



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– **INDIVIDUAL SELECTION**)

JAMAICA: Foundations for Competitiveness and Growth Project
Loan No.:8408-JM

Assignment Title: Business Analyst/Quality Analyst
Reference No.: FCG/CON/067

The Government of Jamaica (GoJ) has received financing from the World Bank toward the cost of the Foundations for Competitiveness and Growth Project (FCGP) and intends to apply part of the proceeds for consulting services. The Project is being implemented by the Planning Institute of Jamaica in collaboration with the Jamaica Promotions Corporation (JAMPRO) as the Lead Coordinating Agency (LCA) for Component 1 and the Development Bank of Jamaica as Lead Coordinating Agency for Components 2 and 3. FCGP aims to strengthen the enabling environment for private sector competitiveness to help Jamaica unleash its potential for productivity and growth.

FCGP is a World Bank funded Project which is proposed to be concluded on May 31, 2022. However, an expansion of the existing project is being negotiated, to implement critical Doing Business Reforms (DBR). The expected outcome of the expansion is the marked improvement in the business climate, evidenced by an improvement in the country's DBR ranking. The activities are therefore designed to boost Jamaica's investment climate, including the country's ability to secure a top 10 ranking in the DBR by implementing targeted reforms and initiatives and ensuring that the private sector is fully engaged to benefit from the initiatives implemented. JAMPRO, as Secretariat of the National Competitiveness Council (NCC), is driving reforms across several areas of Government. One of the major elements of these reforms is the introduction of e-services to the business community.

The consulting services ("the Services")

The objective of the assignment is to provide overarching technical support to all phases of systems development for assigned projects. The Business Analyst/Quality Analyst has the overall responsibility for the Functional and Non-Functional Requirements, User and Training Documentation, User Acceptance Testing (UAT) and Go Live Phase of the projects. The Business Analyst/Quality Analyst is expected to work closely with technical officers from the various contracted parties developing systems for the assigned projects, the respective project owners and eGov Jamaica Limited. The activities to be undertaken include:

- Develop a work plan outlining the schedule of activities and milestones for each of the assigned projects for review of the project owners and monitor activities against the approved version;
- Provide overall project management services for the system development including management of the project schedule in collaboration with the project manager of the overall project;

- Develop the requirements package for each project to include business use cases, stakeholder requirements and business requirements, as well as functional and nonfunctional requirements.
- Assess and highlight potential resource gaps (human or infrastructural) for the implementation of projects – with recommendations to address said gaps;
- Lead quality assurance testing;
- Lead User Acceptance activities within the assigned projects;
- Develop and conduct training courses/workshops and training materials to support project implementation;
- Provide ongoing advice and guidance during pre-development, development and launch phases;
- Provide reports on progress of implementation as required.

It is expected that the Consultant will be engaged for the period to May 31, 2022.

The full Terms of Reference can be accessed at the following site:

<https://www.pioj.gov.jm/procurement/>

The Planning Institute of Jamaica now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. **Interested Consultants should provide curriculum vitae with detailed information demonstrating the required qualifications and relevant experience to perform the Services. The Consultant will also be required to provide at least three references as evidence of similar work previously conducted. The shortlisting criteria are:**

- a. Bachelor’s Degree Computer Information Systems, Information and Communication Technology or Technical Degree (Computer Engineering etc.). [15]
- b. Five years’ experience in Business Analysis/Quality Assurance in automation, implementation and testing of software-based environments. [20]
- c. At least five years relevant technical experience in software automation, implementation and testing, including developing test strategies, test plans and test cases and in creating and managing automated functional testing scripts. [15]
- d. Three years’ experience in testing multi-tier web-based applications on Java, Javascript or internet explorer platforms from previous projects. [10]
- e. Three years’ experience in documenting functional and non-functional requirements and technical specifications for implementation of software. [15]
- f. Three years’ experience in Load, Performance and Stress testing. [10]
- g. Three years’ experience in software online platforms and e-transactions, public sector processes. [10]
- h. Three years’ experience in creation User and Training Manuals. [5]

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011, revised July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Selection of Individual Consultants method set out in the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants.

Detailed curricula vitae must be delivered in a written form to the address below (NB. Due to the ongoing COVID-19 pandemic, submissions must be done via e-mail) by **September 21, 2020 at 11:45pm**. The procurement reference number should be clearly identified in the subject heading, as appropriate.

Further information can be obtained at the address below during office hours 8:30am to 4:00pm local time.

Planning Institute of Jamaica

Attn: Monique Harper Griffiths - Procurement Specialist

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