



**REQUEST FOR EXPRESSIONS OF INTEREST EOI/
CURRICULUM VITAE**

**Procurement for an Administrative
Consultant for the HSTU**

The PCU is also responsible for providing technical support for Treatment Care and Support activities for UCSF and CTECH. The Unit procures and coordinates the supply and distribution of health products and non-health products which include ART and test kits for the response and submits reports/updates to the MOF&PS, JCCM, GF, UCSF, CTECH and Planning Institute of Jamaica (PIOJ). The MOHW-HIV/STI/TB Unit seeks to engage the services of an Administrative Consultant to support the implementation of the donor-funded projects.

The Ministry of Health & Wellness now invites interested eligible individual consultants to submit their Expressions of Interest (EOI) indicating their qualifications and experiences.

SCOPE OF WORKS:

The Administrative Consultant will perform a wide range of duties, which include but are not limited to the following:

1. Assist in coordinating the administrative activities for the programme both at the MOHW and sub-recipient level.
2. Provide support in conducting reviews of the project for implementing entities to ensure compliance with the relevant procedures and guidelines in place.

QUALIFICATION

- A First Degree in Business Administration, Administrative Management, Management Studies, Communications, Marketing, Social Sciences, Information Technology or Public Administration.

WORK EXPERIENCE

- Two (2) years' work experience in Administration.

Eligibility Requirement:

Bidders must submit with their bids at the time of bid submission:

- A copy of a valid Tax Compliance Certificate (TCC) or a Valid Tax Compliance Letter (TCL).

Availability of Bid Document and Bid Submission:

This is an online tender where tender document, clarifications and bid submission will only be made available and accepted via the Government of Jamaica Electronic Portal – GOJEP (www.gojep.gov.jm).

No offline (hard copies) will be accepted and there will be no physical drop box for drop-off of tender documents.

- Tender documents can be downloaded as of **Monday, January 6, 2025**.
- Clarification period for queries and responses closes – **Monday, January 13, 2025 at 3:00 p.m.**

Submission Deadline:

Tenders must be submitted via the GOJEP no later than **Monday, January 20, 2025 at 3:00 p.m. 15:00** local time.

To participate in this tender opportunity, suppliers must first be registered on the GOJEP at 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 [oppccustomer@mof.gov.jm](mailto:oppccustomer@mf.gov.jm).

The detailed Terms of Reference can be viewed on the MOH website at www.moh.gov.jm.

**Public Procurement Officer
Public Procurement Branch
Ministry of Health & Wellness
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