



## TENDERS

are invited from appropriately qualified contractors registered with the **National Contracts Commission (NCC)** for the provision of Goods, Services and Works.

For the provision of Insurance Services, in addition to the foregoing requirements, Brokers/Insurers must also be registered and pre-qualified by the Financial Services Commission (FSC).

Upon the submission of tenders, Contractors must submit valid **Tax Compliance Certificates (TCCs)** and **National Contracts Commission (NCC) Certificates**.

Procurement opportunities offered by way of International Competitive Bidding are not subject to the above. However, NCC and TCC Certificates are required prior to the award of contract(s).

If you are interested in doing business with the government, you are invited to view tender notices for procurement contracts on this page.

### MINISTRY OF LABOUR AND SOCIAL SECURITY SOCIAL PROTECTION PROJECT – IBRD LOAN No. 8329-JM REQUEST FOR INDIVIDUAL CONSULTANCY SERVICES

Individuals are being invited to submit Letters of Interest and full Curriculum Vitae, for the following positions:

#### CONSULTANT CREATION OF A MONITORING & EVALUATION FRAMEWORK FOR THE SOCIAL PROTECTION STRATEGY

##### BACKGROUND

The Government of Jamaica, through the PIOJ, seeks the services of a technical expert to establish a **Monitoring and Evaluation Framework**, to provide the structure and database through which the Social Protection Strategy can be assessed at a national level.

##### SCOPE OF WORK includes:

1. Examine available documentation on the Jamaica Social Protection Strategy to determine the best characterization of indicators for monitoring and evaluation;
2. Define realistic targets for the medium term (3 to 5 years) for each indicator, using a consensus approach;
3. Using an appropriate data management programme, create relevant tables/matrices for the input of data;
4. Recommend monitoring and reporting mechanisms to support the monitoring and evaluation framework, based on an examination of best-practice models.
5. Produce a Monitoring and Evaluation Framework for the Social Protection Strategy, including the relevant database templates, pertinent baseline data (December 2013), and proposed reporting mechanisms.

##### QUALIFICATIONS

The Consultant will possess post-graduate qualifications in the Social Sciences, with at least seven years work experience. Training and professional experience in development of Monitoring and Evaluation systems will be essential. Knowledge of data analysis and public policy will be assets. Familiarity with results-based management will be important.

#### MONITORING OFFICER NATIONAL SOCIAL PROTECTION COALITION (NSPC)

##### BACKGROUND

The Government of Jamaica, through the Planning Institute of Jamaica (PIOJ) seeks the services of a **Monitoring Officer** to work within the **Social Protection and Gender Unit (SPGU)**, with a specific work programme related to the NSPC. The position will be supported over the period **2014 – 2018**.

The Monitoring Officer will:

- a. Support the SPGU with administrative, logistical and secretariat functions for the establishment and operation of the **National Social Protection Coalition** and its related governance structures.
- b. Liaise with parish-level Committees for monitoring and information sharing purposes with regards to their relationship to the central NSPC and among each other.
- c. Create and monitor implementation of a reporting system to facilitate sharing of information across the constituent parts of the NSPC.
- d. Provide recording, records management, and pertinent support to the meetings of the NSPC and each sub-committee, convened with the involvement of the PIOJ.
- e. Establish data entry, monitoring, and reporting systems to produce required reports for analysis by the SPGU. These systems would be guided by the **Monitoring and Evaluation Framework** for the **Social Protection Strategy**.
- f. Collate data and prepare agreed Reports for the consideration of the NSPC and its Sub-Committees.

##### QUALIFICATIONS

The Monitoring Officer should possess post-graduate qualifications in the **Social Sciences**, with at least five years' work experience, preferably in the public sector. Knowledge of social policy and social protection issues and practice will be a distinct advantage. Experience in project or programme administration would be an asset. The officer should have a good grasp of computer spreadsheets and data management programmes. The successful candidate should be a team player, with good inter-personal skills and social aptitudes, as well as strong communication skills.

