



REQUEST FOR EXPRESSIONS OF INTEREST

CHANGE MANAGEMENT CONSULTANT (FIRM)

COUNTRY : JAMAICA
PROJECT NAME : STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
IBRD LOAN NO. : 8406 JM
PROJECT NO. : P146688
COMPONENT : INDUSTRIAL GROWTH AND TRADE FACILITATION
BID NO : 8406JM-COM03-CQS-003
SELECTION METHOD: CONSULTANTS' QUALIFICATION

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for consulting services. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The Bureau of Standards of Jamaica (BSJ), an implementing entity with the Ministry of Finance and Planning (MOFP), intends to separate the regulatory functions of the BSJ which will involve implementing changes in the business processes of the new regulatory entity. The separation of the regulatory functions of the BSJ constitutes a very profound change in the operational dynamics of the BSJ and will require the development of new mandates, missions and visions of the two entities. The purpose of the consultancy is the development and implementation of a change management programme to take into account the following:

- (a) Documenting the current business processes of the BSJ
- (b) Determining the new/revised business processes and mandates of the emerging entities
- (c) Draft, review and finalize job descriptions
- (d) Develop strategy for educating staff on the effect of the changes new leadership structure for the new regulatory body
- (e) Develop and implement change management plans for BSJ

The consultancy will have duration of 6 consecutive months.

The Ministry of Finance and Planning now invites eligible firms to indicate their interest in providing the consultancy services. Interested Consultant Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services (description of similar assignments undertaken and availability of a skilled team). The short listing criteria are:

1. At least 10 years experience in the development and implementation of projects in organizational change management, and business process engineering
2. Qualified and experienced team. The members of the consultancy team shall collectively possess all, and shall be made up of individuals each possessing at least one (1) of (a) – (e) below:
 - (a) Bachelors Degree in Management or equivalent
 - (b) Post graduate qualification in a field of study which included:
 - (i) change management
 - (ii) business process engineering
 - (c) Project management training and or certification
 - (d) At least 10 years experience at the execution of management related consultancies.
 - (e) At least 5 years experience as a consultant / project manager in the development and implementation of:
 - (i) change management,
 - (ii) business process engineering/ re-engineering,
 - (iii) organizational development
 - (iv) business transformation projects.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers 2011* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Consultants' Qualifications Selection method set out in the Consultant Guidelines. Clarifications to the Request for Expressions of Interest may be obtained by sending an email to spstp@mof.gov.jm, or fax **1(876)932-5977** or mail to the address below.

Expressions of interest along with a copy of the firm's registration certificate must be delivered in a written form to the address below (in person) or by mail, fax or e-mail by **Monday April 13, 2015 at 5:00PM**.

Interested consultants may submit Expression of Interest to:

THE PROCUREMENT AND ADMINISTRATIVE MANAGER
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
Ministry of Finance and Planning
30 National Heroes Circle
Kingston, Jamaica WI
Tel: 922-8600
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