

TERMS OF REFERENCE

CONSULTANCY TO PROVIDE PROCUREMENT SUPPORT TO MINISTRY OF JUSTICE REFORM PROJECTS

I. BACKGROUND

The Government of Jamaica (GOJ) has made justice sector reform a national priority and has, on many occasions, emphasized the importance of reforming the country's justice system. Both the *Medium-Term Socio-Economic Policy Framework (MTSEPF) 2009-2012* and the *Public Service Modernization Vision and Strategy 2002-2012* identify priority objectives related to governance issues including justice reform. At a sector level, the *Jamaica Justice System Reform Policy Agenda Framework (2009-2013)* identifies costed priorities for reforming justice sector institutions and policies. Another development initiative, managed from the Office of the Prime Minister and called the Public Sector Transformation Programme, aims to support the modernization of several Ministries, Departments and Agencies, including the Ministry of Justice. Transformation of the justice sector is a critical component in the thrust towards Jamaica achieving its broader governance objectives outlined in Jamaica's *Vision 2030*, the long-term strategic framework aimed at bringing Jamaica to developed-country status over the next two (2) decades.

It is within this context that the Ministry of Justice, through partnership with the Global Affairs, Canada (GAC) has embarked on a programme to transform the Jamaican justice sector. The Programme's Intermediate Outcome is "Improved Operational Efficiency and Participation in the Implementation of Justice Reform and Policy Measures". Contributing to this are the following three (3) Immediate Outcomes:

1. Improved service delivery and management capacity of justice sector institutions -
The JUST Programme will provide technical assistance to key justice institutions, with the intent of strengthening the capacity of these institutions to sustain the effective management and ongoing development of the sector. Through the JUST interventions, which will include costed strategic plans and piloted changes in operational practices, the GOJ's management practices, work processes and human resources will be enhanced.
2. Improved capacity of Ministries, Departments and Agencies to develop legislation -
The JUST Programme will seek to streamline and improve the legislative drafting

process. The Programme will work to strengthen the organization and operations of the Office of the Parliamentary Counsel, which has responsibility for drafting Jamaica's statutes and other legal instruments. On the input side, policy makers across the GOJ will be brought together to produce templates and guidelines for developing and revising legislative policies and producing drafting instructions. With more consistently detailed drafting instructions, the workflow of legislative drafters will be streamlined away from the iteration of legislative policy and towards a more targeted focus on the drafting process. By introducing drafting tools, templates and capacity-building initiatives, legislative drafters will be better able to consistently produce top-quality statutes and other legal instruments in a timely manner.

3. Improved capacity of communities and civil society organisations to participate in justice reform and promote public order – An effective way to sustain a national commitment to the ongoing improvement of justice sector institutions and policies, is the integration of civil society as active participants in discussions about justice and security policy. The JUST Programme will therefore work with non-government and civil society organisations, including the Jamaican Bar Association, to monitor, analyse and impact justice reform policy.

This consultancy is directly related to the fulfilment of the following Immediate Outcome:

Increased equitable access by women, men and youth to legal information, legal advice and support services, which is directly related to the achievement of the first *Intermediate Outcome*: “*Increased Capacity of Justice Sector Institutions to Manage and Implement Their Core Business*”. It is expected that this consultancy will aid the Justice Sector to provide high quality service delivery to its clients in the immediate to medium term.

OBJECTIVES

The Procurement Specialist will supervise the full range of activities in relation to the procurement and delivery of goods, and services (both consulting and non-consulting) across all components of Ministry of Justice reform projects. The Consultant will also prepare bid invitations and oversee the tender process leading to the award of contracts. The Consultant will also assist in the supervision, planning, direction and management of the procurement and administration of goods and services.

