

Strategic Public Sector Transformation Project

TERMS OF REFERENCE

EVENT AND CONFERENCE COORDINATOR

1.0 BACKGROUND

1.1 The Strategic Public sector Transformation Project

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). 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 project has 6 components divided into 2 thematic areas.

The first thematic area of the proposed intervention seeks to reinforce fiscal discipline and revenue enhancement through four main components: (a) Strengthening the Public Investment Management System (PIMS); (b) Strengthening the Budget Preparation Process and Results Based Budgeting (c) Adaptive Public Sector Approaches to Promote Fiscal Sustainability and Project Management; (d) Strengthening Property Tax Compliance and Administration.

The second thematic area seeks to support those institutions that sit at the interface between the public and private sectors: Bureau of Standards of Jamaica (BSJ) and Jamaica Customs Administration (JCA) through component 5, Fostering Industrial Growth and Trade Facilitation, that will support strategic public sector institutions essential to creating an enabling environment for the private sector. The management of the project makes up the sixth component.

1.1.1 COMPONENTS

Component I. Strengthening the Public Investment Management System (PIMS)

The objective of this component is for the PSIP to incorporate public investment projects with estimated five-year operating and maintenance costs fully linked to long term development goals and medium-term priority areas.

This component will support the GOJ reform efforts through the following activities: (i)

migration of the current web-based database to a robust platform to manage all information about public investment across the project cycle and linked to the budgeting and financial systems of the country (expected to be compiled into IFMIS); (ii) design and implementation of a public investment management training program for public sector; (iii) reviewing legislation and carrying out dissemination activities to integrate the PIMS with the administrative systems (including procurement and human resources); (iv) strengthening monitoring through Citizens Participation; (v) designing a fund for the funding of pre-investment financial and economic analysis and post-investment evaluations of the public investments; and (vi) provision of technical assistance for the implementation of the Public Financial Management Action Plan.

Component II. Strengthening the Budget Preparation Process and Results Based Budgeting (RBB)

The objective of this component is to link budgeting with government policy priorities through a gradual transition from annual expenditure planning to a medium-term results-based expenditure framework.

Component III. Adaptive Public Sector Approaches to Promote Fiscal Sustainability

This component will support measures to institutionalize the process of behavioural change to support new policy processes and provide just-in-Time Technical Assistance (TA) to take into account ad hoc needs of the government and to effectively take advantage of opportunities of intervention when they arise, enabling to bridge policy and implementation gaps revealed in the course of project implementation.

Component IV. Strengthening Property Tax Compliance and Administration.

This component will support the Government in improving the Property Tax compliance and updating the fiscal cadastre

1.2 CONFERENCES

1.2.1 MONITORING AND EVALUATION (M & E) CONFERENCE FOR THE CARIBBEAN

Monitoring and Evaluation is a critical issue across Local and International Ministries, Divisions, Agencies, Projects and Organizations. Monitoring and Evaluation is the long-term and systematic process of data collating on projects and measuring the success of the project against the goals and objectives outlined in the project. Monitoring and

Evaluation offers a sense of accountability and fosters efficient use of funds. This is done by showcasing step by step progress reports which can be placed assessed and placed under the microscope for the present and for future references. There is a lack of information around Monitoring and Evaluation and accountability in Jamaica and the Region and by extension a lack of Monitoring and Evaluation specialists as well.

The Strategic Public Sector Transformation Project has a vested Interest in Monitoring and Evaluation because it is an important function within this Project. Also under Component 2 of the Project, there is a focus on Results Based Budgeting and Public Investment and seeks to Establish a participatory budgeting process through the carrying out of thematic meetings including citizens, NGO's, universities and business representatives.

The Objectives of this conference is: (a) to provide an opportunity for knowledge transfer and experience sharing on the issue of Monitoring and Evaluation within the Region; (b) To understand the impact Monitoring and Evaluation especially within the Public Sector; (c) To look at the PFM reform agenda for the Caribbean and to dissect the Public Expenditure and Financial accountability (PEFA) assessment. Possible Outcomes of the Conference include: (i) the formation of a community of practice around the issue of Monitoring and Evaluation and its application to the Public Financial Management Framework and (ii) to increase the understanding of Monitoring and Evaluation.

