 5 years' experience in managing similar projects
- General knowledge and understanding of ICT

Languages

- Excellent writing skills and command of the English Language (oral and written).

Areas of Expertise

- Previous experience in the design and implementation of training solution is mandatory.
- Additional project experience in large, sensitive and complex environment.

Skills:

- Excellent strategic leadership and management skills with analytical and strategic thinking;
- Working computer proficiency, including the ability to utilize MS Office Suite.
- Excellent problem-solving skills.
- Excellent communication (both written and verbal) skills and relationship management.
- Proven track record of working effectively within multi-disciplinary teams.
- Experience undertaking multilateral funded projects would be a distinct advantage.
 - Good organizational, analytical, team-building, problem solving, communication and negotiating (including conflict resolution) skills.
- Ability to quickly build and maintain productive relationships with high level Government officials and other key stakeholders, including those in the donor community and private sector.
- Public speaking skills

A Consultant will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9 for individual consultants. The selection of the Consultant will also be in accordance with the procurement policies of the Government of Jamaica.

The full detail of the engagement is included in the Terms of Reference which can be viewed at www.mns.gov.jm. The closing date for submission of CV is **Tuesday September 24, 2019 at 4:00 p.m.** and must be delivered to sspprocurement@mns.gov.jm or the address below. Late submissions will not be accepted.

Attn: Procurement Specialist
Ministry of National Security • Security Strengthening Project • Shops 31-32
Kingston Mall • Kingston • Jamaica, W.I.