



JAMAICA: FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT
Loan No.:9203-JM – Government of Jamaica Counterpart Financing – Component 1

Assignment Title: PROJECT MANAGER - BUILDING PRACTITIONERS BOARD
Reference No: FCG/GOJ/CON/02

TERMS OF REFERENCE

1. BACKGROUND

The Government of Jamaica has secured a loan from the World Bank to finance a project entitled Foundations for Competitiveness and Growth (FCG). The Project Executing Agency is the Planning Institute of Jamaica (PIOJ) with key Project Components to be implemented by the Jamaica Promotions Corporation (JAMPRO) and the Development Bank of Jamaica (DBJ) as the Lead Coordinating Agencies. The overall objective of the project is to strengthen the business environment in Jamaica for private sector investment by promoting broad-based private sector-led growth, improving the investment climate, modernizing infrastructure and logistics, as well as enhancing entrepreneurship and competitive industries.

Component 1 of the project, which is coordinated by JAMPRO, seeks to enhance competition in the business environment. The initiatives under the project are expected to strengthen the enabling environment for private sector competitiveness to help Jamaica unleash its potential for productivity and growth.

Additional Financing has been approved by the World Bank to implement critical investment climate reforms. The end date of the FCGP will be extended to March 2024 upon signature of the Loan Agreement for Additional Financing. The expected outcome of the expansion is the marked improvement in the business climate. The initiatives under the project are expected to strengthen the enabling environment for private sector competitiveness to help Jamaica unleash its potential for productivity and growth, including to improve the trade environment.

An efficient Development Application Review Process (DARP) is identified as critical to the development of the construction sector and wider economy. Improvements to the DARP are one of the many initiatives being undertaken by the GOJ to improve its economic performance. The body of work to be undertaken to improve the DARP is in keeping with the intent of the Vision 2030: National Development Plan and are responsive to the strategies set out to achieve National Outcomes 6, 8 and 15, which seek effective governance, an enabling business environment and sustainable rural and urban development.

A review spearheaded by the Office of the Cabinet in 2007 revealed a number of inefficiencies in the development application review process that caused unnecessary delays in the processing of applications for development and environmental permits. In response to continued complaints from the private sector, the GOJ established a committee in 2013 that put forward a suite of initiatives to improve the development approval process. The Government of Jamaica

committed through Cabinet Decision No 43/14 to the implementation of these initiatives, designed to address the prevalence of inefficiencies in the system. Accordingly, the following was recommended:

- The revision of legislations to support sustainable planning and development and the Development Applications Review Process;
- The review and enhancement of the spatial planning framework; and
- Automation of DARP for users within NEPA, referral agencies and the Local Authorities.

Progress has been made in all areas.

The promulgation of the Building Act (2018) has since been completed with the drafting of some regulations to support its operationalization, at an advanced stage. A Building Practitioners Board has been established under the MLGRD to define and establish categories of practice of building practitioners, determine the scope and nature of work that each category should be licensed to perform, license building practitioners to perform functions and determine qualifications, requirements and other criteria.

NEPA, through consultations with the Local Authorities has also completed the review of several Development Orders, with some pending further adjustments. The National Spatial Plan (NSP) has been completed and the National Spatial Plan Information Technology Platform (NSPIT) has been developed to enhance data-driven analyses and decision-making.

The AMANDA Public Portal I was successfully piloted and implemented to expedite the development approval process. The AMANDA web-based interface is currently operational in all thirteen (13) Municipal Corporations and the Portmore City Municipality and a local planning authority (Negril Green Island Planning Authority). It is also partially operational in eleven (11) referral agencies¹.

The system was further enhanced through the launch of the Jamaica Development Applications Portal (JDAP) in May 2020, that allows citizens to make online submissions of building applications and environmental permits to the Municipal Corporation (MCs) and NEPA, respectively. It provides users with the option of uploading and/or accessing attachments, reviewing comments, and making payments. A pilot is being undertaken in three MCs (Kingston and St. Andrew, St. Ann and St. James) and NEPA, with plans to expand to all the Municipal Corporations after its completion.

