



Request For Expressions Of Interest EOI/ Curriculum Vitae

Procurement of Consulting Services to Conduct an Organization Structure Review for Technical Services Division

BACKGROUND

The Technical Services Division is the technical arm of the Ministry of Health & Wellness. It provides direction and support for the development of policies that governs the health system of the country. It is responsible for the development of programmes to carry out the policy directives of the Ministry and to ensure the implementation of these programmes in the country.

OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to provide the Ministry of Health and Wellness with the required technical advice and support for restructuring the TSD to carry out the functions.

SCOPE OF WORK

1. Review strategic and policy documents and engage in consultations with key stakeholders to identify the core functions and organizational strategies of the Division;
2. Evaluate the strategic direction of the Ministry of Health & Wellness and the purpose of each area to determine whether the structures, systems and staffing are adequate to deliver on strategies and core functions;
3. Conduct capacity assessment of the operational support branches/units of TSD;
4. Produce a framework with the skills required, clearly identifying new skills set or existing skills which are no longer required;
5. Conduct an assessment as to how to achieve greater efficiencies across the Division by streamlining, combining or divesting functions, to include outsourcing;
6. Evaluate the core functions of the TSD against other international health sector's organizational structure;
7. Define an organizational structure for the TSD with organizational charts, functional charts, outline of posts and requisite job descriptions;
8. Provide guidance to the Division on how to sequence and execute the required change management strategies;
9. Provide technical guidelines to closely align; functionalities and responsibilities of the Branches and Units with the overarching good governance principles and best practices for performance management;
10. Propose a suitable insourcing/outsourcing model as evidenced by practical recommendations;
11. Create output focused job descriptions based on the Government of Jamaica PMAS criteria in TSD's roles and functions.

MINIMUM REQUIREMENTS

Qualification and Experience

- Minimum of master's degree in Organizational Development/Human Resource Management Business Administration, Public Administration, Psychology or other relevant Behavioural Science Degree
- Professional certification in Project Management
- Professional certification in Management Analysis
- Professional certification in Business Process Improvement
- Training in Change Management
- Professional training/background in Public Health
- Specific Experience of Consultant in conducting Organizational functional or strategic reviews
- Experience in designing or redesigning organizational structure.

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 22, 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) oppccustomer@mo.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.do>.

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