Possible Target Groups include: (1) Regional and Local Ministries, Departments, Agencies (2) Local and Regional Organisations

1.2.2 BEHAVIOURAL ECONOMICS CONFERENCE FOR THE CARIBBEAN

The Strategic Public Sector Transformation Project under Component 3 of the project seeks to offer Ministry-wide Transformation. Within this arrangement, the UNDP provides additional support for the overall transformation in conducting a Behavioural Economics workshop to undertake Change Management and Cultural management strategies to effect transformation in the Ministry. One key item identified in the Ministry is a significant knowledge gap in the area of Behavioural Economics; so both the UNDP and the World Bank will use this Workshop in order to improve the knowledge and understanding of Behavioural Economics in the Caribbean which in turn will drive change and outcomes of transformation in various organizations. The region should thus benefit through the workshop from a Behavioural Economics model type change.

The Objectives of the Conference are: (a) to provide an opportunity for knowledge transfer and knowledge on the issue of behavioural economics; (b) To understand the impact behavioural economic change management especially within the Public Sector; (c) To promote evidence based approached to change management the public. Possible

Outcomes of the Conference include: (i) the formation of a community of practice around the issue of behavioural economics and its application to the change management process and (ii) to increase the understanding of behavioural economics.

Possible Target Groups include: (1) Regional and Local Ministries, Departments, Agencies (2) Local and Regional Organisations

2.0 EXECUTING AGENCY OF THE PROJECT

The executing agency for the project is the Ministry of Finance and Planning (MOFP) and Project Implementation Unit (PIU) is established within the MOFP to implement the project. The project will support activities across selected service delivery ministries, departments, and agencies (MDAs), with significant coordination efforts that will be contributed by the Public Expenditure Division in MOFP and the Planning Institute of Jamaica (PIOJ).

3.0 ASSIGNMENT OBJECTIVES

The objective of this assignment is to undertake the full execution of 2 Conferences by ensuring that all the arrangements, logistics, administrative needs etc. for the Conferences are fully met.

4.0 SCOPE OF WORK AND RESPONSIBILITIES

In keeping with the assignment objectives, the consultant will be required to do the following subject to the approval of the PIU:

- Ensure that all administrative and logistical requirements are carried out in order to allow for the smooth execution of the event (s)
- **Prepare a work plan and budget and monitor expenditures of the Conference (s).**
- Find appropriate venues that may adequately cater for the needs of the Conference (s). Including but not limited to:
 - a. Appropriate Venue size with adequate parking for the number of participants
 - b. Side meeting rooms if necessary
 - c. Organizing the meal requirements
 - d. Acquiring the special equipment required for the conference (s) including but not limited to Projector, Projector Screen, PA System etc.
- Design or facilitate the design of advertisements in the Print Media to be published in the Media through the appropriate channels with the final approval of the PIU.

- Arrange needed procurements of meeting materials where appropriate to the PIU and including but not limited to: meeting packages, conference materials, background documents, stationary, identification cards, name tags, table label tags, usb storage devices etc.
- Coordinate the scheduling or programme of events during the Conference (s) and ensure that key presenters or speakers deliver within the appropriate time slot.
 - a. The possibilities of simultaneous or break away sessions should be explored if necessary and or deemed fit by the PIU.
- Coordinate and manage the registration of participants
 - a. Send out and follow up on invitations to prospective participants.
 - i. Interface with prospective participants to the conference (locally and internationally) via phone, email or fax.
 - ii. Liaison with agencies, Private, Governmental, International Governmental Organization (IGO) and Non-Governmental organization (NGOs) locally and regionally to explore the possibilities of full financing or co financing for participants.
 - iii. Finalize the participation list while liaising with key stakeholders and partners if necessary
 - iv. Finalize support staff for the event including but not limited to ushers, information personnel, translators and Rapporteur etc.
 - v. Arrange and coordinate shuttle and transport services from air port to conference and vice versa for foreign participants.
 - b. Secure grouped accommodation block booking for foreign participants if possible.
 - c. Directly monitor registration and identification of participants
 - i. Registration table requiring but not limited to Name, Agency Division, Email address, telephone number (s), Job title, Years of Experience etc
 - d. The best seating arrangement and decor should be made to maximize the effectiveness of the Conference (s). Choices includes, but not limited to:
 - i. Grouping similar entities
 - ii. Classroom setting
 - iii. Round table
 - e. Post Conference follow up (if the contract extends to such time as would allow for this), including but not limited to

