

TERMS OF REFERENCE

Partner Liaison, Institutional Development

Type of Employment : Fixed Term Contract	Duration: Eighteen (18) months
Reports to: Head, Public Sector Strategic Development	Date Required: July 1, 2018

Strategic Public Sector Transformation Project

This is a project that is financed through a loan from the World Bank and is being implemented by the Ministry of Finance and the Public Service (MOFPS). 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 six (6) components:

- Component I : Strengthening the Public Investment Management System (PIMS)*
- Component II : Strengthening the Budget Preparation Process and Results Based Budgeting (RBB)*
- Component III : Adaptive Public Sector Approaches to Promote Fiscal Sustainability*
- Component IV : Modernizing the Accountant General's Department*
- Component V : Fostering Industrial Growth and Trade Facilitation*
- Component VI : Project Management*

Executing Agency and Beneficiary

The executing agency is the Ministry of Finance and the Public Service (MOFPS), and is also the main beneficiary of many of the activities proposed by the Loan. The Project Implementation Unit (PIU) has been established within the MOFPS and is responsible for implementing the project. Institutional arrangements have been designed and an implementation support plan is in place to ensure that, if capacity problems arise, these will be addressed promptly. MOFPS will coordinate activities across other beneficiaries of the Project which are mainly executive agencies and divisions spread across Ministries.

Public Sector Transformation Implementation Unit (PSTIU)

The Government is committed to enhancing the efficiency, quality and cost effectiveness of public services. An action plan for public sector transformation has been approved to include: Merging, divesting, and outsourcing government functions which are better performed by the private sector; the introduction of shared services for communications, human resource management and asset management, and centralized legal services; strengthen the financial reporting requirements of those entities that remain; and ensure, where required, that well-structured transition plans are in place. In order to achieve these objectives a Public Sector Transformation Implementation Unit (PSTIU) has been established. Among the initiatives currently being undertaken by the PSTIU is the

merger, divesting, closure and subsuming of entities into Central Government.

Public Sector Rationalization and Institutional Support Work stream

This work stream deals with work activities in furtherance of mergers, divestments, closures and reorganization of public bodies. It also has responsibility for the implementation of institutional support and efficiency systems in designated entities.

It will oversee the implementation of the development initiatives outlined in the approved action plan for public sector transformation, to achieve and sustain improved efficiency, quality and cost effectiveness of public services. Such action will include but not be limited to:

- 1) Completing strategic reviews of key ministries and departments;
- 2) Executing institutional development initiatives at selected ministries as necessary;
- 3) Implementing shared corporate services, commencing with communications, human resource and asset management;
- 4) Ensuring, where required, that well-structured transition plans are in place, including planned management;
- 5) Undertaking compensation research and wage bill monitoring;
- 6) Developing and maintaining the results-based management framework (RBMF) for improved efficiencies and effectiveness for government entities; and,
- 7) Undertaking public sector transformation initiatives, including the rationalization of public bodies.

Summary/Objective

Provide on-going support on legislative and strategic development actions through the maintenance of effective relationships and partnerships across government Ministries, Departments and Agencies (MDA) towards cooperation in the delivery of institutional development programmes for the select MDA approved in the Transformation Action Plan. Working closely with other Work Stream Heads, Boards and MDA Executive Management Teams, the incumbent will engage in internal and external consultations, project coordination liaisons, partner sensitisations, and, PSTIU representation in networks and at various forums to facilitate capacity building and knowledge transfer activities/initiatives within the established timeframe.

Scope of Work

1. Establish and maintain strong working relationships with officials involved in the legislative process to propel institutional development initiatives.
2. Coordinate interagency collaboration on institutional development programmes and objectives, and, evaluate and assess these efforts towards their success.
3. Communicate with government partners to deepen on-going partnerships towards facilitating legislative and other support actions as required.
4. Engage in stakeholder and partner meetings as necessary to gain information and/or discuss needs and problems associated with the specified implementation.
5. Contribute to the development and implementation of coherent work plans, project and programme documentation, proposal preparation and results achievement for each implementation assignment with select MDAs.

