



# REQUEST FOR CURRICULUM VITAE PROJECT ADMINISTRATOR

Institution: **Inter-American Development Bank**  
Country: **Jamaica**  
Project: **Security Strengthening Project (SSP)**  
Loan/Credit/Grant No.: **JA-L1074**  
Contract/Bid No. : **MNS/SSP/2019/SPN-001**  
Deadline: **22 July 2019**

## **Abstract:**

The Government of Jamaica through the Ministry of National Security (MNS) is implementing the Security Strengthening Project (SSP) which is comprised of the following three (3) components:

- (i) **Violent crime prevention and management;**
- (ii) **Improving investigative capabilities for homicides and;**
- (iii) **Change management and communications.**

The Security Strengthening Project is aligned with the Sector Strategy on Institutions for Growth and Social welfare (GN-2587-2 and the Sector Framework for Citizen Security and Justice (OP-1201). The project is consistent with the 2016-2021 IDBG Country Strategy with Jamaica (GN-2868) and will contribute to the Corporate Results Framework (CRF) 2016-2019 (GN-2727-6) output indicators of: (i) Government agencies benefited by projects that strengthen technological and managerial tools to improve public service delivery; and (ii) Crime information systems strengthened. The project is also aligned with the Jamaica's Ministry of National Security 2017 Five Pillar Strategy for Crime Prevention and Citizen Security.

The Ministry of National Security has received financing from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments under the project Security Strengthening Project (SSP), for a Project Administrator.

The Ministry of National Security now invites suitably qualified individual consultants to submit Curriculum Vitae (CV) for the role of Project Administrator to provide project management support to the Project Executing Unit (PEU) and the Technical Working Groups (TWGs), with specific focus on the monitoring and control of project activities to ensure that planned activities are executed on time and providing general administrative support to the PEU.

### **The consultant will be required to:**

- Monitor and control all planned project activities;
- Coordinate TWG activities by providing project control support to the project coordinators and their teams;
- Develop a comprehensive project control plan that is updated quarterly;
- Participate in project planning. Document and communicate the detailed project schedule and focus areas to the TWGs.
- Update the project schedule to reflect additional activities agreed and progress against planned activities
- Coordinate project reporting as per the POM and project schedule
- Manage the general operations of the PEU offices
- Orient new team members and stakeholders on the project and its operations and practices.

The specific responsibilities of the Project Administrator include activities related to the role of the PEU, working in tandem with all the relevant supporting teams and technical working groups.

### **The consultant will also be required to:**

- Understand the project and its purpose/objectives in its entirety.
- Understand the current environment in which the project will be implemented.
- Understand the environment of Government and Law Enforcement.
- Understand the impact of the required change for the citizens of Jamaica, the project and the Government's success.

This procurement process requires consultants to have the following specific experience and/or capabilities:

- Bachelor's Degree or Master's Degree in Computer Science/Engineering, Project Management, Business/Public Administration or other relevant discipline.
- Recognized project management certification (PMP preferred). Exposure to project management for development would be an asset.

### **Languages:**

- Excellent writing skills and command of the English Language (oral and written).

### **Areas of Expertise:**

- At least five (5) years of experience managing or controlling large complex projects.
- Demonstrated experience in scheduling, monitoring and controlling complex projects and change initiatives.
- General knowledge and good understanding of ICT
- Experienced with managing remote meetings and working sessions
- Experience working with a wide variety of stakeholder from several disciplines, organizations and cultures.
- Experience undertaking multilateral funded projects would be a distinct advantage.

### **Skills:**

- Competence with managing stakeholder, client and supplier relationships;
- Working computer proficiency, including the ability to utilize MS Suite. Expertise in the use of the MS Office Suite and MS Projects
- Excellent problem-solving skills
- Excellent communication skills, in particular, reading and writing, speaking and listening, understanding of the purpose, audience and appropriate tools and good at knowledge sharing
- Proven track record of working effectively within multidisciplinary teams.
- Good organizational, analytical, team-building and negotiating (including conflict resolution) skills
- Excellent public speaking and presentation skills

A Consultant will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9 for individual consultants. The selection of the Consultant will also be in accordance with the procurement policies of the Government of Jamaica.

The full details of the engagement is included in the Terms of Reference which can be viewed at [www.mns.gov.jm](http://www.mns.gov.jm). The closing date for submission of CVs is **Monday, July 22, 2019 1:00 p.m.** and must be delivered to [peu@mns.gov.jm](mailto:peu@mns.gov.jm) or the address below. Late submissions will not be accepted.

**Attn: Procurement Specialist  
Ministry of National Security  
Security Strengthening Project  
Shops 31-32  
Kingston Mall  
Kingston  
Tel: 876-922-5068**