

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)/CURRICULUM VITAE

Consultant to Develop and Facilitate the Implementation of the Integration Plan for the merging of the HIV Prevention Programme with the structures of the Health Promotion and Protection Branch and the Regional Health Authorities

The Health Promotion and Education (HPE) is a Unit within the Health Promotion and Protection Branch which provides strategic direction and technical guidance to internal and external stakeholders on National Health Promotion & Education initiatives that seek to empower the Jamaican population to make healthier choices in their various settings (workplaces, schools, communities, health facilities).

Additionally, Jamaica's National HIV programme is managed by the HIV/STI/TB Unit (HSTU) which falls within the Health Promotion and Protection (HPP) Branch of the Ministry of Health and Wellness (MOHW).

The HSTU additionally manages the Global Fund, UCSF and ITECH grants for the country. The team provides oversight responsible for the treatment and holistic management of persons diagnosed with HIV/STIs & TB. This involves several key activities and interagency collaborations that ultimately affect the outcome of patients and the National HIV/STI/TB programme. The attainment of targets is necessary for both patient outcomes, and for national validation and continued donor support, making ongoing training, sensitisation and evaluation essential.

Overall Objectives of the Consultancy

The objectives of the consultancy are to:

- Determine the ideal functional profile and structure that will support the integration.
- Revise/develop job descriptions and reporting relationships.
- Formulate and document recommendations for the appropriate organisational design and job profiles.
- Implementation of the plan for the integration of the HPE functions of HIV prevention and HPE.

SCOPE OF WORK

In undertaking this assignment, the consultant is required to:

- Collect data and analyse for gaining in-depth knowledge of business processes/operations of the Units.
- Conduct desk review on Primary Care Renewal using the HIV and HPE Strategic Plans, Reports, Micro plans, and any other document that provides insight to their current and visionary operations and best practices.
- Review previous regional consultation reports on the integration of the HIV Prevention into the Health Promotion and Education structure.
- Conduct consultations with stakeholders at the national, regional and parish levels.
- Develop a functional profile of the positions to be merged within the Health Promotion and Education Branch.
- Develop a proposed structure for the Health Promotion and Education Branch.
- Review, update, and create Job descriptions as per the proposed structure.
- Prepare an integration plan inclusive develop a monitoring & evaluation plan for the integration process.
- Coordinate the implementation of the integration process.

QUALIFICATION AND EXPERIENCE

The Consultant must meet the minimum required qualifications as detailed below or based on equivalency.

Qualifications and Experience

- First degree in Management Studies, Human Resources, Business Administration, Business Management, or other related field from a recognized University.
- Certification in organisational development or management analysis
- Three successful assignments of a similar nature
- Five or more years' experience in business process analysis/improvement, organisational development or organisational analysis.

The Terms of Reference will be available on the GOJEP on **Tuesday, September 24, 2024.**

Expressions of Interest in the form of an Application Letter, Curriculum Vitae and evidence of qualification must be sent via the GOJEP on or before **Tuesday, October 15, 2024 at 2:00 p.m.**

Interested Consultants, who have not yet registered on the GOJEP, can self-register by navigating to the GOJEP Self-Registration page or make contact with the Office of the Public Procurement Policy (OPPP) opppcustomercare@mof.gov.jm or by telephone at 876-932-5264 for support.

The detailed Terms of Reference can be viewed on both the MOH website at www.moh.gov.jm and the GOJEP platform at <https://www.gojep.gov.jm/epps/home>.

We thank all applicants; however, please note only shortlisted candidates will be contacted for an interview.