

OFFICE OF THE PRIME MINISTER

REQUEST FOR EXPRESSIONS OF INTEREST

QUANTITY SURVEYOR

**COUNTRY : JAMAICA**

**PROJECT : YOUTH EMPLOYMENT IN THE DIGITAL AND ANIMATION INDUSTRIES**

**IBRD LOAN NO. :8405**

**COMPONENT :DIGITAL AND TECHNICAL SKILLS DEVELOPMENT FOR YOUTH**

**BID NO. :JM-OPM-75836-CS-INDV**

**SELECTION METHOD :INDIVIDUAL CONSULTANT SELECTION**

The Government of Jamaica has received financing from the World Bank toward the cost of the Youth Employment in the Digital and Animation Industries Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the Consultant Quantity Surveyor providing both pre- and post-contract management services associated with the refurbishment of three (3) Community Centres. The services will include detailed Scope of Works, Estimate of Works, Contract Documentation, Assessment of Bids, Interim Valuations, preparation of Final Accounts.

The Office of the Prime Minister (OPM) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. **Interested Consultants should provide Curriculum Vitae with detailed information demonstrating that they have the required qualifications and relevant experience to perform the Services**. **The shortlisting criteria are**:

1. A Member of the Royal Institute of Chartered Quantity Surveyors (MRICS) and/or Member of the Jamaica Institute of Quantity Surveyors (MJIQS);
2. At least a Bachelor’s Degree in Quantity Surveying or any other similar qualification; and
3. Must have a minimum of ten (10) years relevant professional experience in Quantity Surveying.

Only persons shortlisted will be contacted. Shortlisted candidates may be required to participate in an interview.

The attention of interested Consultants is drawn to Section III paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IFP Borrowers” July 2016, setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants Selection Method set out in the Procurement Regulations. Further information can be obtained at the address below during office hours Mondays to Thursday, 09:00 hours to 17:00 hours and on Fridays, 09:00 hours to 16:00 hours.

Office of the Prime Minister

Youth Employment in the Digital and Animation Industries Project

Attn: Procurement Specialist

47b South Camp Road

Kingston 4

Jamaica

Tel: 876-930-7620

E-mail: [ibrdyedaip@opm.gov.jm](mailto:ibrdyedaip@opm.gov.jm)

Expressions of Interest, including Curriculum Vitae, must be delivered in a written form to email address [ibrdyedaip@opm.gov.jm](mailto:ibrdyedaip@opm.gov.jm) by **October 26, 2018.** The subject lune should read: **JM-OPM-75836-CS-INDV-QUANTITY SURVEYOR.** The detailed Terms of Reference for the Consultancy Service is available below.

**TERMS OF REFERENCE**

**QUANTITY SURVEYOR (INDIVIDUAL CONSULTANT)**

1. **BACKGROUND**

Jamaica is the largest English speaking country in the Caribbean with a population of approximately 2.7 million.

In the recent past, economic shocks, amplified by some structural weaknesses in the economy, have impacted the country’s efforts to reduce poverty, with the result being a rise in unemployment particularly among women and youth (ages 18-24).

Committed to restoring growth and building an inclusiveand prosperous Jamaica, the Government of Jamaica (GOJ) prepared and garnered local and international support for a comprehensive program of fiscal adjustment and structural reforms. In May 2013, the GOJ embarked on an ambitious reform program which obtained the support of the International Monetary Fund (IMF). The Program, which supports debt restructuring, fiscal consolidation, and financial sector reforms, was successfully completed and resulted in a new Agreement being signed in 2017.

Notwithstanding, it is recognized that the mismatch of skill-sets, compared with the fast changing labour market, is another reason for under-employment in Jamaica, particularly among youth, as a large percentage of unemployed youth possess both secondary and tertiary level academic qualifications.

The online market therefore presents a unique and attractive opportunity for young Jamaicans. Via the virtual economy, youth can access employment opportunities globally, while residing locally. Presently, the number of Jamaicans participating in global online work is significantly below its potential. Therefore, by addressing barriers to entry, exposing Jamaican youth to the various global platforms for online work, taking advantage of new opportunities in the virtual economy and leveraging its strengths, Jamaican youth have the opportunity to bypass limitations of the national labour market.

Notwithstanding the recent global crisis the “app economy”, the “virtual labour market”, and the animation industry have been growing and continue to grow substantially. For instance, at an annual growth rate of roughly 9%, the global animation industry is currently valued at approximately US$220 billion, with a potential demand gap of about 30,000 animators in the outsourcing of animation production. Jamaica is particularly well poised to take advantage of this opportunity since it is close to major markets, can operate in the same time-zone and possesses the cultural norms and tastes that are close to those of consumers in the large outsourcing markets of the Western hemisphere. In addition, given the popularity of the Jamaican culture, there is an increasing demand for the development of local content for consumption and export.

Further, structural shifts in the global economy have given rise to the need to harness both technological and non-technological innovation for economic growth. Jamaica has a commendable history of providing scientific and technological research for use in both local and international industries. However, commercializing Science, Technology and Innovation (STI) remains a challenge, and, even more so, developing a culture of STI entrepreneurship. Securing financing for innovation and investors’ inability to wait for long periods of time (perceived or real) before investments can be recovered or a positive return realized, have been identified as critical obstacles to innovation.

1. **PROJECT OBJECTIVE**

The general objective of this project is to foster innovation and support youth employment in the digital and animation industries. The specific objectives are to:

1. Develop skills and capacities in 2D and 3D animation and a policy framework and

strategic plan for the growth of the animation industry in Jamaica.

