



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.

The 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.

Monitoring and Evaluation Officer

Job Summary

The objective of this assignment is to establish an appropriate monitoring, evaluation and learning (MEL) framework; monitor and evaluate the implementation of the project and document project learning towards improving the sustainability of project outcomes and contributing to transformational change. The framework developed will be in alignment with the GCF environment and social policy and gender policy as well as with the national gender policy and the PIOJ environment and Social Framework.

Main Responsibilities

- Conduct Gap Analysis Review existing MEL frameworks, including systems, processes and tools, used in climate change and related projects funded by various development institutions such as the Adaptation Fund, Green Climate Fund, among others, with a view to developing a MEL framework which is aligned to them.
- Develop a Monitoring, Evaluation and Learning Plan for the Ja-NAP Project inclusive of results matrix and indicators and implement the plan.
- Conduct an Institutional Assessment of state and non-state entities to contribute and participate in monitoring and reviewing of climate change adaptation indicators.
- Collaborate with the Communication and Knowledge Management Associate to document lessons learned, best practices and tools for dissemination.
- Provide technical support for the International M&E consultant who will be developing an M&E system for climate adaptation.
- Carry out field visits, stakeholder consultations and prepare project monitoring reports as required.
- Participate in project steering committee meetings and on evaluation panels for the procurement of goods and services.
- Support the National Coordinator with the ongoing monitoring, terminal evaluation and the preparation of progress reports of the project. Liaise with Independent Evaluation Consultant to undertake terminal evaluation.
- Ensure proper filing and maintaining of M&E Reports.

Qualifications/Experience/Skills

- Undergraduate degree in Environmental Science or Social Sciences with specific training in social policy, statistics; development studies; business administration; or economics.
 - At least five (5) years of work experience in Result-Based Management, M&E, project performance indicator development and monitoring, impact evaluation, social analysis, qualitative and quantitative research, collection and analysis of data disaggregated by sex and age, development of gender-responsive indicators, and infrastructure project implementation.
 - Demonstrated experience of at least five years of applying a social and gender lens to M&E for major projects
 - A minimum of five years' work experience in a similar or related capacity
 - Working knowledge of climate change strategies and international agreements.
1. 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.
 2. Quotations must be submitted by **11:59 p.m.** 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.



Invites Sealed Bids
For

PROVISION OF FACILITIES MAINTENANCE SERVICES AT THE PETROJAM KINGSTON LOCATION

Petrojam Limited invites proposals for the **Provision of Facilities Maintenance Services at its Kingston location**. Further details of the procurement are available in the Bidding Documents.

Eligibility: (1) A valid Jamaican Tax Compliance Certificate (TCC); and

(2) Public Procurement Commission (PPC) certificate at the time of bid submission in the category of Building Construction (Grade 2 Minimum).

Bidding Documents will be available for download from **Tuesday, January 28, 2025** on the Government of Jamaica's Electronic Procurement website at www.gojep.gov.jm.

Bids must be submitted online via www.gojep.gov.jm no later than **Friday, March 07, 2025** at **2:00 p.m. Jamaica time (UTC -05:00)** with the opening 5 minutes later. **Late Bids will be rejected.** A prospective Bidder requiring any clarification of the Bidding Documents, **including the contract document**, must seek clarifications no later than **Friday, February 28, 2025** at **2:00 p.m.** All clarifications will be facilitated through the electronic platform only (www.gojep.gov.jm).

Petrojam reserves the right to accept or reject any bid, and to annul the tender process and reject all bids at any time, without thereby incurring any liability to Bidders.

This is an online-managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the Electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. 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 and training, please contact the support desk at 876-932-5220.

———— **NOTICE** ————
PLEASE CHECK THE MINISTRY'S
WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm