



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

JAMAICA: Foundations for Competitiveness and Growth Project  
Loan No.: 9203-JM

**Assignment Title: Project Assistant - Building Practitioners Board**

**Reference No.: FCG/GOJ/CON/04**

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The Government of Jamaica has secured a loan from the World Bank to finance the Foundations for Competitiveness and Growth Project (FCGP). The Project Executing Agency is the Planning Institute of Jamaica (PIOJ), with key Project Components being implemented by 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.

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 AMANDA (Applications Management and Data Automation software was procured to automate the DARP for users within NEPA, referral agencies and the Local Authorities, but also facilitate the online tracking of applications by applicants. The JDAP was also implemented to facilitate online payment, processing and tracking of environmental and development applications. 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.

The consulting services (“the Services”)

The purpose of the contract is to provide technical support and administrative services to the Registrar to support the efficiency and effectiveness in the functioning of the Building Practitioners Board.

The intended start date is January 2022 and the period of implementation is 24 months from this date.

**[Note: The award of contract is subject to the World Bank’s declaration of effectiveness of Loan Agreement No. 9203-JM](#)**

The full Terms of Reference can be accessed at the following sites:  
[www.gojep.gov.jm](http://www.gojep.gov.jm) or <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. Associate Degree in Administrative Management, or Social Science discipline, or equivalent [**15 marks**].
- b. A minimum of five years experience in public or private sector at the senior administrative level performing similar functions [**30 marks**].
- c. Demonstrated knowledge of Microsoft Office, or relevant software [**10 marks**].
- d. Five years’ experience in the management of administrative functions of an office [20 marks].
- e. Five years’ experience in note take at meetings [**10 marks**].
- f. Five years’ experience in report preparation [**15 marks**].

The Planning Institute of Jamaica now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. A Consultant will be selected in accordance with the Public Procurement Act, 2015, the Public Procurement (Amendment) Act, 2018 and the Public Procurement Regulations, 2018. Detailed curricula vitae, in a written form, must be uploaded on or before **November 2, 2021 at 11:45pm**. Submissions will be accepted via the Electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No hard copy submission will be accepted.

To participate in this tender opportunity, consultants must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://www.gojep.gov.jm). Please self- register on the e-GP System, by selecting the Register as a Supplier link from the home page. **Consultants are encouraged to upload their submissions at least two (2) hours prior to the deadline for submission.** For assistance, and training please contact the GOJEP support desk at: 1-876-932-5220 or 1-876-806-5149 or 1-876-806-4581; or 1-876-806-4536 or via email at [oppccustomer@care.mof.gov.jm](mailto:oppccustomer@care.mof.gov.jm).

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**  
**16 Oxford Road Kingston 5, Jamaica**  
**Tel: 876 960 9339**  
**E-mail: [mhgriffiths@pioj.gov.jm](mailto:mhgriffiths@pioj.gov.jm) with copy to [dwint@pioj.gov.jm](mailto:dwint@pioj.gov.jm)**