A consultancy is underway for the review of the planning, construction, sub-division and environmental permit approvals processes. Based on this review, recommendations will be

¹ Mines and Geology Division, National Works Agency (NWA), National Land Agency (NLA), Agricultural Land Management Division, Water Resource Authority (WRA), Jamaica Bauxite Institute (JBI), Jamaica Fire Brigade (JFB), Local Environmental Health Units, National Environment and Planning Agency (NEPA), Office of Disaster Preparedness and Emergency Management (ODPEM) and National Water Commission (NWC)

made for re-engineering of these processes to become more efficient and accessible through the JDAP and AMANDA back office in NEPA and the local authorities.

2. OBJECTIVES

The objective of this assignment is to provide operational and technical oversight and guidance to MLGRD for the functioning of the Building Practitioners Board, as well as collaborating with public sector institutions, private sector stakeholders, building practitioners, industry representatives to implement its mandate and work programme.

3. SCOPE OF THE WORK

The Consultant's Scope of Work shall include the following:

- i. Provide support to the Ministry of Local Government & Rural Development and related agencies in the development and implementation of a comprehensive four-year work programme for the Building Practitioners Board.
- ii. Supervise implementation and guide reforms under the Building Act (2018) to include the Building Practitioners Board.
- iii. Coordinate and provide technical input to the drafting of regulations under the Building Act (2018).
- iv. Monitor the design and maintenance of an updated Register (database) of Building Practitioners registered under the Building Act (2018) and procedures for its operations to include, *inter alia*:
 - a. Manage and liaise with the MLGRD's Information Technology Unit to design database that will be used to house the Register. The budget and scope of works should also be included in the design document.
 - b. Supervise and provide inputs to the creation of different sections of the Register, representing different categories of practice of Building Practitioners, as determined by the Building Practitioners Board.
 - c. Monitor and support the design of systems for making of recommendations to the Building Practitioners Board for registration, removal and restoration of any Building Practitioner.
 - d. Coordinate and provide guidance in the design procedures to make adjustments in, or alterations to the particulars of any registered Building Practitioner as directed by the Building Practitioners Board.
 - e. Manage the maintenance of the Register of Building Practitioners to ensure proper running, accuracy and availability for public inspection at any time.
 - f. Monitor and guide the communication of protocols to existing, or potential Building Practitioners by any mode, or in any required time as specified in the registration and monitoring process.

- v. Coordinate collaboration with the Local Authorities and provide technical inputs to designing protocols for governing the data flow between them and the Building Practitioners Board in relation to: (a) applications for registration to be Building Practitioners (b) updating of data related to application for registration and/or recertification for existing Building Practitioners.
- vi. Supervise and support collaboration with the Local Authorities in (i) providing them with current listing of Building Practitioners for use in their development approval responsibilities (ii) utilizing their jurisdictional location in receiving data from Building Practitioners in the course of the registration process.
- vii. Manage and provide guidance and inputs to the establishment of guidelines regarding a licencing system for Building Practitioners to include, *inter alia*:
 - a. Manage and provide expert guidance in the process for determining qualifications, requirements and other criteria for the licencing of Building Practitioners.
 - b. Oversee and provide guidance and inputs in the definition and establishment of categories of Building Practitioners and determine the scope of building work each category of Building Practitioners should be licenced to perform;
 - c. Coordinate and guide collaborations with certifying institutions to develop protocols for data sharing and monitoring related to the certification status of licensed Building Practitioners, as well as those individuals interested in being licensed as Building Practitioners.
- viii. Guide and provide inputs to the development of procedures to be followed in disciplinary proceedings against Building Practitioners in relation to professional misconduct.
- ix. Oversee the creation and execution of a communication strategy for the Building Practitioners Board.
- x. Work with the Practitioner's Board staff (Secretariat) and MLGRD's Accounting Division to ensure that the Building Practitioners Board fulfills all its statutory and financial obligations.
- xi. Monitor and contribute to the development of a performance management and evaluations systems for staff of the Building Practitioners Board.
- xii. Supervise and provide inputs to the development of a succession plan for the Building Practitioners Board.
- xiii. Analyze risks and opportunities pertinent to the successful execution of Practitioners' Board operations.
- xiv. Ensure stakeholders views are managed towards the best solutions
- xv. Liaise with various stakeholders within the MLGRD and the Local Authorities for the preparation and implementation of a Fee Policy to support standardization of all building fees
- xvi. Monitor and contribute to the preparation of Annual Strategic Business Plans, Operational Plans and Budgets in the prescribed format.
- xvii. Oversee, give inputs and coordinate the preparation of Quarterly Reports in the prescribed format.
- xviii. Monitor, coordinate and contribute to the preparation of Annual Reports for the Building Practitioners Board in the prescribed format.

