



**Government  
of Jamaica**



## **REQUEST FOR CURRICULUM VITAE**

Issued on August 6, 2023

for

### **HUMAN RESOURCE CONSULTANT (FAIR TRADING COMMISSION-CONSUMER AFFAIRS COMMISSION)**

***Tender #:*** TIU/2023/PBR/CQS-002

***Project Name:*** GOJ Public Sector Transformation Programme  
IADB JA-L1073 – Support to the Public Sector  
Transformation Programme

**Procuring Entity:**

Transformation Implementation Unit, Ministry of Finance and the Public  
Service



## SECTION 1: INSTRUCTIONS TO CONSULTANTS (ITC)

### TENDER#: TIU/2023/PBR/CQS-002

The Human Resource Consultant will be expected to co-ordinate and facilitate the change management interventions necessary to support the organization as it navigates a smooth and successful transition to a new Authority.

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1. An individual will be selected based on the **Consultants' Qualifications (CQS)** in accordance with the Individual Consultant Selection Method set out in the Government of Jamaica Handbook of Public Sector Procurement Procedures.
2. We kindly ask that your submission must include:
  - Curriculum Vitae;
  - Any other documents proving the Consultant's experience (sample optional form attached).
3. All documents should be done in **PDF** format and submitted via email to:
  - **Email address:** [procurement@transformation.gov.jm](mailto:procurement@transformation.gov.jm)
  - **Email Subject:** TIU/2023/PBR/CQS-002– Human Resource Consultant (Fair Trading Commission - Consumer Affairs Commission)

The deadline for receipt of your submission by the Procuring Entity is **August 21, 2023**.

4. An email confirmation will be sent for all submissions received electronically before the specified deadline. No hard copy document should be submitted. **Late submissions will not be accepted.**
5. All documents submitted should be in English.
6. From the date that the submission is opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to their submission. Any effort by the Consultant to influence the Client in the examination, evaluation, ranking of Curriculum Vitae, and recommendation for award of Contract may result in the rejection of the Consultant's submission.
7. The evaluation committee, appointed by the Client, evaluates the CVs based on their responsiveness to the Terms of Reference.
8. Individuals may request clarifications of any of the attached documents up to (and including) **August 16, 2023**. Clarifications must be sent via email to:
  - **Email address:** [procurement@transformation.gov.jm](mailto:procurement@transformation.gov.jm)
  - **Email Subject:** TIU/2023/PBR/CQS-002– Human Resource Consultant (Fair Trading Commission - Consumer Affairs Commission)

**TERMS OF REFERENCE**  
**FAIR TRADING COMMISSION-CONSUMER AFFAIRS COMMISSION**  
**HUMAN RESOURCE CONSULTANT**

**BACKGROUND**

By way of Cabinet Decision No. 20/18, dated June 4, 2018, the Fair Trading Commission (FTC) and the Consumer Affairs Commission (CAC), were identified to be merged to create a single public body to execute the functions of competition law enforcement and consumer protection.

The FTC and the CAC are statutory agencies which were created under the Fair Competition Act (FCA) and Consumer Protection Act (CPA), respectively. The functions of both agencies are defined in their respective legislations and the FTC and the CAC are slated to be merged to form a new statutory agency.

The phases to the merger are outlined below:

1. The Operational Merger (Phase 1), which provides for the development of a structure for the Merged Entity and commencement of staffing of the new entity.
2. The Legislative Merger (Phase 2), which provides for the creation of the new entity and the legal structure that will govern it, the creation of a new legislation that will describe the governance of the entity, and amendments to the FCA and the CPA.

The Ministry of Industry, Investment & Commerce (MIIC) has overall responsibility for the merger planning process. It has assigned responsibility for the merger to a Steering Committee and the respective boards of the FTC and the CAC. The Merger Steering Committee has the following Subcommittees:

1. Human Resource
2. Communications
3. Finance

**PURPOSE**

To advance the Operational phase of the Merger, there is need to engage the services of a Human Resource Consultant to provide services to the FTC CAC Merger Steering Committee and the Board in particular, in the strategic and daily operational management of the transition process for the finalization of the transition plan, the recruitment, selection and onboarding of staff in Jamaica Competition and Consumer Authority (JCCA) in a fair, transparent and accountable manner. The Human Resource Consultant will also be expected to co-ordinate and facilitate the change management interventions necessary to support the organization as it navigates a smooth and successful transition to a new Authority.

