



GOJ PUBLIC PROCUREMENT PAGE



REQUEST FOR EXPRESSION OF INTEREST TOWARDS A COMPREHENSIVE NATIONAL ADAPTATION PLANNING PROCESS IN JAMAICA (JA-NAP) PROJECT

BACKGROUND

The Government of Jamaica recently received funding support from the Green Climate Fund (GCF) through UNOPS to strengthen the climate adaptation action framework. This is to be attained through implementation of the Towards a comprehensive national adaptation planning process in Jamaica (Ja-NAP) Project.

Ja-NAP Project is geared towards strengthening the national adaptation planning and implementation framework through four outcomes that focus on (i) adaptation planning governance and institutional strengthening; (ii) design of adaptation solutions; (iii) engagement of the private sector; and (iv) increased access to adaptation financing.

The Planning Institute of Jamaica (PIOJ), the project Delivery Partner, now invites applications from suitably qualified persons for the following position.

Communication and Knowledge Management Officer

Job Summary

The objective of this assignment is to support the Ja-NAP Project Management Unit, PIOJ and the Climate Change Division (CCD) in the implementation of the project's communications strategy and action plan and ensuring a gender inclusive, systematic and participatory approach to national adaptation planning.

Main Responsibilities

- Familiarise him/herself with the climate change and climate information communications landscape and implement the project's communication strategy and action plan.
- Assist the project team and CCD in conceptualizing, writing, and editing communications materials targeted at key stakeholders within the public and private sectors, civil society organizations and academia and liaise with media production personnel etc.
- Coordinate and collaborate with stakeholders to identify information deficits and conduct awareness raising programmes about the Ja-NAP Project and climate change adaptation using a range of media options including social media and other methods of communication, considering social inclusion particularly accessibility across gender, age (youth and elderly), persons with disability, and other social groups.
- Liaise with Corporate Marketing and Communication Division at the PIOJ, CCD and with media outlets to share info on the project and build NAP process awareness.
- Coordinate and conduct two capacity building and coordination workshops targeting communicators (journalists and media representatives) on climate change adaptation and resilience building highlighting gender and other areas of inclusion.
- Develop knowledge products including a Communication for Adaptation Planning: Jamaica Context Report.
- Serve as the project liaison and receive and process or elevate any complaints made against the project using the PIOJ Complaints Mechanism.
- Prepare quarterly and other reports on the project.

Qualifications/Experience/Skills

- Master's Degree in Media and Communications/Mass Communication/Public Relations/Journalism/Development Communication or related discipline with three years' related experience in public relations, communications and outreach initiatives

OR

- Bachelor's Degree in Media and Communications/Mass Communication/Public Relations/Journalism or related discipline with six years' related experience in public relations, communications and outreach initiative
- Working knowledge of climate change strategies and international agreements
- An understanding of the gender equality and social inclusion issues in the context of climate change adaptation
- Demonstrated knowledge in developing training tools and action plans for communication training
- Experience reporting on qualitative and quantitative analytics
- Demonstrated knowledge in developing and implementing communications and public relations strategies
- Experience in relevant software applications and in handling web-based management systems and the use of social media for dissemination of information

- Quotations will be submitted electronically via email, JaNAP@pioj.gov.jm or GOJEP Platform (GOJEP procedures are defined in the Quick Guide for Suppliers). To participate in this tender opportunity, consultants must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm. Please self-register on the e-GP System by selecting the Register as a Supplier link from the home page.
- Quotations must be submitted by **11:59 pm on Tuesday, February 4, 2025** and addressed to:

National Coordinator

Towards a Comprehensive National Adaptation Planning Process in Jamaica (Ja-NAP) Project
Planning Institute of Jamaica, 16 Oxford Road, Kingston 5
Tel: 876-935-5169, Fax: 876-906-4615, Email: JaNAP@pioj.gov.jm

We thank you for your expressions of interest; however, only shortlisted applicants will be contacted.



INVITATION TO BID

Country:	Jamaica
Procurement Entity:	Urban Development Corporation (UDC)
Project Name:	Portmore Resilience Park – Access Control Solution
REF#:	410:109/1/2025/ACCESSCONTROL/UDC
Description of Works:	The Urban Development Corporation (UDC) is seeking suitably qualified firms to provide secure and efficient Access Control Management Solution for staff and authorized persons at targeted locations throughout the facility. Verification of user credentials with real-time communication between control servers and panels. The solution will offer perimeter protection and seismic activity sensing.
Eligibility:	<ul style="list-style-type: none">A valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL)A valid Public Procurement Certificate (PPC) in any one of the following categories:<ul style="list-style-type: none">Computers, Computer Equipment, Parts & Supplies,Information Technology Services; orSecurity access and ID Cards and related supplies.
Procurement Method:	Bidding will be conducted through the National Competitive Bidding (NCB) procedures as specified by the Government of Jamaica (GoJ) Public Procurements Act 2015 & Public Procurement Regulations, 2018.
Contact Information:	Director, Strategic Sourcing and Procurement Urban Development Corporation 12 Ocean Boulevard Kingston, Jamaica Email: tenders@udcja.com
Tender Document:	Available on the GoJ Electronic Procurement website at www.gojep.gov.jm on January 17, 2025 . Registration instructions are available on the website. Mandatory registration is required for vendors to participate. Failure to obtain the bidding documents from the UDC via the GoJ Electronic Procurement website will result in the Bidder's ineligibility to participate in the procurement process.
Site Visit:	A pre-bid meeting is scheduled to be held on January 28, 2025 at 11:00 a.m. Jamaica time (UTC 5) . Bidders wishing to participate should send an email to tenders@udcja.com by January 24, 2025 . Failure to obtain the bidding documents from the UDC via the GoJ Electronic Procurement website will result in the Bidder's ineligibility to participate in the procurement process.
Deadline for Submission:	Bids must be submitted online via www.gojep.gov.jm no later than February 18, 2025 at 2:00 p.m. Jamaica time (UTC 5) . Late Bids will be automatically rejected by the system. Online Bid Opening takes place on the same day at 2:15 p.m.
For additional info visit:	https://udcja.com/category/rfp/