

TERMS OF REFERENCE

CONSULTANCY OFOR THR DEVELOPMENT OF A BUSINESS CASE/PROJECT PROPOSAL FOR A REGIONAL INSTITUTE OF INNOVATION IN COMPUTING & ENGINEERING AT THE UNIVERSITY OF TECHNOLOGY, JAMAICA

I. BACKGROUND

The University of Technology (UTech), Jamaica offers a relatively large number of products and services across various disciplines, in response to national and regional human-resource needs. In fulfilling its mandate, the University seeks to maintain and enhance the role of technical education, provide flexible delivery systems that are able to serve students who may follow non-traditional routes to higher education, and provide support to students by offering scholarships and a system of organized financial aid. The University further seeks to establish and pursue partnerships and collaborative arrangements with individual supporters, professional associations, educational institutions, governments and corporate entities at regional, national and international levels, and to foster and encourage applied product-oriented research as an integral part of staff responsibility.

In its effort to carry out its mandate, the University must at all times be well positioned to respond to consumer requirements as they become more and more demanding due to exposure to technological advancements and the easily accessible global market place. Such demands create new economic opportunities at the regional level, requires a new modality of thinking and operation, not just for the University, but also for industry, and the providers of relevant services. The University, to remain relevant, must conceptualize and develop new products and services for the region, in response to these changing needs. As small and transitional developing economies are also forced to adjust to the changing tide, partnerships become even more relevant in trying to address these intractable national challenges. Success is often leveraged against the state of technical preparedness of the stakeholders; a charge the University of Technology, Jamaica must lead, not just for Jamaica, but for the region in its effort to deliver.

Critical to this delivery is the provision of an environment with a robust programme that facilitates capacity building, management guidance, technical assistance, and consulting, tailored to upcoming technology leaders and innovators, young professionals, growing companies, and emerging businesses pursuing niches in business process outsourcing (BPO). Success is best facilitated through an appropriately structured Engineering and Computing Innovation Institute whose goal is to produce successful professionals from the programme that are technically sound, in the case of the individual, and financially viable and freestanding, in the case of a business entity. The graduates from the Institute should also be positioned to lead business process management (BPM) initiatives, commercialize technologies, create jobs, and strengthen local economies. This realization of

necessity requires administrative, laboratory support and office space that at this time does not exist. The primary focus of this consultancy therefore is to develop a project proposal to be considered by the Government of Jamaica, for funding.

Investment projects seeking support from the Government of Jamaica are all required to be reviewed by the Public Investment Management Secretariat (PIMSEC) and submitted to the Public Investment Management Committee (PIMC) for consideration. To this end, the Ministry of Education, Youth and Information is seeking to develop a project proposal to be presented to the PIMC for consideration.

The foundational aspects and design of this project require considerable research and coordination of technical work and information among stakeholders. PIMSEC will, on UTech's behalf, engage the services of a consultant, to carry out all the necessary activities that will enable the development of a comprehensive proposal, which will reflect the inputs of the key stakeholders, and technical experts, and provide the basis for effective decision making by all parties concerned.

II. **OBJECTIVE OF CONSULTANCY ASSIGNMENT**

The primary objective of this exercise is to develop and present a full project proposal /business case in-keeping with the guidelines of the PIMSEC.

III. **THE DELIVERABLES** - Acceptance criteria for deliverables require their completion on time and in accordance with the quality specifications. They are as follows:

- a) Work plan and methodology within five (5) days of the signing of the contract.
- b) Bi- eekly progress update .
- c) A draft project proposal/business case in keeping with PIMSEC guidelines at the end of the seventh week after signing of contract.
- d) Final Proposal/Business Case, within ten (10) weeks of the signing of the contract.
- e) Completed PIMSEC project proposal template within eleven (11) week of the signing of the contract.

IV. **SCOPE OF WORK** – The Consultant will inter alia execute the following activities:

- a) Prepare methodology and work plan for the consultancy assignment.
- b) Identify the project baseline in terms of current GOJ policies, regulations, and technical standards to be met, as well as the relevant projects/initiatives currently being implemented if any, and the stakeholders that are relevant to the project.

- c) Identify key stakeholders and conduct stakeholder meetings / consultations and incorporate their inputs in the design and appraisal of the project;
- d) Conduct research and review of global best practices, and regulatory norms & standards, to aid in establishing of benchmarks for the design, management & operation of the innovation centre.
- e) Outline Project scope – i.e. whether the project will seek to meet only current business need; or whether it will seek to meet medium or long term needs; as well as a description of the main components of the project.
- f) Project Demand: Outline the demand for the proposed project outputs/services: who will be the users of the product/services, the expected number of users and pricing; Outline the promotional strategy to be adopted
- g) Define the critical Success factors for the innovation centre – i.e. the factors that will be used to judge project options to be considered and to determine successful project delivery.
- h) Option analysis: Identify the various approaches to addressing the problem identified ; conduct initial analysis of these options and propose the most feasible options with justification
- i) Conduct a comprehensive risk assessment. This includes the identification and description of **significant risks**, determining the likelihood of occurrence, and how they will be managed. Risks may include business, political, technical and climate change.
- j) Conduct a detailed cost/benefit analysis and sensitivity analyses of the options under consideration, to determine the preferred solution for implementation;
- k) Finalize project design, and prepare project financing plan and cash flow projections, reflecting source and amount of financing & revenue inflows and capital & operating cost outflows.
- l) Outline the proposed project implementation, management and service delivery arrangements, specialist personnel requirements, governance structure and recommended procurement modalities.
- m) Prepare and present a project monitoring and evaluation framework that can be integrated with a balanced scorecard performance management interface;
- n) Present a draft proposal to the Oversight Committee for review, suggest recommendations to improve the likelihood of success during project implementation; and prepare and submit weekly updates to the Committee on commencement of the contract;
- o) Prepare final draft of the full project proposal as well as a completed PIMSEC project proposal template.
- p) In collaboration with the PIMSEC and UTech, consider the “lessons learnt” and “best practices” from the consultancy exercise.

V. **QUALIFICATIONS OF THE CONSULTANT** – the consultant is required to have the following at a minimum:

Education: Master of Science Degree in the Social Sciences, Education, Engineering, or the equivalent in any other related field. Training in project planning and appraisal will be a distinct advantage.

Experience::

- a) A minimum of ten years' experience in the development, and technical, financial, and economic appraisal of development projects
- b) A minimum of five years' experience in the development and appraisal of educational projects
- c) Experience in the design, management or operation of an innovation centre would be a distinct advantage.

VI. **REPORTING AND SUPERVISION**

The Consultant will operate under the auspices of the UTech and will prepare weekly updates for the Oversight Committee. The Oversight Committee will verify the adequacy of the deliverables prior to sign off by the project sponsor. The Committee will be small in number (not exceeding 5), comprised of senior members of the University of Technology and a representative from the Ministry of Education, Youth, and Information. A senior representative of UTech will chair the committee and shall be responsible for the coordination and monitoring of the implementation of activities under the contract including certifying that the deliverables are satisfactory, as well as receiving and approving invoices for payment. The Consultant will report directly to Dr. Earl Green.

VII. **PAYMENT TERMS OF THE CONSULTANT**

No	Deliverables	Percentage of Contract Price
	Work plan and methodology	15.0
	Final project proposal & completed PIMSEC project proposal template	85.0
	Total	100.0

VIII. THE CHARACTERISTICS OF CONSULTANCY

- a) **Level of effort** –50 man days; work is expected to be completed over a 12 weeks period.
- b) **Type of Consultancy** –an individual consultant **Type of Contract** – Lump sum; fixed price