KEY OUTPUTS

- Procurement functions and activities managed;
- Inventory of assets and stocks managed and maintained;
- Procurement Policies interpreted;
- Submissions to the National Contracts Commission (NCC) and Cabinet;
- Technical Advice given;
- Contracts prepared, reviewed and managed;
- Invoices reviewed for payment and submitted;
- Procurement Reports prepared and submitted; and,
- Procurement Committee Meetings organized and Co-ordinated.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibility Areas

- Supervises, plans, directs and manages the procurement of goods and both consulting and non-consulting services including the administration of works across all justice reform projects in accordance with Government of Jamaica procurement procedures;
- Analyses procurement requirements and selects the most appropriate method based on established policies, practices, and experience;
- Ensures that procurement activities are in keeping with the Ministry's approved Procurement Plan;
- Directs and manages the preparation of Requests for Quotations and Tender Documents as well as oversees the procurement process through to contract award including submissions to the Procurement Committee, National Contracts Commission and Cabinet.
- Prepares, interprets and evaluates Contract documents;
- Interprets and implements Purchasing Policy and makes recommendations;
- Organizes and prioritizes workload to meet deadlines and operating needs;
- Oversees the execution of all contracts;
- Interprets contract provisions and reviews contracts for accuracy;
- Provides Technical Advice to the Programme Managers and other stakeholders on procurement related matters including the review of project proposals;
- Participates in external/internal review meetings;

- Assists Programme Managers with the development of Terms of References and Technical Specifications for the procurement of services;

Managerial/Administrative Responsibility Areas

- ❖ Processes transactions for the purchasing of goods and services and ensures that purchases are in keeping with Government of Jamaica standards;
- ❖ Ensures that the most economical and efficient methods are used in the procurement of goods and services;
- ❖ Prepares procurement reports as needed;
- ❖ Maintains liaison with suppliers for the verification of price quotations and validity of bids;
- ❖ Maintains regular contact with the Project Accounts Officer to ensure budgetary provisions to support procurement;
- ❖ Reviews submissions for Procurement Committee;
- ❖ Prepares and submits Quarterly Contract Awards Reports to National Contracts Commission, Office of the Contractor General, Ministry of Justice and/or other Entities;
- ❖ Submits invoices for payments to the Finance and Accounts Division as needed;

PERFORMANCE STANDARDS

- Policies and Procedures adhered to in accordance with Government of Jamaica Procurement standards
- Key deliverables procured in accordance with Government of Jamaica Procurement standards
- Expeditious delivery of procurement activities
- Technical Advice is accurate, timely and in keeping with Government of Jamaica Policies and Guidelines
- Reports prepared and submitted on a timely basis and in prescribed formats
- Submissions to the National Contracts Commission prepared as directed and submitted to Programme Managers in a timely manner
- Updating of the Programme's Procurement Plan on a timely basis

REQUIRED COMPETENCIES

- Excellent knowledge of GOJ Procurement Policies, Procedures and Guidelines;
- Strong attention to detail;
- Excellent knowledge of Microsoft Office Word and Excel;
- Working knowledge of Microsoft Project Management;
- Excellent communication skills;
- Excellent inter-personal skills;
- Good Report writing skills;
- Ability to make sound decisions;
- Knowledge of Financial Administration and Audit (FAA) Act;
- Knowledge of Office Management, Principles and Procedures;

MINIMUM QUALIFICATION AND EXPERIENCE

Bachelor of Science Degree in Management Studies/ Business Administration or Computer Science, with three (3) years working experience in the administration of procurement using GOJ's, or any other multilateral or bilateral funding institution's procurement procedures.

SPECIALIZED TRAINING

- Training in Inventory Management, Supplies and Purchasing Management
- Training in Microsoft Excel, Word
- Training in Budget Preparation
- Inventory Management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- ❖ Possession of a reliable motor vehicle
- ❖ Willingness to work extra hours
- ❖ Capacity to work under pressure

EXPECTED DURATION OF ASSIGNMENT

This consultancy is not expected to exceed 2 years.

VII. REPORTING REQUIREMENTS

The Consultant will report directly to:
Director, Procurement & Office Services
The Ministry of Justice
61 Constant Spring Road,
Kingston 10

VIII. PAYMENT SCHEDULE

Payment will be made using a monthly salary system under a Contract of Service.

Emolument Package: **Basic Salary** – *To be provided by the Human Resources and Administration Division in accordance with GoJ Emolument Guidelines*