- i. Expressions of appreciation for participating via email or phone or other forms where appropriate.
 - ii. Creating a database of participants for future reference for the PIU and other stakeholders. This should include but not limited to the information received at the registration table.
 - iii. Prepare suggested follow-up actions for after the Conference (s) has ended for the PIU to undertake if it deems necessary.
- Manage exhibitors and exhibition booths if deemed applicable by the PIU for the Conference and its objectives.
- Manage information, communication and public relations area to allow for a one-stop general information support for participants especially foreign participants.
- Be the point of contact and or mediator between the Conference suppliers of, but not limited to, Venue supplier, stationary supplier, conference material supplier, culinary supplier etc, and the PIU or its stakeholders. This includes but is not limited to:
 - a. Attending relevant meetings between stakeholders
 - b. Call for meetings with stakeholders
 - c. Deal with the necessary administrative functions
- Be prepared to Liaise and coordinate while relating to External partners and stakeholders including the Local and Regional Private Sector entities, Local and regional Public sector entities and World Bank Stakeholders.
- Be able to follow the GOJ and World Bank procurement guidelines when purchases are being made
- Deliver daily or weekly reports during the contract period and be prepared to adequately respond to questions or queries about the status from the PIU or any entity acting on behalf or for or through the PIU.
- Prepare a full report on the Conference (s) after the Conference (s) has ended.
- Undertake other related functions assigned from time to time by the Project Coordinator.

5. REQUIRED COMPETENCES (CORE AND TECHNICAL TO BE SPECIFIED)

The successful candidate will have:

- Self Motivated, goal oriented and able to solve problems effectively
- Experience in managing project budgets
- Excellent administrative and organization skills.

- Ability to manage and supervise a team
- Ability to work in a team and independently with minimal supervision
- Ability to work with large groups of people with confidence, good inter-personal skills and persuasion skills
- Strong attention to detail and thoroughness in work product
- Ability to multitask, follow through and work under pressure.
- Ability to work with government, stakeholders, donors in a professional manner.
- Excellent ability to communicate clearly, accurately, and concisely, both verbally and in writing.
- Ability to work with tight deadlines and deliver exceptional results.
- Ability to use social media effectively.
- Familiarity with government and organization structures in the Region would be an asset
- Knowledge of the GOJ and IBRD procurement rules will be an asset

6. REPORTS AND KEY DELIVERABLES

The Key Deliverables of the consultancy are:

NO.	NAME	DEFINITION/ DETAILS
1	Draft Workplan and Budget	<p>The Workplan is the operational document for the consultancy and is used to determine the required inputs for the development and delivery of the output of the consultancy. As such the Workplan document must detail:</p> <ul style="list-style-type: none"> • Methodology for providing the key outputs of the consultancy • Resource required that are outside of the control of the consultant • Time line for the achievement of tasks associated with the consultant deliverables
2	Final Detailed Workplan and Budget	<p>The Workplan is the operational document for the consultancy and is used to determine the required inputs for the development and delivery of the output of the consultancy. As such the Workplan document must detail:</p> <ul style="list-style-type: none"> • Methodology for providing the key outputs of the consultancy • Resource required that are outside of the control of the consultant <p>Time line for the achievement of tasks associated with the</p>

NO.	NAME	DEFINITION/ DETAILS
		consultant deliverables
3	Progress Report 1	<p>Progress report on the outcomes of the consultation process with the national and or international stakeholders. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Conference Structure and outline • Potential exhibitions for Booths • Potential list of participants • Potential list of Speakers • Draft Advertisements • Draft Art Work • Potential list of venues • Potential sources of Sponsorship
4	Progress Report 2	<p>Progress report on the outcomes of the consultation process with the national and or international stakeholders. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Confirmed list of participants • Confirmed exhibitions for Booths with relevant exhibitors (agencies, individuals, sponsors etc) • Possible Logistical and Funding Arrangements for Conference Participants • Confirmed list of Speakers • Advertisements with their timelines • Final Artwork • Confirmed Venue
5.	Draft Event Outline	<p>Draft Conference Material to be produced Including but not Limited to:</p> <ul style="list-style-type: none"> • Programme, schedule and structure of Conference • Conference Break away sessions • Number of Facilitators required • Other Recommendations from the Progress Report
6	Final Event Outline	<p>Full Event outline to be submitted, including but not limited to:</p> <ul style="list-style-type: none"> • Detailed schedule including time, breakaway sessions(if required)

