

TERMS OF REFERENCE

CONSULTANCY TO PREPARE THE FULL PROPOSAL FOR THE ESTABLISHMENT OF THE NATIONAL SPORT MUSEUM

INTRODUCTION

The National Sport Policy (2013) has as one of its objectives to *Enhance and leverage the sport component of “Brand Jamaica.”* In order to achieve this objective, at paragraph 10.4.1, the Policy addresses the Government’s commitment to focus on Sport Tourism as a vehicle to spur growth and development in communities while empowering youths. The establishment of a National Sport Museum has been identified as one of the critical strategies to support this priority objective.

The Government of Jamaica has decided to construct a modern technologically advanced national museum and resource centre to serve as a knowledge bank collecting and documenting all material pertinent to Jamaicans who primarily dedicated their lives as athletes and athletes support personnel.

The national museum will preserve and showcase the distinctly rich sport heritage of Jamaica, the athletes and teams, through a collection of artefacts of highest quality, memorabilia, multimedia, and works of art, interactive exhibits, lecture series and community outreach programmes.

It is also of note that, in October 2011, the National Sport Museum was identified by the Jamaica 50 Secretariat of the Ministry of Youth and Culture as one of the Legacy Projects to mark the historic milestone of Jamaica’s fiftieth Anniversary of Independence.

In August 2012, a National Sport Exhibition was held in celebration of Jamaica’s rich sport history and as a precursor of the development of a National Sport Museum. The Exhibition was held over six days at the National Arena and it was well received. Visitors consistently commented on the urgent need for a National Museum recognizing the institutional gap in our sport and cultural heritage.

The National Sport Museum will be located along Arthur Wint Drive, Kingston 6, directly across from the main entrance to the National Stadium and adjacent to Marley Place, on 4500 square metres of land, being part of Briggs Park, St. Andrew and being part of the land registered at Volume 982 Folio 676.

The Ministry of Culture, Gender, Entertainment and Sport (MCGES) commissioned a Strategic Business Plan to guide the design and development of the National Sport Museum (NSM). The Plan which was completed in April 2017 identified the following:

- (a) the primary elements and tools that will be required to establish the museum;

(b) the proposed phased implementation strategies; and

(c) the accompanying budgets for the next three fiscal years 2018/19 – 2020/2021

Having secured the PIMC’s approval of the concept for the establishment of a National Sport Museum, the Ministry of Culture, Gender, Entertainment and Sport is now seeking to develop a comprehensive project proposal for the establishment of the Jamaica National Sport Museum which is intended to engage others, transform sport stories, and showcase Jamaica’s extraordinary achievements in sport to inspire all Jamaicans and visitors to pursue excellence.

OBJECTIVE

The objective of this consultancy is to prepare a comprehensive project proposal for the establishment of the Jamaica National Sport Museum which is intended to engage others, transform sport stories, and showcase Jamaica’s extraordinary achievements in sport to inspire all Jamaicans and visitors to pursue excellence.

The consultancy referred to at caption is one of which will provide the services to satisfy the Objective.

SCOPE OF WORK OF THE CONSULTANCY TO PREPARE THE FULL PROPOSAL FOR THE ESTABLISHMENT OF THE NATIONAL SPORT MUSEUM

The Ministry of Culture, Gender, Entertainment and Sport requires the services of a Consultant that will prepare the Full Proposal for the Establishment of the Jamaica National Sport Museum in keeping with the Public Sector Investment Management Secretariat (PIMSEC) Guidelines and Completing the PIMSEC Project Proposal Summary.

No	ACTIVITY	DELIVERABLE	PAYMENT
1	Development of Work plan	Work plan	15%
2	Liaise with other consultants and prepare preliminary project options/proposals	Options analysis	15%
3	Prepare draft proposal, taking into consideration the input of the architects, the exhibit designer, the Quantity Surveyor, the market demand analysis, the recommended marketing strategy & the draft business plan as well as initial feedback from MCGES.	Draft project proposal,	25%
4	Finalize project proposal, based on further MCGES & stakeholder feedback	Final project proposal	25%
5	Complete PIMSEC Project Proposal template	PIMSEC project proposal summary	20%

Activities:

1. Liaise with all other Consultants – the exhibit design consultant, the architectural consultant and the market demand consultant, as well as the Ministry and its key stakeholders for their outputs/inputs and or guidance with regards to the development of the project proposal.
2. Compile and present project options along with preliminary assessment of preferred option for the consideration and input of the MCGES.
3. Prepare the draft proposal with inputs from the consultants contracted to provide technical input in the design and development of the proposal.
4. Submit draft to the MCGES and its key stakeholders, for their review and feedback. The project proposal should be prepared based on the PIEF/PIMSEC guidelines.
5. Refine proposal(s) based on MCGES feedback and submit to the MCGES for final approval.
6. Complete PIMSEC Project Proposal template

Deliverables:

1. Work plan
 2. Options analysis
 3. Draft proposal for presentation to MCGES/Project Oversight Committee
 4. Final proposal
 5. Completed PIMSEC Proposal template
- a) **Preparation of a detailed work plan** – outlining the activities to be undertaken and the related timelines for execution.
- b) **Preparation of a full project proposal** for submission to the Public Investment Management Secretariat (PIMSEC), should be prepared in keeping with PIMSEC guidelines, and including content presented in the Strategic Business Plan for the architectural design phase and construction phase of the project.

The project proposal should address the phased implementation of the project and should include among other things:

- Options analysis
- Results and risk matrices which should include climate risk;
- Monitoring and Evaluation framework
- Or incorporate the agreed architectural drawings and exhibit designs
- The costings reflected in the Bill of Quantities for construction;

- Detailed Financing Plan.
 - Summary Market/Demand Analysis
 - Financial and Economic Cost/Benefit analysis
- c) **Completion of the PIMSEC Project Proposal Template**

CHARACTERISTICS OF CONSULTANCY

- a) **Consultancy period** – The expected duration of the consultancy is 16 weeks between signing of the contract and satisfactory completion of all deliverables.
- b) **Level of effort** – 40 Man days;
- c) **Type of consultancy** – Individual;
- d) **Type of Contract** – Fixed Price.

The work schedule for the contract period is expected to be submitted within two weeks of contract being signed.

REPORTING RELATIONSHIP/ SUPERVISION OF CONSULTANTS

The Consultant reports directly to the Permanent Secretary of the Ministry of Culture through the Senior Director, Sport Monitoring and Sport Development Division.

The Consultant will participate in brainstorming sessions and consult with the National Sport Museum Project Management Team.

The deliverables will be reviewed and accepted by the National Sport Museum Project Management Team before final submission

QUALIFICATIONS

The following qualifications and experience are required for this assignment:

1. Development Economist/Management Consultant with a Master's degree in Development Economics, Business Administration or related discipline,
2. Over five (5) years of experience in the development and appraisal of development projects.