

**Request for Expressions of Interest EOI/  
Curriculum Vitae**

**Procurement of Development of the  
Function-Based Classification Scheme  
Ref# FBCS-4-2024**

**OBJECTIVE OF THE CONSULTANCY**

The consultant shall work with the Documentation Information and Access Services (D.I.A.S) Branch and the MOHW Record and Information Management Committee to develop a Function-Based Classification Scheme Document and Records Retention Schedule for use in the classification of the Ministry's records and train the members of staff in its use.

The Ministry of Health & Wellness now invites interested eligible individual consultant to provide consulting service for the development of the Function-based Classification Scheme.

**SCOPE OF WORK**

In undertaking this assignment, the consultant is required to: -

- Conduct sensitization seminars for senior management and relevant staff
- Conduct interview of selected MOHW staff
- Review business processes and develop the Function-Based Classification Scheme
- Analyze inventory documentation, review of legal requirements and develop a draft record retention schedule
- Document, validate and present the findings and recommendations for the Function-Based Classification Scheme and Retention Schedule
- Conduct training workshops for Retention and Classification.

**QUALIFICATION AND EXPERIENCE**

- A First Degree in Library and Information Science or related field or Master's in Information Management, Information Technology, Business Management.
- At least fifteen 15 years' experience in the field of Records and Information Management.
- Experience as a Trainer.

Tender Documents can be downloaded as of **Wednesday, July 2, 2024.**

**Submission Deadline:**

Tenders must be submitted via the GOJEP no later than **Tuesday, July 16, 2024 at 3:00 p.m. 15:00 local time.**

**Applicants are required to submit a valid copy of Tax Compliance Certificate (TCC) with their Application Letter and Curriculum Vitae.**

To participate in this Expression of Interest, consultants must first be registered on the GOJEP at [www.gojep.gov.jm](http://www.gojep.gov.jm). To register, please select the "**Register as a supplier**" link from the GOJEP system's home page.

For assistance regarding training, registration, download of tender documents and upload of tender proposals, please contact the **Ministry of Finance, the Office of Public Procurement Policy Customer Care Desk at 876-932-5220/932-5246/932-5253/932-5251/932-5244 or email at opppcustomer care@mof.gov.jm.**

The detailed Terms of Reference can be viewed on the MOH website at [www.moh.gov.jm](http://www.moh.gov.jm).

**Public Procurement Officer  
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