



GOJ PUBLIC PROCUREMENT PAGE

TRAINING NOTICE

SUPPLIER FREE VIRTUAL TRAINING SERIES OCTOBER 2023-FEBRUARY 2024

EXCLUSIVE USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT (GOJEP) SYSTEM

In keeping with the Government's commitment to strengthen, promote and enhance the Public Procurement system, the Ministry of Finance and the Public Service (MOFPS), through the Office of Public Procurement Policy (OPPP), has officially mandated the use of the e-Procurement System for procurement transactions exceeding One Million, Five Hundred Thousand Jamaican Dollars (\$1,500,000.00), effective as of August 01, 2023. Suppliers interested in conducting business with the Government of Jamaica are now required to access and submit procurement documents through the Government of Jamaica Electric Procurement (GOJEP) system. The OPPP is providing continuous and dedicated support to suppliers, and is pleased to announce the commencement of its annual free virtual supplier training series for the 2023-24 financial year. All interested suppliers are encouraged to partake in this initiative. Virtual sessions will run from October 2023-February 2024.

These sessions are designed to empower participants with the knowledge and skills required to effectively support the navigating, administering and managing of the GOJEP system. Each session is four (4) hours in length, and integrates interactive discussions, covering topics such as supplier self-registration, electronic bid submission and supplier account management.

To register for this free virtual training, visit www.procureja.gov.jm, select the 'Events' tab and follow the instructions listed below:

- Select the cohort you wish to register for.
- Read the training overview;
- Click the Zoom Event link at the bottom of the page to initiate your registration and select your respective training date. Please note that a maximum of two (2) participants per company are allowed to register;
- Complete the mandatory information for the designated participant/s as required;
- Click 'Register' to confirm your participation.

For more information on this free GOJEP training initiative, contact the Office of Public Procurement Policy by phone: 876-932-5220; or by email oppccustomer@moj.gov.jm or visit our website at www.procureja.gov.jm.

We look forward to seeing you at these sessions.

GOJEP – Increasing transparency and efficiency in doing business with the Government of Jamaica.



MINISTRY OF
HEALTH & WELLNESS

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)/CURRICULUM VITAE

Consultant to Develop and Facilitate the Implementation of the Integration Plan for the merging of the HIV Prevention Programme with the structures of the Health Promotion and Protection Branch and the Regional Health Authorities

The Health Promotion and Education (HPE) is a Unit within the Health Promotion and Protection Branch which provides strategic direction and technical guidance to internal and external stakeholders on National Health Promotion & Education initiatives that seek to empower the Jamaican population to make healthier choices in their various settings (workplaces, schools, communities, health facilities).

Additionally, Jamaica's National HIV programme is managed by the HIV/STI/TB Unit (HSTU) which falls within the Health Promotion and Protection (HPP) Branch of the Ministry of Health and Wellness (MOHW).

The HSTU additionally manages the Global Fund, UCSF and ITECH grants for the country. The team provides oversight responsible for the treatment and holistic management of persons diagnosed with HIV/STIs & TB. This involves several key activities and interagency collaborations that ultimately affect the outcome of patients and the National HIV/STI/TB programme. The attainment of targets is necessary for both patient outcomes, and for national validation and continued donor support, making ongoing training, sensitisation and evaluation essential.

Overall Objectives of the Consultancy

The objectives of the consultancy are to:

- Determine the ideal functional profile and structure that will support the integration.
- Revise/develop job descriptions and reporting relationships.
- Formulate and document recommendations for the appropriate organisational design and job profiles.
- Implementation of the plan for the integration of the HPE functions of HIV prevention and HPE.

SCOPE OF WORK

In undertaking this assignment, the consultant is required to:

- Collect data and analyse for gaining in-depth knowledge of business processes/operations of the Units.
- Conduct desk review on Primary Care Renewal using the HIV and HPE Strategic Plans, Reports, Micro plans, and any other document that provides insight to their current and visionary operations and best practices.
- Review previous regional consultation reports on the integration of the HIV Prevention into the Health Promotion and Education structure.
- Conduct consultations with stakeholders at the national, regional and parish levels.
- Develop a functional profile of the positions to be merged within the Health Promotion and Education Branch.
- Develop a proposed structure for the Health Promotion and Education Branch.
- Review, update, and create Job descriptions as per the proposed structure.
- Prepare an integration plan inclusive develop a monitoring & evaluation plan for the integration process.
- Coordinate the implementation of the integration process.

QUALIFICATION AND EXPERIENCE

The Consultant must meet the minimum required qualifications as detailed below or based on equivalency.

Qualifications and Experience

- First degree in Management Studies, Human Resources, Business Administration, Business Management, or other related field from a recognized University.
- Certification in organisational development or management analysis
- Three successful assignments of a similar nature
- Five or more years' experience in business process analysis/improvement, organisational development or organisational analysis.

The Terms of Reference will be available on the GOJEP on **Tuesday, September 24, 2024**. Expressions of Interest in the form of an Application Letter, Curriculum Vitae and evidence of qualification must be sent via the GOJEP on or before **Tuesday, October 15, 2024 at 2:00 p.m.**

Interested Consultants, who have not yet registered on the GOJEP, can self-register by navigating to the GOJEP Self-Registration page or make contact with the Office of the Public Procurement Policy (OPPP) oppccustomer@moj.gov.jm or by telephone at 876-932-5264 for support.

The detailed Terms of Reference can be viewed on both the MOH website at www.moh.gov.jm and the GOJEP platform at <https://www.gojep.gov.jm/epps/home>.

We thank all applicants; however, please note only shortlisted candidates will be contacted for an interview.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com, procurement@jis.gov.jm