- xix. Supervise and provide inputs to the preparation of ad hoc reports/briefs as required, in the prescribed formats.
- xx. Establish issues, risks, and lessons learned logs and a mechanism for their consistent update, and strategic escalation and/or leveraging of specific matters as required.
- xxi. Coordinate liaison with stakeholders at the political, executive and institutional levels and from the relevant sectors.
- xxii. Supervise day-to-day work of Project Officer/Assistant- Building Practitioners Board.
- xxiii. Any other duties as assigned to support operationalization of the Building Act (2018).

4. CONSULTANT PROFILE

The consultant should have:

- a. At least a Post Graduate Degree in Engineering, Business Administration, Public Administration, Management or other related fields [15 marks].
- b. A minimum of seven (7) years' experience in planning, coordination, management and implementation of development projects, project management, or portfolio management [25 marks].
- c. Demonstrated knowledge of the development applications review process, built environment, licensing and/or relevant legislation [35 marks].
- d. Demonstrated experience in coordination across a wide range of institutional and professional groups, excellent people management and communication skills [10 marks].
- e. Demonstrated experience in analytical and problem-solving skills, data analysis, communication and report writing [10 marks].
- f. Familiarity with risk management and quality assurance would be an asset [5 marks].

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

Note: The award of contract is subject to the World Bank's declaration of effectiveness of Loan Agreement No. 9203-JM.

The Planning Institute of Jamaica is the Contracting Authority and is responsible for final approval of any contractual amendments and payments.

The Consultant will report to the Ministry of Local Government and Rural Development (MLGRD), the Supervising Entity. While the Project Manager will report directly to the DARP Project Management Specialist, the designated representative of the Supervising Entity is the MLGRD's Senior Director, Technical Services and Major Projects who in consultation with the Chairman of the Building Practitioners Board shall collaboratively be responsible for the approval of contractual reports and payment requests.

In fulfilling his/her responsibilities, the designated representative will consult with the relevant MDA to review and recommend approval of deliverables under this consultancy.

The intended start date is January 2022 and the period of implementation is 24 months from this date. The Project Manager shall provide the following reports:

Deliverable	Minimum Content	Submission Date	Review Period	Payment %
Inception Report	<p>The Inception Report should:</p> <ul style="list-style-type: none"> • Detail the methodology for execution of the scope of works; • Describe the detailed work to be undertaken for the main elements of scope of works; • Develop a Work Plan for completion of the assignment. • Undertake consultations with key stakeholders to inform position. • Include findings on the existing situation at the Building Practitioners Board and remedial actions that need to be taken to address gaps/challenges. 	3 weeks after contract inception	1 week	4%
Work Programme for Building Practitioners Board	<p>The Work Programme should include: Overview of Sector; Vision; Goal; Objectives; Scope of Work; Guiding Principles; Components/Elements of Work Programme; Stakeholder Analysis and Management Plan; Workplan/Schedule; Budget; Governance Structure; Assumptions; Measures of Success; Risk Management Matrix, including Mitigation Strategies, Appendices.</p>	8 weeks after contract inception	2 weeks	4%
22 Monthly Reports	<p>Reports must include, <i>inter alia</i>, Activities undertaken for reporting period, information on actual versus planned performance benchmarked against the Work Programme, scope changes, issues, risks and recommendations to address challenges. The Reports must also give a clear picture of project status level of implementation reached at the particular juncture. All reports must be benchmarked against intended deliverables of the agreed Work Programme.</p> <p>Monthly Reports submitted in agreed format</p>	Within 5 days of each month end	2 weeks	88%
Final Report	<p>The Final Report should document the main activities undertaken during the period, challenges, mitigating strategies and recommendations for the way forward. This</p>	2 weeks prior to the end of contract	2 weeks	4%

Deliverable	Minimum Content	Submission Date	Review Period	Payment %
	must be benchmarked against the agreed Work Programme.			

6. CLIENT’S INPUT AND COUNTERPART PERSONNEL

MLGRD will provide office space, meeting rooms and materials for day to day work. The consultant will also have access to a computer and other office facilities.