6. Research and review documents to support the development of recommendations as required.
7. Collaborate on the design and implementation of tools, guidelines and blueprints for institutional development assignments.
8. Work within established framework/structures, processes and procedures to enable review of legislation to facilitate changes in mandates.
9. Monitor and evaluate progress of implementation assignments, and advise the Lead, Public Sector Strategic Development and/or Executive Director on issues to effect timely corrective actions accordingly.
10. Provide quality assurance and support on the delivery of the work plan and its outputs through consultants, contractors and partners.
11. Contribute to the facilitation of knowledge building and management by the PSTIU through identifying and amalgamating best practices and lessons learned directly linked to reform goals and activities.
12. Interpret and represent key public sector policies and communicate with the executive teams in organisations.
13. Work closely with the Heads of Ministries/Departments/Agencies/Public Bodies to ensure coordination and liaison for strategic reform and development initiatives.
14. Identify, monitor progress, update risk logs and escalate business risks where appropriate.

Key Deliverables and Responsibilities

1. Detailed Annual Workplan
2. Consolidated Monthly Progress Reports
3. Legislative action schedule as required
4. Stakeholder and partner consultation
5. Research and technical documentation

Skills and Competencies

Core

- Excellent strategic partnership and relationship skills
- Excellent negotiation and conflict management skills
- Strong customer orientation/client focus
- Good communication and interpersonal skills
- Advanced critical thinking, problem solving and decision making skills
- High adaptability and knowledge-sharing/learning capacity
- High innovative thinking and ability to market new approaches
- Adept at advocacy and advancing a policy-oriented agenda
- Ability to build and manage effective teams, and to lead across multiple assignments
- Ability to work effectively on own initiative
- Ability to promote and maintain enabling environments for open communication, creativity and innovation
- Ability to forge useful partnerships with people across functions and organisations
- Ability to demonstrate commitment to efficient and effective service delivery and client-centred focus

Technical

- Excellent knowledge of governance, government machinery, operations and procedures
- Comprehensive knowledge and understanding of the legislative framework
- Comprehensive knowledge and understanding organisational change in the public sector
- Comprehensive knowledge and understanding of project management discipline and tools
- Good knowledge of results-based programme development and management
- Good knowledge of organisational development principles and practices
- Working knowledge of the relevant computer systems and applications

Nature of the Assignment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is a full-time position, and hours of work and days are generally Monday through Friday, 8:30 a.m. to 5 p.m. Some weekends or evening hours may be necessary.
- The job is located in Kingston. Travel is anticipated to other Government entities within the Kingston Metropolitan Area normally and outside of the Kingston Metropolitan Area on occasion.
- The nature of the contracting arrangement will be lump-sum payments based on scheduled delivery.
- The type of engagement is for an individual consultancy.
- The project is financed by the World Bank and the consultancy payments will be made through the Ministry of Finance and the Public Service.

Reporting Relationships

- The Partner Liaison will report ultimately to the Executive Director PSTIU, under the direction of the Head, Public Sector Strategic and Institutional Development, PSTIU
- Reports will be submitted in hard and soft copy to the Head, Public Sector Strategic Development PSTIU
- Reports will be approved by the Executive Director PSTIU on the recommendation of the Head, Public Sector Strategic and Institutional Development, PSTIU

Required Education and Experience

- Master's degree in public management or public administration, public policy, law, political science, governance or related social science fields; plus five (5) years of relevant experience **OR**
- Bachelor's degree in in public management or public administration, public policy, law, political science, governance or related social science fields or related field; plus seven (7) years of relevant experience
- Demonstrable ability in project design, diagnosis, assessment and implementation for public sector desirable

Interested persons should forward their applications and curriculum vitae **NO LATER THAN May 29, 2018 to: -**

The Procurement Specialist
Strategic Public Sector Transformation Project
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4
Email: spstp@mof.gov.jm

We thank all interested persons for applying, however please note that only short listed applicants will be contacted. The Ministry of Finance and the Public Service reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of curriculum vitas.