#### CONSULTANT REVISION OF NATIONAL POLICY FOR SENIOR CITIZENS

##### BACKGROUND

The **National Policy for Senior Citizens** was adopted in 1997, and has since then provided the basis for interventions on the behalf of older citizens, and has been the charter for the work and activities of the National Council for Senior Citizens (NCSC), a department within the Ministry of Labour and Social Security.

The **Government of Jamaica, through the Planning Institute of Jamaica** and the National Council for Senior Citizens, seeks technical services to perform the tasks as established in the Scope of Work.

##### SCOPE OF WORK includes:

1. Produce a **Situation Analysis** that Summarizes the main quantitative and qualitative data on the current status of the elderly population (60 years and older) in Jamaica, using the latest national data available. This also includes an assessment of the current capacity of the National Council for Senior Citizens to effect implementation of policy goals.
2. Distinguish the broad thematic areas and issues that must be pursued for the full recognition of the rights of older persons in Jamaica, and for facilitating the environment for realization of quality of life indicators, and for effecting the international standards and agreements to which the country is party, as well as for achieving the goals of the **Vision 2030 Jamaica – National Development Plan**.
3. Liaise with key stakeholders in Government and non-government sectors (utilizing various methods of enquiry) to determine perspectives on the draft policy statements and other aspects of the Scope of Work. This should include specific consultations involving senior citizens.
4. Ensure policy coherence with other juxtaposed laws and policies, and make appropriate references (e.g. population policy, policy on disability, migration policy, social protection strategy) as may be pertinent.
5. Produce Concept Note, and subsequent Draft Policy, with appropriate consultations.

##### QUALIFICATIONS

The Consultant should hold post-graduate qualifications in the **Social Sciences**, with at least seven years experience in social policy, whether in Government or non-government agencies. Knowledge of public policy will however be required. Technical expertise should include proven research capabilities, and strong technical writing and communication skills.

Responses should be submitted in hard copy or via e-mail no later than the close of business **Friday August 15, 2014**, to the attention of:

Procurement Manager  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4  
Telephone: 876-967-0420  
E-mail: [consultancy@mlss.gov.jm](mailto:consultancy@mlss.gov.jm)

### MINISTRY OF LABOUR AND SOCIAL SECURITY SUPPORT TO IMPROVING THE LIVES OF PERSONS WITH DISABILITIES – IDB LOAN # ATN/JF-11988-JA REQUEST FOR INDIVIDUAL CONSULTANCY SERVICE

Individuals are being invited to submit a Letter of Interest and full Curriculum Vitae, for the following position:

#### CONSULTANT – ORGANIZATIONAL DEVELOPMENT EXPERT

##### JOB PURPOSE

The objective of the consultancy is to support the implementation of the **Technical Cooperation Project ATN/JF-11988-JA – Support to Improving the Lives of Persons with Disabilities**. The general objective of The Project is to advance social protection policies within the **MLSS** in keeping with the commitment by the **Government of Jamaica** to the **United Nations Convention on the Rights of Persons with Disabilities**. It is intended that The Project will provide specific assistance to upgrade existing systems to define and profile the population of PWD in Jamaica and enhance mechanisms to improve the targeting of persons with disabilities for social benefits and programmes. The **Jamaica Council for Persons with Disabilities (JCPD)** is responsible for identifying, registering and targeting PWD for social benefits while ensuring the rights of PWDs island-wide based on the recently tabled **National Disabilities Bill 2014**. JCPD's & the **ESP's** ability to carry out their mandate will be enhanced by the successful execution of this Project.

The consultancy will perform institutional strengthening intervention for the Jamaica Council for Persons with Disabilities(JCPD) & the Early Stimulation Programme(ESP) in the following areas to achieve desired business objectives: (a) conduct human resource assessment to identify gaps and skills deficiency; (b) prioritize HR needs; (c) document the newly created job positions and specify timelines for full time employment; (d) design and develop SOP Manuals; (e) develop an orientation programme; (f) guide the implementation of the Government Of Jamaica's Performance Management and Appraisal System; (g) determine and finalize the new organizational structure; (h)finalize jobs descriptions for all staff; and (i) implement an organizational and personal change management initiative.

