



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

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

Assignment Title: Project Management Officer – Trade Facilitation Task Force

Reference No.: FCG/GOJ/CON/08

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.

Jamaica's Trade Facilitation Reform Programme is (TFRP) being implemented against the background of the GOJ's Public Sector Transformation and Modernization Programme (PSTMP), which builds on previous efforts to reform the public sector. The Trade Facilitation Reform Agenda is being executed through a coordinated framework with the Ministry of Industry, Investment and Commerce (MIIC) serving as lead Ministry with oversight for implementation of the TFRP. Implementation is led by the Trade Facilitation Task Force (TF2) through its secretariat which resides within the Trade Unit of MIIC.

The consulting services ("the Services")

The purpose of the contract is to procure the services of a Project Management Officer to provide administrative support to the Trade Facilitation Task Force Secretariat in supporting the execution and implementation of projects, which are designed to reform and transform the trade arena in Jamaica. The Project Management Officer is expected to work within the governance framework established for the management of the TF Programme.

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 site:

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. Undergraduate qualification in Project Management, Business Administration, Public Administration or Management Studies, or any other relevant qualification from a recognized University. **[15 marks]**
- b. At least three (3) years’ experience in coordinating multi-stakeholder projects **[25 marks]**
- c. Demonstrated experience in coordination across a wide range of institutional and professional groups, people management and communication **[20 marks]**.
- d. Demonstrated experience in analytical and problem solving skills, data analysis, communication and report writing **[20 marks]**.
- e. Demonstrated knowledge of public sector processes, and a sound appreciation of Government issues and associated sensitivity and confidentiality implications **[10 marks]**.
- f. Demonstrated knowledge of Microsoft Office suite, in particular; Excel, Word and PowerPoint and other relevant software (s) **[10 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 4, 2021 at 11:45pm**. Submissions will be accepted via the Electronic Government Procurement Portal (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. 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@car.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

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