



National Environment & Planning Agency

**Specific Procurement Notice for
Communications Specialist**

Institution: Inter-American Development Bank

Country: Jamaica

Project: Integrated Management of Yallahs and Hope River Watershed Management Areas Project

Sector: Environment & Natural Disaster

Loan/Credit/Grant No.: JA-G1001

Contract/Bid No.: GRT-FM-14607-JA

Deadline: 18 October 2018

General Procurement notice advertised for this project and published in Development Business Online, edition No. IDB508-04/15 of 23-04-2015.

The Government of Jamaica through the Inter-American Development Bank (IDB) has received financing from the Global Environment Facility (GEF) and intends to apply part of the proceeds to payments under the Integrated Management of Yallahs and Hope River Watershed Management Areas Project, for the engagement of an **Individual Consultant** to ensure the effective execution of all public awareness activities. The consultant will position the project objectives and activities through national and targeted communication activities, design appropriate messages, build awareness and understandings of project activities and achievements, build collaborative arrangements and national and local buy in to the project, design communications and policy dialogue tools and arrange forum to discussions and sharing, facilitate sustainability of project outputs and strategy as well as pilot mechanisms and initiatives.

The National Environment & Planning Agency (NEPA), executing agency for the project, now invites eligible individual consultants ("Consultants") to indicate their interest in undertaking the **Communications Specialist consultancy by submitting curriculum vitae**. This procurement process requires consultants to have the following specific experience and/or capabilities: First degree in Communications, Journalism or Public Relations with a working understanding of environmental issues, training in community animation, at least 3 years demonstrated experience in a similar position; experience in consultations, community participation and outreach; working knowledge of Jamaican biodiversity conservation challenges and opportunities; community animation, working with participatory tools and methodologies.

The shortlist may be comprised entirely of national consultants.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. A copy of a valid Tax Compliance Certificate (TCC)/Tax

Compliance Letter from Tax Administration Jamaica (TAJ) is required at bid/CV submission for local individual consultants and at contract award/sign for international individual consultants.

An individual Consultant will be selected in accordance with the comparing of three (3) Curriculum Vitae (CVs) for engaging an individual consultant as specified in the Inter-American Development Bank's Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9), and the Government of Jamaica (GOJ) Public Sector Procurement Procedures, and is open to all eligible and qualified bidders as defined in the Inter-American Development Bank policies eligibility rules and procedures.

Consultants may not associate with other consultants in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the Consultant shall have the nationality of the Bank's member country. A Consultant shall be deemed to have the nationality of a country if he/she complies with the following requirements: is a citizen of a member country; or has established his/her domicile in a member country as a "bona fide" resident and is legally entitled to work in the country of domicile.

To participate in this tender/procurement opportunity, suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at www.gojep.gov.jm.

To register, please select the "Register as a supplier" link from the home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at (876)932-5220/932-5253 or email papucustomercare@mof.gov.jm.

Bid Submission Date: Curriculum Vitae must be submitted online via www.gojep.gov.jm **no later than 2:59 PM Jamaica time on Thursday, October 18, 2018. Late CVs will be automatically rejected by the system.**

Specific procurement notice (SPN), Terms of Reference and Evaluation rubric for this consultancy can be viewed at: www.nepa.gov.jm and www.gojep.gov.jm. Further information can be obtained at the address below during office hours 08:30 – 16:30 hours.

*National Environment & Planning Agency,
Attn: Yallahs-Hope Project Procurement Officer
11 Caledonia Avenue, Kingston 5.
St. Andrew, Jamaica.
Tel: 1-876-754-7540. Fax: 1-876-754-7596.
E-mail: christine.orgill@nepa.gov.jm*