



Development of Function Based Classification Scheme and Retention Schedule

Name of the Division	Corporate Services
Name of the Branch/Unit	Documentation Information and Access Services

BACKGROUND

The GOJ aims to develop a standard classification system for common records in Ministries, Departments and Agencies. MDA's are required to adopt and use the GOJ Functional Based Classification Schemes based on the classification of the business activity of the organization. As part of the Government of Jamaica Records and Information Management Implementation Project MDAS are required to start with the common classification scheme which has been developed and further develop an institution specific function based classification scheme based on the unique activities of the entity.

A MOHW Master File Plan which applies to both paper and electronic records is to be developed. The plan is to be prepared at the records series and sub-series levels and should reflect the main functions and sub-functions of the Ministry. It will be a controlled document which is to be reviewed by the MOHW RIM Committee and Permanent Secretary and shall be submitted to the Government Archivist for approval.

The Master File Plan

This consultant will be provided with the template developed by JARD and asked to develop the Institution wide specific classification scheme for MOHW. This section of the document must detail the MOHW core functions and sub functions of the Branches and Units. The Document will also include the retention schedule for series of records.

The development of the Function Based Classification Scheme and Retention Schedule will meet the next milestones to be achieved for the implementation of the GoJ Records and Information Management Project.

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.

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 Function Based Classification Scheme
- Analyse 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

CONDITIONS OF CONTRACT

SELECTION METHOD	The consultant will be evaluated based on qualification and experience in the field of Records and Information Management
PERIOD OF CONTRACT	The length of time for the completion of the assignment is four (4) months in the first instance
PAYMENT METHOD	This is a deliverable based contract. Payments will be made according to deliverable schedule Initial sum and How will payments be made under the contract [<i>Deliverable based contract</i>] Draft Classification Schedule Initiation, Drafts
FUNDING	Funding for the project will be provided by the Government of Jamaica.
REPORTING ARRANGEMENTS	The consultant shall report to the Documentation Information and Access Services Director and will provide support and updates to the Records and Information Management Committee of the MOHW.
SUPPORT	The Ministry will provide facilitation support to the Consultant in setting up meetings with external and external stakeholders.
INTELLECTUAL PROPERTY	All information obtained during the delivery of this Consultancy is the property of the Ministry of Health and Wellness and requests to use same must be made in writing to the Permanent Secretary.
TRANSFER OF KNOWLEDGE	The consultant shall conduct 4 formal training sessions with staff in the DIAS Branch / RIM Committee and select MOHW RIM practitioners.
TRAVEL	Travel as required under this assignment should be included in the final price.

DELIVERABLES AND PAYMENT SCHEDULE

The consultant will be paid as follows subject to the approval of the respective deliverable by MOHW after contract signing.

DELIVERABLE	DESCRIPTION	COMPLETION TIME	% WEIGHT OF CONTRACT SUM
Workplan	A detailed proposal of activities to be undertaken under the contract to include a schedule of persons targeted for information	2 weeks after contract signing	20%
Draft Functional Classification Scheme	Physical and digital first draft of the Functional Classification scheme	4 weeks after contract signing	40%
A Function Based Classification Scheme and Records Retention Schedule	A physical and digital copy (Microsoft Word / Microsoft Excel) of the Function Based Classification Scheme and Records Retention Schedule and an implementation report which outlines the processes and action that are to be taken.	52 Calendar days or 7 weeks after signing of contract	30%
Sensitization Sessions			10%

EVALUATION CRITERIA

Individual Consultant

QUALIFICATION AND EXPERIENCE (40%)	
EDUCATION	MAXIMUM 20%
A First Degree in Library and Information Science or related field or Master's Degree in Information Management, Information Technology , Business Management	20 %
EXPERIENCE	20 %
At least fifteen 15 years' experience in the field of Records and Information Management. Experience as a trainer Evidence to support qualification (including copies of certification); and experience must be included in the submission along with the signed CV.	
TECHNICAL APPROACH AND METHODOLOGY (30%)	
Solid understanding of the Management of Government Records	10 %
Proficient in the development, use and creation of Records Classification Schemes	10 %
Training Techniques	05 %
Interview Techniques	05 %
WORKPLAN (20%)	
Specification and sequencing of data collection activities	10%
Arrangements for coordination of activities and administrative support services	05%
Timeline for Completion of tasks	05%
FINANCIAL PROPOSAL	10%

- Consultant proposal must obtain a minimum mark of 70% of total marks
- Proposal (s) which do not obtain the pass mark will not be considered for further evaluation and their financial will be returned unopened.