



**JAMAICA SOCIAL INVESTMENT FUND
ISO 14001:2015 CERTIFIED**



"Investing for Community Development"

Green Climate Fund (GCF) Readiness and Preparatory Support Programme: Enhancing Jamaica's Capacity to Access Climate Finance, JAM-RS-008

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR**

Review and Update of the Jamaica Social Investment Fund (JSIF) Operations Manual

Grant No. JAM-RS-008

The Government of Jamaica (GOJ) has received funding from the Green Climate Fund (GCF) in the amount of US\$525,307 towards the Green Climate Fund (GCF) Readiness and Preparatory Support Programme: Enhancing Jamaica's Capacity to Access Climate Finance, JAM-RS-008. The Jamaica Social Investment Fund, as the Executing Agency/Delivery Partner for the Grant, intends to apply part of the proceeds of this Grant to cover payments under this contract for the following – **Review and Update of the Jamaica Social Investment Fund (JSIF) Operations Manual.**

Scope: JSIF is seeking the services of a consulting firm to update and modernize the JSIF's operational manual as the chief policy document incorporating all of the policies that touch and concern the fundamental operations of the JSIF. These will include all the new policies promulgated in satisfaction of the GCF requirements. The outcome will be that the JSIF will have a modernized web-based fully functioning aligned operational manual that has integrated the GCF policies and procedures.

Duration: 10 Months

Selection Method: Consultants' Qualifications Selection (CQS)

Procurement Method: National Competitive Bidding (NCB)

Availability of Documents: Terms of Reference and Expression of Interest (EOI) Standard Form will be available for download as of January 30, 2024 on the Government of Jamaica Electronic Procurement website at www.gojep.gov.jm.

Submission Date & Time: EOI must be submitted online via www.gojep.gov.jm on or before February 7, 2024 at 4:00 p.m. Late submissions will be automatically rejected by the system.

To participate in the opportunity, the service provider must first be registered on the Government's Electronic Procurement System@ www.gojep.gov.jm.

For assistance with registration on the GOJEP portal, please contact the Ministry of Finance and the Public Service Help Desk at (876) 932-5220 or via email at oppcustomer@care@mof.gov.jm.

For additional information about GOJEP, please send email to: mofprocure@mof.gov.jm

Contact Information: Actg. Procurement Manager
Procurement Department
Jamaica Social Investment Fund
Ground Floor, The Dorchester
11 Oxford Road (Entrance on Norwood Avenue)
Kingston 5.
Telephone: 876-968-4545

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Green Climate Fund (GCF) Readiness and Preparatory Support Programme: Enhancing Jamaica's Capacity to Access Climate Finance, JAM-RS-008

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR**

Consulting Services for the Development and Integration of a Compliance Framework for Jamaica Social Investment Fund (JSIF).

Grant No. JAM-RS-008

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Scope: The purpose of this consultancy is to formulate a Compliance Strategy supported by a Compliance Framework to include Anti-Money Laundering and Know Your Client, being embedded and integrated into the Strategic Planning and day-to-day management processes of the JSIF. Therefore providing an overarching strategy operationalized through the framework for the policies, procedures, structures and tools that are aimed at identifying and managing the JSIF's compliance obligations. It is expected that the framework would improve the JSIF's systems and operations, improve staff confidence, increase employee productivity and retention and mitigate punishment as a result of violations.

The Compliance Framework including Anti-Money Laundering (AML) and Know Your Client (KYC), is to ensure the strategies, practices and skills necessary to establish and apply the Compliance Framework is institutionalized and embedded within the management structures of the JSIF and all its departments. The Framework will ensure the JSIF is applying the Compliance Strategy and fulfilling legal requirements under the various pieces legislation and their regulations, including Anti-Money Laundering laws and ensuring that employees at all levels are responsible for and are an integral part of the Compliance Framework process.

Duration: 9 Months

Selection Method: Consultants' Qualifications Selection (CQS)

Procurement Method: National Competitive Bidding (NCB)

Availability of Documents: Terms of Reference and Expression of Interest (EOI) Standard Form will be available for download as of January 30, 2024 on the Government of Jamaica Electronic Procurement website at www.gojep.gov.jm.

Submission Date & Time: EOI must be submitted online via www.gojep.gov.jm on or before February 13, 2024 at 4:00 p.m. Late submissions will be automatically rejected by the system.

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