



## **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)**

**JAMAICA: FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT**  
Loan No.:8408-JM

**Assignment Title: Assignment Title: Design, Develop and Implement Phase Three of the National Business Portal (NBP) Project**

**Reference No.** (as per Procurement Plan): FCG/CON/078

The Government of Jamaica has received financing from the World Bank toward the cost of the Foundations for Competitiveness and Growth Project and intends to apply part of the proceeds for consulting services.

### **The Consulting Services (“the Services”)**

The main objectives of this project are to design, develop and deploy a National Business Portal for the Government of Jamaica based on an intelligent and robust web content management system and digital experience platform as well as collect, analyze, format and upload all the data required to initially populate the Portal..

The Portal will be user friendly and will act as a central repository for all regulatory information related to investment and business facilitation required by investors and businesses. It will aggregate and integrate all investment and business-related information, including that already available on individual ministries’ and agencies’ websites, in an easily accessible manner. The specific components to support the objectives comprise:

1. Functional and non-functional requirements verification
2. Design and develop the NBP solution which must be in line with current legislative and operational framework;
3. Develop an NBP in line with the functional and non-functional requirements;
4. Provide the IT infrastructure specification to support the NBP software;
5. Ensure that the online components of the system seamlessly integrate with all relevant stakeholders’ systems with the new enhanced version of the NBP;
6. Build, conduct user acceptance testing (UAT), implement and deploy the online NBP system;
7. High availability solution to ensure there are no redundancies and that there is adequate data protection;
8. Provide system support and transfer of technical knowledge of the NBP’s operation;
9. Build capacity through training of the internal (system administrators) and external (GOJ) users of the NBP;

10. Collect, review, assess, format and upload all the data required to initially populate the Portal, which will aggregate and integrate all of the information related to investments and business facilitation, including that already available on individual ministries' and agencies' websites, and syndicated from third parties such as the links to relevant international organizations, e.g. International Trade Centre (ITC), World Trade Organization (WTO), World Customs Organization (WCO), European Union (EU), United Nations (UN)/WTO etc., in an easily accessible manner;
11. Design a reporting structure to monitor the progress in achieving the measures for success defined in Phase II; and
12. Provide maintenance and warranty support.

The anticipated duration of the assignment is nine (9) months.

**The full Terms of Reference and submission template can be found at:**

<http://www.pioj.gov.jm/VacanciesTenders/TenderNotices/tabid/116/Default.aspx>  
<http://dobusinessjamaica.com/about-jampro/tender-invitations/>

The Planning Institute of Jamaica now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services, **using the attached template**. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. **The shortlisting criteria are:**

- i. Demonstrable experience in conducting requirements analysis for the design/development of MIS implemented in **web-portal architecture design** using open source software and the design; (20 points)
- ii. Demonstrable experience in development of dynamic, database-driven interactive and transactional web portal (e-Services) and web applications, evidenced by the successful completion of at least four (4) projects of a similar nature in the last 7 years; (30 points)
- iii. Demonstrable experience in developing test plans, conducting testing of software applications in development and production environments, and troubleshooting technical issues (15 points);
- iv. Demonstrable experience in developing data migration and integration processes, evidenced by the successful completion of at least 3 projects of a similar nature in the last 7 years; (15 points);
- v. Demonstrable experience with change management and training/capacity building inclusive of training needs analysis, development of training manuals and conducting of training, evidenced by the successful completion of at least 3 projects of a similar nature in the last 7 years; (10 points); and
- vi. Demonstrable experience in the development of maintenance and sustainability plans for information systems, evidenced by the successful completion of at least 3 projects of a similar nature in the last 7 years. (10 points)

**The minimum points required for short-listing is 70.**

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits &

Grants by World Bank Borrowers dated January 2011, revised July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

The Consultancy Firm may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultancy Firm will be selected in accordance with the Quality and Cost Based Selection method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours of 9:00 AM and 4:00 PM.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **October 19, 2020 at 11:59pm** The procurement reference number should be clearly identified on the outer packaging or in the subject heading as appropriate.

