



**Government  
of Jamaica**



**MINISTRY OF NATIONAL SECURITY**

**REQUEST FOR CURRICULUM VITAE  
PROJECT DIRECTOR**

Institution: Inter-American Development Bank

Country: Jamaica

Project: Security Strengthening Project (SSP)

Loan/Credit/Grant No.: *JA-L1074*

Contract/Bid No.: *MNS/SSP/2022/07/3CV-001*

Deadline: *25 July 2022*

**Abstract:**

The Government of Jamaica has established a Security Strengthening Project (SSP), funded by a Loan from the Inter-American Development Bank (IADB), the main objective of which is to contribute to an increase in the conviction rate for murders in Jamaica. The strategy to achieve the main objective will be the “specific objectives”:

- (i) To assist in the reduction of the rate of murders in the country;
- (ii) To increase the proportion of police investigations of murders that result in prosecution;

And

- (iii) The training of police officers in the use of technology in crime fighting.

The Security Strengthening Project has three (3) components: (i) **Component 1**. Violent crime prevention and management; (ii) **Component 2** - Improving investigative capabilities for homicides; (iii) **Component 3** - Change Management & Communications.

The Project components comprise activities to benefit and involve the participation of the Ministry of National Security and the following entities within its portfolio:

- The Jamaica Constabulary Force (JCF)
- The Department of Correctional Services (DCS)
- The Firearm Licensing Authority (FLA)
- Passport, Immigration, Citizenship Agency (PICA)
- The Institute of Forensic Science and Legal Medicine (IFSLM)
- The Private Security Regulatory Authority (PSRA)

Additional entities outside the portfolio of the Ministry of National Security includes;

- The National Works Agency (NWA)
- eGov Jamaica Limited (eGov)

The Ministry of National Security has received financing from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments under the project Security Strengthening Project (SSP), for the engagement of a Project Director.

The Ministry of National Security now invites suitably qualified consultants to submit their Curriculum Vitae (CV) for the role of Project Director. Your CV must include details of your relevant experience and qualifications to perform the services.

### **Consultancy Objective:**

The specific responsibilities of the Project Director will include: (i) supporting the preparation of the Annual Operating Plans (AOPs) and Procurement Plans (PP)s; (ii) support the preparation of budgets; (iii) preparation of the annual procurement plan for the project and the procurement of goods and the contracting of services for the project; (iv) coordinating the preparation of technical reports and preparing periodic and end-of-year procurement reports; (v) monitoring and evaluating procurement activities, monitoring of project's procurement activities progress and analyzing variances of actual results against plans; (vi) contracting the external auditor, (vii) inventory management and logistics; (viii) preparation or review of terms of reference and specifications; technical evaluation of proposals;

### **Scope of Activities**

See Terms of Reference, included in the Request for CV document and available as indicated below.

### **Minimum Qualification and Experience:**

#### **Education:**

- Post-graduate degree or certification in Business Administration, Public Administration, Project Management, Economics, Development Studies, Criminology or any other relevant field.
- General knowledge and understanding of ICT.

#### **Experience:**

- Minimum of fifteen (15) years analysing project performance problems and working on projects in policy, sectoral, institutional, or systems development in the public sector.
- Broad project management experience
- Broad knowledge of public financial management systems

- Working familiarity with operational procedures relating to internationally-funded development projects.

A Consultant will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank](#) GN-2350-15 for individual consultants.

The full detail of the engagement is included in the Request for Curriculum Vitae located on the following website:

- **Ministry of National Security:**      **[www.mns.gov.jm](http://www.mns.gov.jm)**

The closing date for submission of CVs and all other documents is **Monday July 25, 2022 at 4:00 pm** and must be submitted via email to [sspprocurement@mns.gov.jm](mailto:sspprocurement@mns.gov.jm). Late submissions will not be accepted.

**The Ministry of National Security reserves the right not to accept the lowest, or any other tender or to abort the tender process and reject all bids at any time prior to the award of contract without incurring any liability.**