

GOVERNMENT OF JAMAICA

**ENHANCED INSTITUTIONAL AND REGULATORY FRAMEWORK FOR JAMAICA'S  
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)/BUSINESS PROCESS  
OUTSOURCING (BPO) PROJECT**

**CONSULTANCY SERVICES FOR THE PRINCIPAL COORDINATOR FOR THE  
JAMAICAN ICT/BPO INDUSTRY SECRETARIAT**

**REQUEST FOR EXPRESSIONS OF INTEREST**

The *Government of Jamaica (GOJ)* has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to US\$200,000 towards the cost of ***Enhanced Institutional and Regulatory Framework for Jamaica's ICT/BPO*** Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of *GOJ* and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than *GOJ* shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

*Ministry of Finance & the Public Service*, the Executing Agency, now wishes to procure consultancy services for ***the Principal Coordinator for the Jamaican ICT/BPO Industry Secretariat***.

The objective of the consultancy is to lead an ICT/BPO Secretariat and drive the sustainable development and growth of Jamaica's ICT/BPO Industry. The ICT/BPO Secretariat will be tasked with the coordination of the functions of all GOJ agencies and private interests in the BPO sector to deliver the projected sustainable growth of Jamaica's international market share, further improving the attractiveness of the country as a BPO destination and for the fulfilment of the employment projections. The duration of the assignment is expected to be for a period of ***eighteen (18)*** months.

*The Ministry of Finance & the Public Service* now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services. The Terms of Reference for the ***Principal Coordinator for the Jamaican ICT/BPO Industry Secretariat*** is available on the Ministry's website at <http://www.mof.gov.jm/documents/documents-publications/procurement-opportunities.html>.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. Further information may be obtained from

the first address below between 0830 and 1700 hours Monday to Thursday and 0830 and 1600 pm hours Friday.

Expressions of Interest must be submitted electronically by email to [mofprocure@mof.gov.jm](mailto:mofprocure@mof.gov.jm) in pdf format **no later than 1000 hours Jamaican time on Wednesday, May, 11, 2016**. **The proposal must be accompanied by a valid copy of the Tax Compliance Certificate (TCC)**. The email subject line should state **“Expression of Interest – Consultancy Services for the Principal Coordinator for the Jamaican ICT/BPO Industry Secretariat”** and the email body must state the name and address of the applicant. The Expression of Interest will be deemed to have been received at the time that it is received by the Project Coordinator. The burden of proving receipt of the e-mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the bidder’s computer. In addition, one (1) hard copy must be sent simultaneously to the Ministry and CDB at the first and second address below, respectively. The sealed envelope containing each submission must include the name and address of the applicant and shall be clearly marked, **“Expression of Interest – Consultancy Services for the Principal Coordinator for the Jamaican ICT/BPO Industry Secretariat”**.

**Requests for clarification must be submitted in writing to [mofprocure@mof.gov.jm](mailto:mofprocure@mof.gov.jm). The deadline for clarification of bidding documents is Wednesday, May 4, 2016.**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. *GOJ* reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1. **Attention: Director, Procurement**  
*Ministry of Finance & Planning*  
*30 National Heroes Circle*  
*P.O. Box 512*  
*Kingston 4*  
*Jamaica*

2. *Procurement Officer*  
*Caribbean Development Bank*  
*P.O. Box 408*  
*Willey, St. Michael*  
*Barbados, W. I.*  
*BB11000*

***The Ministry reserves the right to withdraw this Invitation for Expression of Interest without providing reason(s) at any time before the deadline for submission of interest. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.***