NO.	NAME	DEFINITION/ DETAILS
		<ul style="list-style-type: none"> • Final list of Speakers and facilitator(s) • Final background documents (on the different sessions), • Final resource material package for participants resources (should be determined if materials be printed or placed on USB device. If so quotations for USB devices be acquired) • List of Resource/Facilitating Officers • Final Logistical plan for Overseas participants (if required) • Other recommendations from Progress Report
7	Post Conference report	Final Event report drafted, including but not limited to lessons learned, Rapporteur Report, key recommendations and next steps, challenges and agreed follow up.

7. QUALIFICATION AND EXPERIENCES

- Graduate Degree in Event Planning, Public Relations, Communications, Economics, Business Administration/ Management or any related field.
- At least five (5) years of experience in project management, event management, public relations, campaign management or other related field
- Experience in Event Coordination within the last 10 years
- Ten years or more experience working with Public, Private, or IGO Stakeholders

8. SPECIFIC LICENSING OR CERTIFICATION NECESSARY FOR THE JOB

No specific licensing or certification is necessary

9. ASSIGNMENT MANAGEMENT AND ACCOUNTABILITY

In addition to the execution of work outlined under the section 4, the Consultant will also be required to submit reports on implementation progress.

The Consultant will be required to submit status reports on the work plan with any proposed changes at one month intervals up until the end of the consultancy. The Consultant's Progress Reports will contain, inter alia, the following:

- a) Overall progress made in the assignment with reference to the TOR, with special reference to progress made in the month;
- b) Difficulties, if any, encountered in carrying out the assignment and proposed solutions;
- c) New areas and issues encountered and the proposed approach to dealing with them;
- d) An update of the Work Plan and proposed changes, if any;
- e) Proposed activities for the following month;
- f) All advice given within the period.

10. LOCATION AND SUPPORT

The Ministry of Finance and Planning, Public Enterprises Division will assist in facilitating access to information and to managerial/technical personnel as needed to enable the Consultant to undertake the assignment as outlined in this TOR, and will provide such other assistance as may be reasonably required.

Travelling will be required to visit the relevant stakeholders. The Consultant will therefore be expected to arrange transportation and accommodation, and to make adequate provision in the Financial Proposal.

The Consultant will provide her/his own computer, printer and mobile telephone and will make provision for office consumables such as paper, cartridge and other stationery.

11. Characteristics of the Consultancy

4.1 Starting Date and Duration: The Consultant is expected to provide the required services over a period of **9 months**. The start date for the consultancy is expected to be **April 1, 2016**.

4.2 Place of Work: The Consultant will have to be fully mobile and be prepared to travel Island wide, if necessary, in order to facilitate the full implementation of the project. The Consultant will have to be prepared to meet with the various stake holders of the conference including the PIU weekly to give updates.

12. COMMENCEMENT DATE AND PERIOD OF EXECUTION

The Consultant must be prepared to complete the assignment within **9 month** period commencing by **April 1, 2016** and submitting the final report no later than **December 31, 2016**.

APPENDIX 1
Evaluation Criteria for Scoring Technical Proposals

	Evaluation Criteria	Maximum Points
1	Specific experience of Expert for the assignment Demonstrated capacity in successfully conducting assignments of a similar nature and scope	55
	1.1. Experience in Event Coordination within the last 10 years 1.1.1. Three or more related Major Event Coordinating activity (30) 1.1.2. At least two related Major Event Coordinating activity (20) 1.1.3 At least one related Event Coordinating activity (10)	30
	1.2. Ten years or more experience working with Public, Private, or IGO Stakeholders (25) -between five and nine years' experience working with Public or Private Stakeholders (15) -between two and four years' experience working with Public Sector Stakeholders (10)	25
2	Highest Level of academic training, and professional qualifications	25
	3.1 Graduate level in Event Planning, Public Relations, Communications, Economics, Business Administration/ Management, MBA (25); or -Graduate level in other area of study (15)	25
3	Professional References	20
	4.1 Professional references which indicate successful completion of similar work (Provide contact information for 2 references) 1. Projects completed within time(10) 2. Work submitted meet the assignment goals(10)	20
	Total points	100