Planning Institute of Jamaica  
Attn: Monique Harper-Griffiths  
16 Oxford Road, Kingston 5, Jamaica  
Tel: 876 935 5082  
Fax: 876 906 5011  
E-mail: [mhgriffiths@pioj.gov.jm](mailto:mhgriffiths@pioj.gov.jm) with copy to [dwint@pioj.gov.jm](mailto:dwint@pioj.gov.jm)

Please see contact details in the Request for Expressions of Interest to obtain the MS Word version of this template.



**EXPRESSION OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

JAMAICA: FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT  
Loan No.:8408-JM

**Assignment Title:** \_\_\_\_\_

**Procurement Reference No.:** \_\_\_\_\_

**1. SUBMITTED by (i.e. the identity of the candidate)**

	Name(s) of legal entity or entities making this application	Nationality <sup>1</sup>
<b>Leader<sup>2</sup></b>		
<b>Member<sup>3</sup></b>		
<b>Etc ...</b>		

**2. DESCRIPTION OF THE LEAD APPLICANT and JOINT VENTURE PARTNERS<sup>4</sup>**

<b>Name of the Organization:</b>	
<b>Address:</b>	
<b>Contact No. :</b>	
<b>Email ID:</b>	
<b>Website</b>	

<sup>1</sup> Country in which the legal entity is registered.

<sup>2</sup> Add / delete additional lines for consortium members as appropriate. Any change in the identity of the leader and/or any consortium members between the deadline for receipt of applications indicated in the Request for Expressions of Interest and the award of the contract is not permitted without the prior written consent of the Planning Institute of Jamaica.

<sup>3</sup> State whether Joint Venture (JV) Partner or Sub-Consultant. **NB. JV Partners are jointly and severally liable for eventual contractual obligations.**

<sup>4</sup> Complete a separate table for each Joint Venture Partner

<b>Main Areas of Business:</b>	
<b>No. of Employees:</b>	PERMANENT: <input type="text"/> OTHER: <input type="text"/> <input type="text"/>
<b>No. of Employees in fields relevant to the assignment:</b>	PERMANENT: <input type="text"/> OTHER: <input type="text"/> <i>(please indicate relevant fields e.g. engineer, statistician etc.)</i>
<b>Head of the Organization:</b>	
<b>Name:</b>	
<b>Contact No:</b>	
<b>Email ID:</b>	
<b>Branch Offices/ Headquarters and their Address (Please list):</b>	

### 3. CONTACT PERSON (for this application)

<b>Name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>e-mail</b>	

### 4. EXPERIENCE

Provide information on each project/services for which your firm or each associate (in case of a JV), was legally contracted either individually as a corporate entity or as one of the major companies within an association, for providing services to demonstrate experience for each of the shortlisting criterion. **NB. Experience of sub-consultants should not be included.**

<b>Criterion to be Assessed:</b>		
<b>1. Name of Firm</b> ( <i>Joint Venture Partner or Associate</i> ) :		
<b>2. Name of Project:</b>		
<b>3. Country:</b>	<b>4. Value of Project (US\$):</b>	<b>5. Value of Service Undertaken by Firm (US\$):</b>
<b>6. Name of Employer/Client:</b>	<b>7. Contact Name:</b>	
<b>8. Address of Employer/Client:</b>	<b>9. Tel No.:</b>	
	<b>10. Email:</b>	
<b>11. Nature of services/works and special features relevant to the Project:</b>		
<b>12. Description of services undertaken by your firm in this Project:</b>		
<b>13. Duration of Project (Months):</b>	<b>14. Dates (month &amp; year):</b> _____ to _____	<b>15. Input time by Firm (man-months):</b>

**5. ANY OTHER INFORMATION**

**6. SIGNATURE**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

