



JAMAICA: FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT

Loan No.:9203-JM – Government of Jamaica Counterpart Financing – Component 1

Assignment Title: PROJECT ASSISTANT - BUILDING PRACTITIONERS BOARD

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 on 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 MLGCD 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 a Municipal Corporation (MC) 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 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 Project Assistant is responsible for providing technical support and administrative services to the Registrar to support the efficiency and effectiveness in the functioning of the Building Practitioners Board.

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)

3. SCOPE OF THE WORK

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

- i. Provide administrative support to the Registrar of Building Practitioners and the Building Practitioners Board.
- ii. Receive, direct and communicate incoming requests to the Registrar from major stakeholders and the general public.
- iii. Maintain a register of all incoming and outgoing communication.
- iv. Maintain files at the appropriate place in a secure and efficient manner.
- v. Maintain an inventory system for monitoring of the use of supplies and equipment.
- vi. Provide necessary information upon instruction, to stakeholders and the general public.
- vii. Identify upcoming meetings/workshops and schedule activities with the relevant stakeholders.
- viii. Organize and manage meetings, including appointments with stakeholders, logistical arrangements and providing recording secretary support.
- ix. Attend all meetings and document issues, agreements and actions
- x. Prepare, or assist in preparing presentations for meetings.
- xi. Draft responses to written correspondences.
- xii. Maintain up-to-date records on all activities
- xiii. Provide stakeholder and communication management support.
- xiv. Assist in the preparation of Annual Operational Plans and Budgets in the prescribed format.
- xv. Assist in the preparation of Quarterly Reports in the prescribed format.
- xvi. Assist in the preparation of Annual Reports for the Building Practitioners Board in the prescribed format.
- xvii. Assist in the preparation of Ad Hoc Reports/Briefs/Reports as required, in the prescribed formats.

4. CONSULTANT PROFILE

The consultant should have:

- 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].

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLE

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. The Supervising Entity shall be responsible for the approval of contractual reports and payment requests. While the Project Assistant will report directly to the Project Manager, Building Practitioners Board, the designated representative of the Supervising Entity giving full oversight is the Senior Director, Technical Services & Major Projects.

In fulfilling his/her responsibilities, the designated representative will consult with the relevant Project Manager- Building Practitioners Board 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 Assistant shall provide the following reports:

Deliverable	Minimum Content	Submission Date	Review Period	Payment %
24 Monthly Reports	Reports must include, <i>inter alia</i> , activities undertaken for reporting period, meetings organized, meetings attended, reports prepared, etc. Monthly Reports should be submitted in agreed format.	Within 5 days of each month end	1 week	100%
Final Report	The Final Report should contain the main activities undertaken during the period, challenges, mitigating strategies and recommendations for the way forward.	2 weeks prior to the end of contract	1 week	n/a

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.