##### RESPONSIBILITIES OF THE CONSULTANT

- Host national consultations with internal and external stakeholders to identify existing and potential gaps and skills deficiencies, and identify core business of the ESP.
- Conduct an internal needs assessment to determine existing competencies within the ESP.
- Recommend requisite competences emanating from consultations conducted and findings from evaluations conducted and review of relevant documents of the ESP.
- Identify organizational and functional competencies – ESP.
- Modify the Performance Management and Appraisal System tools for the organization, including the formal and quarterly evaluation tool; work plans; and agreed changes to work plan tool – ESP.
- Finalize the new organizational structure (ESP).
- The consultant will also submit an accompanying functional chart (ESP).
- Re-design output based job descriptions for positions identified in the new organizational structure of the ESP.
- Document the newly created job positions and specify timelines for full time employment.
- Design and develop SOP Manuals for the ESP & JCPD.
- Develop an orientation programme that will detail key information that which should be known by all internal stakeholders to the organizations (ESP & JCPD).
- Conduct Performance Management and Appraisal System workshops for managers and staff for both ESP & JCPD.
- Oversees the implementation of the Government of Jamaica's Performance Management and Appraisal System in both ESP & JCPD.
- Assess the organization's 'change readiness' and implement a system to lead the organizational change processes while implementing a personal change management intervention to provide internal stakeholders with competences to manage the change process in a sustainable manner – JCPD.

This consultancy is expected to last for a period of six (6) months.

##### QUALIFICATIONS AND EXPERIENCE

The consultant should have an MSc in Human Resources or a related field, a minimum of 10 years' experience working with organizational development with emphasis in the public sector and 5 years in implementing the GOJs Performance Management and Appraisal System. It is preferred that the consultant be trained by PricewaterhouseCoopers, Jamaica; developers of the GOJs Performance Management and Appraisal System. The consultant must possess prior consulting experience in transforming MDAs into the GOJ's newer preferred paradigm e.g. Executive Agency or body corporate.

##### DEADLINE FOR SUBMISSION

Responses should be submitted in hard copy or via e-mail no later than the close of business **Friday August 15, 2014**, to the attention of:

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Kingston 4  
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#### CONSULTANT - TRACER STUDY ON THE STEPS TO WORK SUMMER INTERVENTIONS

##### OBJECTIVE OF THE ASSIGNMENT

Over the period 2009 -2013, approximately 3,000 teenagers (ages 15-17) from PATH households who had dropped-out of secondary school participated in five annual Summer Intervention Programmes. From records, it has been ascertained that the intervention has successfully reintegrated **85% (approximately 2,550) of participants into the formal education system through placements in secondary schools, the Career Advancement Programme (CAP) and HEART institutions**. However, it has not been ascertained whether those students who were re-integrated completed their courses of study, and whether they have subsequently become engaged in gainful employment.

##### THE PURPOSE OF THE STUDY

1. Ascertaining how many students that were reintegrated into the education system actually completed their courses of study.
2. Ascertaining the extent to which the reintegrated students who completed their secondary education are currently employed or engaged in further education, and the type of employment which they have attained
3. Ascertaining the reasons for non-completion of secondary education among the re-integrated students who did not complete their education

##### QUALIFICATIONS

The consultant should possess the following:

- A minimum of a Masters Degree in related Social Science Discipline for e.g. Development Studies, Social Policy, Psychology, Behaviour Change Modification, Social Work, Sociology
- At least five (5) years experience working on similar assignments requiring the design, development and monitoring and evaluation of social projects and programmes targeting vulnerable populations
- PLA and other participatory research methodologies
- Proven excellent oral and written communication skills
- Experience in conducting qualitative and quantitative research

Responses should be submitted in hard copy or via e-mail no later than the close of business **Friday August 15, 2014**, to the attention of:

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