

**Strengthening Public Procurement Systems through ICTs and MSME  
Participation**  
ATN/ME 11074 RE- ICT4GP Program

**Modernization of Public Procurement System of Jamaica  
Terms of Reference  
Local 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.

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 consult the private sector associations and survey the MSE sector to ascertain current share of the procurement market, barriers to effective participation and current needs.
- 2.2 To support the main consultant in constructing a programme to improve MSME presence in the procurement market.
- 2.3 To train key stakeholders in the government and private sectors.

### **B) Activities**

In order to reach Objective the consultant, working under the supervision of the international consultant will carry out the following activities:

- 2.4 Objective 2.1 and 2.2  
*Survey of MSME Sector*
  - i) Identify relevant business associations to participate in survey consult with business associations for input,
  - ii) Assist the international consultant in developing survey,
  - iii) Administer survey.*MSME Procurement Administration Mechanism*
  - i) Review and assess existing MSME measures in Jamaica,
  - ii) Assist main consultant in the development of procurement framework for MSME.
- 2.5 Objective 2.3  
*Training and sensitization*
  - i) Contribute to the design of an awareness training programme,
  - ii) Conduct training for MSME and government entities.

## **III. CONSULTANTS' PROFILE**

The consultant must have the following qualifications:

- 3.1 A Local Consultant possessing (a) at least a Bachelor Degree in Business Administration or related fields with at least 10 years experience work or (b) at least a Master Degree in Business Administration with a minimum of five years of work experience. The consultant must have a good understanding of the machinery of government and the local private sector environment, especially the MSME enterprise sectors.
- 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: Report on assessment of current measures for MSME (48 days after start)
- 4.3 Output 3: Training plan (jointly with international consultant; (60 days after start)
- 4.4 Output 4: Conduct sensitization programme for approximately 10 groups of MSME over 25 day period (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 the International Consultant, and the ICT4GP Program.
- 5.2 The total duration of the consultancy will be 3 months.
- 5.3 The Local Consultant will work in the country according to the requirements of the consultancy.
- 5.4 Budget. The total price (all travel and other expenses incurred by the consultant) of the consultancy is US\$ 18,000.
- 5.5 Payments. The consultants will be paid in the following manner: 40 % at contract signature and 60%, upon submission and approval by the Ministry of Finance and the Public Service and ICT4GP Program of the Final Report.
- 5.6 Selection criteria and weights. The consultant will be selected taking into account two criteria: a) Academic Background (30%) and b) Consultant experience (70%)
- 5.7 Information should be presented by October X, 2009 to [ICT4GP@iadb.org](mailto:ICT4GP@iadb.org) .

### Annex I. Consultant's Academic Profile

ORGANIZATION NAME	FIELD OF ESPECIALIZATION	DEGREE (BS, MSc, PhD)	COUNTRY	FINALIZATION DATE

### Annex II. Consultant's Experience\*

CONSULTANCY/PROJECT /PROGRAM NAME	INSTITUTION	OBJECTIVE	COUNTRY	EXECUTION PERIOD

\* Report only activities related to public procurement systems executed in the last 5 years.