This consultant will lead the implementation of the transition process and provide technical guidance and support to the Merger Steering Committee whose task is to direct and manage the implementation of the different phases of the merger of the two agencies.

The Consultant will report to the Chair of the Merger Steering Committee.

**EXPECTED OUTCOMES OF THE MERGER**

1. A new entity that will assume the functions of the FTC and the CAC, as defined in the FCA and CPA, respectively.
2. Optimization of resources with respect to competition law enforcement and consumer law enforcement.
3. Combined technologies, information systems capabilities and knowledge transfer of the combined employees.

## **SCOPE OF WORK**

Under the direction of the Merger Steering Committee, the Consultant will be required to undertake the following:

### **Human Resource and Administrative**

- Revises and updates the HR Transition Policy to ensure congruence with the JCCA Bill.
- Finalizes the mapping exercise to allow for seamless transition of staff from the FTC and CAC to the JCCA.
- Finalizes the transition plan to guide the transition activities.
- Develops the human resource engagement policy and implementation plan to execute the staffing of the new entity.
- Prepares the Onboarding Plan.
- Manages the transition process and supports or leads committees reviewing all planned human resource activities to ensure completeness against targets with respect to the staffing of the JCCA.
- Support the implementation of the transition plan with minimum disruption to the work of the individual organizations including the co-ordination of the recruitment process:- advertisement of vacancies; scheduling of assessments and interviews; issuing of secondment/transfer/employment letters.
- Manages relationships with a wide range of stakeholder groups.
- Reviews and/or develops and implements stakeholder satisfaction tools to ensure continued stakeholder buy-in and satisfaction and where gaps exist, to develop solutions to remedy.
- Executes the Change Management Communication Plan to ensure key stakeholder awareness and understanding of the change arrangements.
- Facilitates the creation of the conditions necessary for transition with the least resistance from the employees and maximum enthusiasm to adapt to the change.
- Organizes workshops/sensitization sessions to provide staff members and stakeholders with information on any major human resource initiatives or activities.
- Implements strategies to maintain interaction and high-level engagement.
- Ensures proper documentation and record-keeping in compliance with the government's Records Management policies and procedures.
- Ensures that all activities are in keeping with legal and governmental requirements.

### **Change management**

1. Develops and implements a staff change management plan including:
  - a. Communications regarding the merger including a merger road map and ongoing updates
  - b. Organizing activities and events for communicating to staff about the merger
  - c. Developing and managing a cadre of change ambassadors to support the merger and organizational transition to a new entity
  - d. Career counseling, planning advice and support
  - e. Facilitating the reduction of resistance to change
  - f. Conducting a change readiness survey
  - g. Arrange for counseling support for staff to manage anxiety and uncertainty
2. Provides advice and support for Union relationships in support of the merger.

### **Knowledge, Skills and Competencies**

- Sound analytical and problem-solving skills;
- Excellent oral and written communication and presentation skills;
- Excellent time management and organizing skills;

- Excellent people and team building skills;
- Adequate capacity to plan, manage and report on complex projects to tight deadlines;
- Stakeholder engagement and management skills;
- Proficiency in using the Microsoft Office Suite.

The following would be an asset:

- Knowledge and experience in past mergers in the public sector in Jamaica;

**The ideal candidate should possess:**

- A graduate level degree in human resources, organizational psychology, organization development or related field.
- Sound knowledge of GOJ Human Resource Management practices;
- Knowledge of change management principles and methodologies;
- Minimum of five (5) years' experience managing change and transformation interventions within large organizations.

**Or**

- At least five (5) years' experience and expertise in human resources and organizational diagnosis and development. Experience in governance, administration and/or management of statutory institutions is an asset.

**CHARACTERISTICS OF THE ASSIGNMENT**

<b>Reporting Relationships:</b>	The consultant will report to the Finance and Corporate Transaction Lead.  All deliverables and/or reports will be reviewed and approved by the Executive Director, TIU.
<b>Nature of the Assignment:</b>	The assignment is on purely contractual basis.
<b>Level of effort:</b>	Full time level of effort, Monday through Friday, operating normally within a professional office environment. Some weekend or evening hours may be necessary. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
<b>Duration of contract:</b>	Twelve (12) months
<b>Location:</b>	Kingston Jamaica   Travel may be required to other Government entities within and outside the Kingston Metropolitan Area.
<b>Type of Consultancy:</b>	Individual
<b>Type of contract:</b>	Payments made in equal monthly instalments based on the delivery of monthly reports