



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

**Assignment Title: Project Management Officer – National Competitiveness Council**  
**Reference No: FCG/CON/11**

**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 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, given its responsibility for overseeing investment climate reforms as the NCC Secretariat. The Development Bank of Jamaica is the Lead Coordinating Agency for Components 2 and 3. 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 One 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.

The National Competitiveness Council (NCC) is a public-private sector body chaired by the Minister of Industry, Investment and Commerce (MIIC), Minister Audley Shaw, with support from the Jamaica Promotions Corporation (JAMPRO) as the Technical Secretariat. The NCC works with various agencies across Government to identify, implement and monitor reforms geared at improving Jamaica's business environment.

The NCC is comprised of both senior representatives of the public and private sectors and civil society, as well as the implementing agencies, themselves. The Council's efforts at improving the investment climate is driven by the reforms outlined in the Business Environment Reform Agenda (BERA). Council meetings are held quarterly and support a robust governance structure that culminates in quarterly reports to Cabinet in an effort to remove institutional bottlenecks. The Council also benefits from Technical Working Groups (TWG) that support the monitoring & evaluation of the various reform initiatives. Ten (10) such TWGs have been established for major thematic areas to lend technical support, but more importantly, to drive the expedited execution of the BERA initiatives. These TWGs are:

- Starting A Business
- Getting Electricity
- Registering Property
- Getting Credit
- Protecting Minority Investors
- Paying Taxes
- Trading Across Borders
- Dealing with Construction Permits
- Enforcing Contracts
- Resolving Insolvency

In several instances, the NCC has leveraged already existing groups to provide this support. These TWGs meet every month or as required.

JAMPRO serves as the Technical Secretariat for the NCC and coordinates the implementation of the BERA initiatives. The BERA includes FCGP-funded projects, as well as others being implemented with other sources of funding by over 20 Ministries, Departments and Agencies (MDAs) in a comprehensive process of re-prioritization, re-engineering and reform.

There are over forty (40) reform activities being monitored in the BERA that generally address one or more of the following needs:

- Business process re-engineering
- E-Services creation and upgrades
- Legislative reform
- Public relations and marketing
- Capacity building

## **2. OBJECTIVES**

The FCGP’s Development Objective of which this contract will form a part is, “*To strengthen the business environment in Jamaica for private investment*”.

The purpose of the consultancy is to provide administrative support to JAMPRO as a part of the Project Management Office (PMO) to be established to bolster JAMPRO’s role as the NCC Technical Secretariat. The PMO will have one Project Manager and one Project Management Officer and will work closely with other assigned staff in the Corporate Initiatives Department as well as external stakeholders focused on business climate reform.

The Project Management Officer is expected to provide administrative and support services to the Technical Secretariat of the NCC. The Project Management Officer will work within the governance framework of the PMO and ultimately is required to assist in the implementation of the Business Environment Reform Agenda (BERA) in a seamless and efficient manner through strategic stakeholder management, effective contract support and proactive technical input.

## **3. SCOPE OF SERVICES**

The Project Management Officer is required to undertake the following services:

- i. Review background documents pertaining to the assignment.
- ii. Schedule NCC quarterly meetings and undertake attendant activities; ensure submission of presentations; confirmation of attendees; circulation of agendas; (including attendee list) and preparation of meeting notes and action items post-meeting.
- iii. Liaise with NCC TWG and Subcommittee Chairs to schedule meetings, consultative sessions and any other related activities. Circulate documents to the TWGs and Sub-Committees as guided by the assigned Officers.
- iv. Provide support to the Project Manager and JAMPRO in monitoring the activities and progress in implementing action items the TWGs and other working groups that may be formed in support of the BERA
- v. Organise and manage meetings, including appointments with stakeholders, logistical arrangements and providing recording secretary support as requested.
- vi. Create and maintain a calendar of meetings and activities for the NCC and ensure that all requisite personnel have access to same
- vii. Create, maintain and update a running list of all action items emanating from all NCC-related meetings and ensure that all requisite personnel have access to same
- viii. Maintain an updated and comprehensive contact list of all stakeholders who will be required to participate in various meetings / engagements
- ix. Provide administrative support to the NCC Secretariat's internal team meetings; prepare requisite notes and documents and follow-up with team to ensure agreed actions are completed
- x. Provide stakeholder and communication management support by assisting with the dissemination of NCC information, supporting the preparation of promotional materials, media releases, articles and relevant information for print and electronic media, including social media, as agreed.
- xi. Maintain register of all incoming and outgoing documents in the NCC Secretariat.
- xii. Monitor the NCC email and respond as appropriate with due consultations to the relevant Officer in the PMO and the Corporate Initiatives Department.
- xiii. Draft letters and responses to written correspondences as requested.
- xiv. Provide input for the development of technical reports and other project outputs.
- xv. Assist in event planning and implementation in keeping with the needs of the Secretariat.
- xvi. Other duties as directed by the Manager Corporate Initiatives and other members of the NCC Secretariat.

#### **4. CONSULTANT PROFILE**

The Consultant should have:

- Undergraduate qualification in Business Administration, or Management Studies [15 marks].
- Demonstrated experience in coordination across a wide range of institutional and professional groups, people management and communication [30 marks].
- Demonstrated experience in analytical and problem solving skills, data analysis, communication and report writing [25 marks].
- Demonstrated knowledge of public sector processes, and a sound appreciation of Government issues and associated sensitivity and confidentiality implications [10 marks].

- Demonstrated knowledge of Microsoft Office suite, in particular; Excel, Word and PowerPoint, and other relevant software (s) [20 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. The Supervising Entity JAMPRO, shall be responsible for the approval of contractual reports and payment requests. The designated representative of the Supervising Entity is the Manager, Corporate Initiatives.

In fulfilling his/her responsibilities, the designated representative will consult with the Project Manager 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 Management Officer 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"> <li>• Detail the methodology for execution of the scope of works;</li> <li>• Describe the detailed work to be undertaken for the main elements of scope of works;</li> <li>• Develop a Work Plan for completion of the assignment.</li> <li>• Undertake consultations with key stakeholders to inform position.</li> <li>• Include findings on the existing situation and outline remedial actions that need to be taken to address gaps/challenges.</li> </ul>	3 weeks after contract inception	1 week	6%
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 Plan, 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</p>	Within 5 days at the end of Months 2 - 23	2 weeks	88%

<b>Deliverable</b>	<b>Minimum Content</b>	<b>Submission Date</b>	<b>Review Period</b>	<b>Payment %</b>
	against intended deliverables of the agreed Work Programme. Monthly Reports submitted in the agreed format.			
Final Report	The Final Report should document the main activities undertaken during the period, challenges, mitigating strategies and recommendations for the way forward. This must be benchmarked against the agreed Work Programme.	2 weeks prior to the end of contract	2 weeks	6%

## **6. CLIENT’S INPUT AND COUNTERPART PERSONNEL**

The Project Management Officer will work virtually for the duration of this Contract but will make themselves available for face-to-face meetings, as is deemed necessary by JAMPRO. The Project Management Officer will have access to:

- Access to information and to managerial/technical personnel as needed;
- Access to requisite software to undertake role;
- Stationery and printing, as required; and
- Any other assistance as may be reasonably required to undertake the duties identified in this TOR.

All information gathered and works derived as a result of this consultancy are the sole property of the JAMPRO. Therefore, the Consultant is prohibited from using any output and information gathered through this assignment for his or her personal use, without the expressed permission of the JAMPRO.