

MINISTRY OF FINANCE AND PUBLIC SERVICE

STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

TERMS OF REFERENCE TECHNICAL ADVISOR, BSJ

Background

The Bureau of Standards Jamaica (BSJ) is a multi-functional institution governed by the Standards Act of 1968, The Weights and Measures Act of 1976 and the Processed Foods Act of 1959. The BSJ also has responsibilities under other national legislations such as the Petroleum Quality Control Act and the Customs Act. The BSJ therefore functions as the National Standards Body, National Metrology Institute and a major player in the National Conformity Assessment Cluster. As such the BSJ is a major trade facilitation entity and all its functions must be executed in line with international regulations, standards and best practice for the benefit of the Jamaican society. To continue to function in this way the capabilities of the BSJ needs to be developed and maintained to meet the requirements of new a new and evolving global trade paradigm.

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 2 thematic areas divided into 6 components.*

The first thematic area of the proposed intervention seeks to reinforce fiscal discipline and revenue enhancement through four main components: (1) Strengthening the Public Investment Management System (PIMS); (2) Strengthening the Budget Preparation Process and Results Based Budgeting (3) Adaptive Public Sector Approaches to Promote Fiscal Sustainability and Project Management; (4) 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 Agency (JCA). Component 5, Fostering Industrial Growth and Trade Facilitation, 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.

Component 5. Fostering Industrial Growth and Trade Facilitation

The main objective of this component is to develop and implement an integrated border clearance process through a National Single Window mechanism in which Customs and the participating border agencies will eliminate multiple interventions/inspections by conducting joint inspections or delegating primary functions to Customs.

Component 5a supports the BSJ's re-engineering of its business processes which are directly related to the cross-border movement of goods with the aim of removing procedural obstacles and resulting in enhanced effectiveness and efficiency. The expected outcomes are significant reductions in release time of goods and costs to the business community.

Under this component, the Regulatory Division has been separated from the BSJ by Cabinet Decision #403/MIIC 25/2015 to become the new National Compliance and Regulatory Authority (NCRA). This change will enable the BSJ to assume a role of service provider in facilitating trade and the development of industry. It is proposed that the NCRA will however continue to utilize the corporate services of Finance and Accounting, Human Resources Management, Facilities Management, Legal and ICT provided by the BSJ.

Support for the National Metrology Institute

An important part of the support being provided to the BSJ under component 5a of the project is the funding of the development and improvement of Jamaica's metrology capabilities to obtain international recognition and thereby be better able to facilitate trade and the overall development of Jamaica's economy. The environmental conditions under which National measurement standards are kept and national traceability measurements executed are of critical importance in the process to obtain international recognition of Jamaica's Calibration and Measurement Capabilities. In this regard, the BSJ has not been able to consistently maintain the required stringent control of the environmental conditions in 2 of its main National Measurement Laboratories and so international recognition at the desired level has eluded Jamaica for some time.

Because of this dire need, the project is supporting a contract for the Design, Supply and Installation of a state-of-the-art Environmental Control System for the National Mass and Dimensional Metrology Laboratories. The execution of this contract will be a highly technical exercise and the Government of Jamaica seeks to identify a suitably qualified Technical Advisor to provide advice, for the benefit of the government, on the technical aspects of the execution of the contract.

Purpose of the Consultancy

The purpose of the consultancy is to help to ensure that the contractor delivers the project according to specifications by providing oversight on behalf of, and advice to the Government on the execution of the technical aspects of the contract for the Design, Supply and Installation of the Environmental Control Systems for the Mass and Dimensions Laboratories at the Bureau of Standards Jamaica

Scope of Services

Reporting to the Technical Coordinator for Component 5a and the BSJ Director of Engineering, the Technical Advisor is required to:

- (a) Provide advice on the technical proposal of the successful bidder
- (b) Review and reconcile the successful Bid for the design, supply and installation of the Laboratory Environmental Control System with the Technical Specifications provided.
- (c) Provide written advice on the:
 - (i) reconciliation of any differences between Technical Specifications and Bid Proposal

- (ii) implications for the laboratory environments, of implementing changes to the technical specifications
 - (iii) assessment of possible solutions to problems which may occur during the implementation schedule and which may have implications for the technical specifications of the installed system
- (d) Advise the Technical Coordinator on the contents of the contract with the successful bidder
- (e) Develop, and provide to the Technical Coordinator and the BSJ Director of Engineering, a list of the critical inspection and decision points as well as inspection criteria to be used during the execution of the contractor's implementation schedule
- (f) Act on behalf of the Technical Coordinator in providing advice to the contractor and the BSJ team during the preparation and execution of the contractor's work schedule including:
- (i) review of work schedule and make necessary technical input
 - (ii) review reports from the contractor and make technical input as necessary
 - (iii) be available for site meeting discussion on any technical matter considered to be critical to the success of the project and prepare technical briefing
- (g) be available for any BSJ Working Group discussion on matters critical to the successful implementation of the project.
- (h) Advise the Technical Coordinator and the BSJ Director of Engineering on the works to be executed by BSJ in preparation for the installation of the environmental control system
- (i) Work with the BSJ Facilities Management team and prepare plan for the for execution of the preparatory works by the BSJ
- (j) Coordinate with the BSJ to ensure that all preparatory works are completed in time to allow for on-time installation work by the contractor.
- (k) Provide a written report on the execution of each scheduled inspection during the contract execution
- (l) Observe, document and report to the Technical Coordinator and the BSJ Director of Engineering on the Commissioning and Accredited testing of the laboratories.
- (m) Provide a final written report on the installation of the system

Qualifications of Consultant

The consultant shall be a professional electrical/mechanical engineer, registered in Jamaica with at least a Bachelor's Degree in Engineering and possess verifiable experience as detailed below:

- (i) at least 10 years experience in the installation and operation of HVAC systems

- (ii) at least 5 years experience working with HVAC systems for environments in which
- temperature and humidity must be controlled within very narrow bands
 - air cleanness must be strictly controlled
- (iii) at least 3years experience in the development of metrology laboratories requiring rigid control of environmental conditions

Selection of the Consultant

A consultant with the requisite qualifications and experience will be engaged in accordance with the Individual Consultant Selection (ICS) procedures as per the latest edition of the World Bank's Procurement Guidelines

Type of Consultancy: Individual.

Starting Date and Duration: The Consultant is expected to provide approximately 45 man days of service over a 30 week period. The start date for the consultancy is expected to be **August 2016**.

Reports and Deliverables

The key deliverables of this consultancy are:

1. Report on the review of the successful bid against the Technical Specifications
2. List of the critical inspection and decision points as well as inspection criteria to be used during the execution of the contract
3. Plan for the execution of preparatory work by BSJ
4. Monthly reports on the execution of the contract
5. Report on the commissioning and accredited testing of the laboratories
6. Final report