1. Provide support to the development of digital and technical skills for youth.
2. Support innovative information technology applications with commercial potential.
3. **COMPONENT 3** **OF THE YEDAI PROJECT**- **DIGITAL AND TECHNICAL SKILLS DEVELOPMENT FOR YOUTH**

The component shall support the document management and digitization cohort of the national Housing, Opportunity, Production and Employment (HOPE) Programme to provide training and apprenticeship for “Not in Education, Employment, or Training” (NEET) youths between 18 and 24 years of age to improve their employability skills.

The project will support the refurbishment of twelve (12) Community Centres. Nine (9) of these Community Centres will be refurbished at a value of $5M while three (3) of these Community Centres *(Mount Salem Community Centre, St. James, Boys Town Community Centre and the Negril Community Centre)* will be refurbished at a value of approximately $50M. The refurbishment exercise will also include the purchase and installation of necessary equipment (such as computers, networks, scanners, and internet access) to support the operationalization of youth and community centers as digital/tech centers. The existing networks of youth and community centers already operating shall be used to deliver those services.

**3.1 OBJECTIVE OF CONSULTANCY**

The Consultant Quantity Surveyor will provide both pre- and post-contract management services associated with the refurbishment of three (3) Community Centres (valued at approximately $50M each). The works will include detailed Scope of Works, Estimate of Works, Contract Documentation, Assessment of Bids, Interim Valuations, preparation of Final Accounts.

**4.0 CHARACTERISTICS OF THE CONSULTANCY**

**4.1 Type of Consultancy**

The assignment will be carried out by an individual consultant with qualifications and experience in best practices in analyzing and reporting on the administration of construction projects.

**4.2 Duration of Contract**

This assignment will span a period of Twenty-Three (23) Weeks Non-Consecutive Weeks:

* Seven (7) Weeks Pre- Contract Work;
* Sixteen (16) Weeks Post-Contract

**4.3 Reporting Relationship**

The Consultant will report directly to the Project Manager of the Youth Employment in Digital and Animation Industries (YEDAI) Project. The Consultant will work in close collaboration with the Construction Manager of the YEDAI Project.

**5.0 GENERAL RESPONSIBILITIES**

The Consultant will be responsible for:

1. Inspecting all three (3) Major Sites *(Mount Salem Community Centre, St. James, Boys Town Community Centre and the Negril Community Centre)* and prepare a detailed scope of works along with a cashflow associated with the implementation of the subject works;
2. Preparing Contract Documentation that will be used in the Tender Process;
3. Carrying out a costs analysis of returned Bids;
4. Providing Interim Valuations and Certification of Works for Payment;
5. Preparation and submission of Final Accounts;
6. Participate in Fortnightly Site Meetings;
7. Provide Monthly Reports on Project Performance.
8. **QUALIFICATIONS AND EXPERIENCE**
9. A Member of the Jamaica Institute of Quantity Surveyors (MJIQS)and/or a Member of the Royal Institute of Chartered Surveyor (MRICS);
10. At least a Bachelor’s Degree in Quantity Surveying or any other similar qualification;
11. Minimum of Ten (10) years relevant professional experience in Quantity Surveying;
12. Excellent communication and report writing skills
13. Ability to work effectively within a team.
14. Experience in working in projects associated with social intervention would be an asset
15. **DELIVERABLES**

A lump sum contract which covers all costs associated with the delivery of the services herein described will be awarded on technical merit with payments to be made as determined by the Government of Jamaica. Payments shall be as mutually agreed, based upon submission and acceptance of the following outputs:

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| --- | --- | --- |
| **Item** | **Deliverable** | **Time** |
|  | **Phase 1 : Pre-Contract Services** |  |
| 1 | ***Inception Report*** – Provide understanding of the work to be conducted, detailed description of each step to be taken, activity to be executed, resources needed and the subsequent timelines for completion of this Consultancy Engagement. The Inception report should include a Gantt Chart. | Within One (1) Week of the Award of Contract |
| 2 | ***Tender Documentation*** - Detailed Bill of Quantities, Cashflow and Specifications “Ready for Tender” | Within four (4) Weeks of the Submission of the Inception Report |
| 3 | ***Tender Report & Recommendation* –** Review Tender Submissions | Within two (2) Weeks of the submission of the Tender |
|  | **Phase 2 : Post Contract** |  |
| 4 | ***Interim Valuation & Certification of Contractor Invoices –*** Provide Interim Valuation Report and Certificates of Payment | Within one (1) week of the Contractor’s invoice submission |
| 6 | ***Project Closeout*** | Provide Final Accounts within two (2) weeks of the project’s completion. |

**8.0 EVALUATION CRITERIA**

Selection of the Quantity Surveying (Individual Consultant) will be based on the following criteria:

| **Criteria** | **Score** |
| --- | --- |
| **Education:**   1. A Member of the Royal Institute of Chartered Quantity Surveyor (MRICS) and/or Member of the Jamaica Institute of Quantity Surveyors (MJIQS) 2. At least a Bachelor’s Degree in Quantity Surveying or any other similar qualification | 15  15 |
| **Competencies and Professional Experience:**   1. Must have a minimum of ten (10) years relevant professional experience in Quantity Surveying; | 15 |
| 1. Demonstrated experience of providing Quantity Surveying services to internationally funded projects | 10 |
| 1. Proven Track record of successful completion of projects | 12 |
| 1. The ability to communicate effectively orally, in writing and with visual aids | 10 |
| 1. Evidence of self-motivation and time management | 6 |
| 1. Understand the process of quality control and assurance | 6 |
| 1. Knowledge of the state of the Jamaica’s Construction Industry and key stakeholders in government, private sector and vulnerable communities. | 6 |
| 1. Ability to work effectively within a team | 5 |
|  |  |
| Total | 100 |
| Minimum Qualifying Score | 75 |