

Strengthening Public Procurement Systems through ICTs and MSME Participation

ATN/ME 11074 RE- Program ICT4GP

Modernization of Public Procurement System of Jamaica
Terms of Reference
International Consultant

I. THE PROGRAM

Background

- 1.1. Governments in the Region have been reforming and modernizing their public procurement systems to make them more efficient, transparent and through increased competition in the market achieve substantial savings in public expenditure. These changes also reflect the need to adapt to international standards, such as those of the World Trade Organization, as well as regional or bilateral treaties signed by the countries in recent years.
- 1.2. Governments have made strengthening the competitiveness of micro, small and medium-sized enterprises (MSMEs) a key objective in their economic policies, and regard participation in public procurements as a growth factor for them. Several countries plan to increase MSMEs participation through the lifting of technical, financial, and information barriers to their participation into the public procurement markets.
- 1.3. Strengthening procurement systems through the use of Information and Communication Technologies (ICT) will produce direct and indirect benefits for MSMEs. With a greater presence in online public markets, enterprises will become familiar with national and international digital and e-commerce practices, particularly in business-to-business transactions. In addition, the adoption and dissemination of standards in crucial areas, such as goods and services catalogues or specific “languages” for online business transactions, can facilitate trade among the countries of the Region.

Objectives and components

A) Objectives

- 1.4. The general objective is to increase MSMEs competitive participation in public procurement processes in the Region. The specific objective is to identify and implement best practices and ICT in public procurement public-private institutional cooperation systems, in order to enhance the efficiency and transparency of contracting processes and facilitate MSMEs access and participation in them.

B) Components

The Program is integrated by two components:

- 1.5. Component I: Best practices in ICT use and MSMEs participation in public procurement systems (IDRC/ICA US\$1,101,000). The objective of this component is to identify, build consensus, and help implement best practices in

public procurements, in terms of procurement processes, extensive use of ICT-based systems, adoption of common standards, and MSMEs participation.

- 1.6. Component II: Financing of projects (MIF US\$4 million, Counterpart US\$2.6 million). The objective of this component is to strengthen e-procurement systems and improve conditions for MSMEs access to the public procurement market in the region. Under this component two activities will be conducted: (a) design of implementation strategies for national or sub-regional e-procurement systems; (b) project financing to implement best practices or innovations in priority areas. The Program has a total budget of US\$ 8.925.000.
- 1.7. Jamaica has been selected to receive funding for consultancy under Component II, activity a) Strategy Design to establish strategies for modernizing their procurement systems, including ICT adoption.

II. CONSULTANCY: OBJECTIVES AND ACTIVITIES

A) Objectives

- 2.1 To assist the government in developing strategies to increase MSMEs participation in the public procurement market in Jamaica, thereby increasing their share of the procurement spend.
- 2.2 To provide a mechanism to facilitate access to procurement and to monitor and evaluate the effectiveness of the strategies implemented.
- 2.3 Develop and execute a training programme for key stakeholders (public sector staff and small business persons).

B) Activities

In order to reach Objective the consultant will at least implement the following activities:

2.4 Objectives 2.1 and 2.2

Survey of MSMEs Sector

- i. Develop and survey.
- ii. Supervise local consultant administering survey.
- iii. Analyze results and present findings including a determination of MSMEs current share of the procurement market.

MSMEs Procurement Administration Mechanism

- i. Research policy and procedure options in relation to regional best practices.
- ii. Review and assess the existing MSMEs measures in Jamaica.
- iii. Propose a new framework for the enhancement of MSMEs access to procurement i.e. procurement procedure, performance and monitoring framework.

2.5 Objective 2.3

Training and Sensitization

- i. Design and awareness training program and materials.
- ii. Conduct training for MSME and government entities.

2.6 Supervision of Local Consultant

- i. Supervise the activities of the local consultant ensuring that activities are carried out according to the Terms of Reference and Activity Plan

III. CONSULTANTS' PROFILE

The consultant must have the following qualifications:

- 3.1 International Consultant possessing (a) at least a Masters Degree in Business or Public Administration/Policy or related fields (b) a minimum of five years of experience in the development of public procurement systems and policies.
- 3.2 The candidates will present the information in the format provided in Annex I and II. Those candidates that do not meet the minimum requirements will not be considered.

IV. OUTPUTS AND SCHEDULE

The consultant will be responsible to deliver the following products within the time framework described below.

- 4.1 Output 1: Survey results and findings (28 days after start)
- 4.2 Output 2: Proposal for MSE procurement framework (48 days after start)
- 4.3 Output 3: Training Plan (60 days after start).
- 4.4 Output 4: Training of key government agencies (85 days after start).
- 4.5 Final Report (90 days after start).

V. CHARACTERISTICS OF THE CONSULTANCY

- 5.1 The consultant will work under the Supervision of the Senior Director Procurement Policy Implementation in the Ministry of Finance and the Public Service and ICT4GP Program.
- 5.2 The total duration of the consultancy will be of 90 days.
- 5.3 The consultants will work in country, with a minimum stay of 35 days.
- 5.4 Budget. The total price (all travel and other expenses incurred by the consultant) of the consultancy is US\$42,000.
- 5.5 Payments. The consultants will be paid in the following manner: 20 % on presentation of the agreed work plan and inception report and the remaining 80% at conclusion of the contract after acceptance of the Ministry of Finance and Public Service and ICT4GP Program approval of all deliverables listed under paragraph 4.1 through 4.5.
- 5.6 Presentation of the proposal:
 - (i) Methodology for conducting the work under this consultancy (max 2 pages);
 - (ii) Proposed Work Plan (max 5 pages).