



EXPRESSION OF INTEREST

JSAT Short Term Technical Assistance

The Planning Institute of Jamaica (PIOJ), representing the Government of Jamaica is implementing the **Technical Cooperation Facility VI** project which is funded by the European Union. The project's objectives include contributing to the successful preparation/formulation, implementation and management of the Jamaica-EU Cooperation.

The PIOJ is seeking to identify suitable individuals to participate in the above stated tender to provide project management expertise for the Justice, Security, Accountability and Transparency (JSAT) Project.

In order to assist persons in determining their participation in the planned tender, visit the PIOJ website at (www.pioj.gov.jm) for further details on:

- Project Description
- Specific Work
- Conditions of Participation
- Selection and award criteria
- Contract budget etc.

Kindly submit a signed cover letter declaring your interest along with your curriculum vitae no later than 4:00pm, Friday May 17, 2019 to the address below:

Planning Institute of Jamaica
16 Oxford Road, Kingston 5
Attention: EU Director
Email: vacancies@pioj.gov.jm

Short Term Technical Assistance

Project Description

The Ministries of Justice and National Security and by extension with support from the Consultant/Expert is responsible for the implementation of remaining activities of the following components:

Project Components	Main Activities
<p>Component 1: Strengthening the capacity, forensic capability and oversight within the security sector thereby improving respect for the rule of law and human rights principles</p>	<p>Capacity building and training at the Single Training Academy</p> <p>Rehabilitation and equipping of classrooms and dormitories at the Single Training Academy and supply of software and training</p> <p>Supply of Equipment and training at the Forensic laboratory to facilitate the identification of drugs and other substances</p> <p>Forensic Laboratory and provision of retrieval system and software to facilitate security of exhibits and easy retrieval.</p>
<p>Component 2: Improved networking and data-sharing capability and strengthened professional capacity of key entities to investigate and present for prosecution, cases of corruption, money laundering and organised crime.</p>	<p>Technical assistance and capacity building to support the establishment of the Single Anti-Corruption Agency</p> <p>Supply of Equipment, Technology and Training to select Law Enforcement Agencies to improve capacity and encourage coherence between operations.</p> <p>Refurbishing and fitting of interview rooms at select law enforcement agencies</p> <p>Provision Equipment to aid in the fight against corruption</p>
<p>Component 3: Improved capability of the justice system to ensure timely treatment and disposal of cases</p>	<p>Review and streamline the administrative processes underpinning the Case Management System (CMS) in the Justice Sector and implement CMS in select courts</p> <p>Rehabilitate and equip select courts with new technology to facilitate video evidence and electronic recording of evidence</p>

Specific work

Under the direction of the PIOJ and in close collaboration with the Chief Technical Directors (CTDs) in the Ministries of Justice and National Security, the Consultant/Expert will:

- a. Complete assessment and document analysis and findings of the current situation, as it relates to project deliverables and objectives
- b. Coordinate the implementation of the remaining activities
- c. Ensure that the relevant Practical Guides to Procedures for Programme Estimates and Contract Procedures for European Union External Actions are respected
- d. Identify, assess and plan for potential known and unknown project risk that may occur in the final months of the implementation of the project.
- e. Prepare and submit quarterly progress reports on project implementation. The reports shall be drafted in a format presently being used for the JSAT and must contain the following minimum information for each activity and contract of the project:
 - Component No.
 - Activity and contract title
 - Consultant/Expert
 - Amount contracted
 - Amount paid
 - Balance to be paid
 - Starting date
 - Implementation period
 - Current status and problems
 - Actions required in previous report
 - Actions carried out since previous report
 - Future action required, deadline and entity responsible for action
 - Budget consumption percentage
- f. Support the Project Steering Committee which will include, inter alia, attendance to Steering Committee meetings; formal presentation of the Project's Progress Reports using electronic media such as MS PowerPoint and respond to queries and comments; assist the MNS by the review of minutes prepared by the Ministry, including follow up actions taken by the Steering Committee
- g. Prepare interim reports for the Project Steering Committee as otherwise requested.
- h. Prepare briefs/updates for the PIOJ as requested
- i. In collaboration with the Ministries prepare tender dossiers, including Terms of References and Technical Specifications, and contract dossiers as relevant for project implementation, with due regard to any special circumstances to be taken into account
- j. Review in detail, any tender dossiers that are outsourced to ensure accuracy and internal consistency of the documents as well as consistency with the designs to be produced and that cost estimates are realistic

- k. Manage all tender processes for project implementation, including management of guarantees which should be handed over to the respective Ministries, collection of proof documents, tender correspondences, and preparation of contract documents, and tender reports
- l. Ensuring adequate consultations with senior management from the MOJ and MNS regarding designs and plans to ensure minimal disruption of operations at respective facilities
- m. Support the Ministries with the manage the technical implementation of contracts as relevant for project implementation, including timely delivery of outputs, management of guarantees, insurance policies, issuance of administrative orders, warranties, processing of payments etc
- n. Facilitate the closure of all programme estimates for the project
- o. Support and work in close collaboration with the Technical Assistants to be contracted for Communicating and Visibility to ensure the sustainability and dissemination of project results
- p. Facilitate the use of the Monitoring and Reporting Framework for reporting to ensure the dissemination of project results.
- q. Support the Ministries with closure of the JSAT project which includes preparation of final reports
- r. Ensure activities comply with the latest Communication and Visibility Manual for EU External Action (see https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en.)

CONDITIONS OF PARTICIPATION

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP_EC Partnership Agreement under which the contract is financed.

SELECTION AND AWARD CRITERIA

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). The reference period which will be taken into account will be the last three years for which accounts have been closed.

Criteria for legal persons:

- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

Criteria for natural persons:

- the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

2) Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years from submission deadline.

Criteria for legal persons:

- 1- at least 1 staff currently work for the tenderer in fields related to this contract

Criteria for natural persons:

- is currently working or has worked during the past five years with three years of experience in fields related to this contract

3) Technical capacity of candidate (based on items 5 and 6 of the tender form). The

reference period which will be taken into account will be the last five years from submission deadline.

Criteria for legal persons:

1. the tenderer has provided services under at least one contract with a budget of at least that of this contract which was implemented at any moment during the last five years

Criteria for natural persons:

1. the tenderer has worked successfully on at least 1 project with a budget of at least that of this contract in fields related to this contract in the past five years

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

Maximum budget

JMD 4,600,000

Specific Requirements

The minimum time input of the Consultant/Expert is 150 working days over a 12 month period of implementation of the contract commencing on July 1, 2019¹.

Consultant/Expert will be required to provide a Withholding Tax on Specified Services Exemption Certificate upon signature of contract.

¹ Tentative Date