



# **JAMAICA SOCIAL INVESTMENT FUND**

ISO 14001:2004 CERTIFIED



*“INVESTING FOR COMMUNITY DEVELOPMENT”*

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **REVIEW OF THE DOCUMENT MANAGEMENT SYSTEM FOR THE JAMAICA SOCIAL INVESTMENT FUND**

The Jamaica Social Investment Fund (JSIF) was established in December 1996 as a component of the Government of Jamaica’s strategy to reduce and eradicate poverty. JSIF helps to build local capacity to sustain and extend development initiatives.

The JSIF is an autonomous government company designed to provide investments in community-based projects island wide and is a demand-driven financial intermediary. It works in partnership with communities, the private sector, non-governmental organizations (NGOs), and donor agencies, in seeking to channel benefits to the poorest communities across the country.

The Jamaica Social Investment Fund now invites eligible firms with the requisite qualifications listed below to indicate their interest in undertaking the **review of the document management system for the Jamaica Social Investment Fund**

#### **SCOPE OF WORK**

Having reviewed the systems in place the Consultant will recommend to JSIF the best approach to enhancing the existing systems or recommend a system if required. The approach to enhancing the current system or the newly recommended system will be clearly defined and implemented.

In addition to a review of the current system, the Consultant is expected to produce the following:

- A revised Document and Record Management Policy
- Procedures for document creation, record retrieval, distribution, indexing, tracking. Guidelines for managing these documents/records OR Guidelines for identifying and managing all documents and records handled by JSIF
- Where a new system is required, recommendations on the most appropriate system for JSIF and Terms of Reference for the acquisition of a new system (both software and hardware components)

Duration of the of the contract is **Three (3) months**

#### **Qualifications and Experience**

- Advanced university degree in Information or Knowledge Management, or other related field, or first university degree and equivalent combination of education, certification and experience in relevant area.

- Minimum 10 years progressively responsible professional experience in developing, implementing, managing and overseeing document management, content and knowledge management systems; of which 5 years should have been at the international level in the public/private sector.
- Previous work experience with development agencies in knowledge and document management, is a must.
- Practical experience in the use of electronic and knowledge /document management is required.
- Fluency in oral/written English.

Interested individuals must provide curriculum vitae outlining their qualifications, experiences in undertaking similar assignments and necessary skills and expertise to deliver the relevant services.

A individual will be selected in accordance tender procedures and guidelines specified in the Handbook of Public Sector Procurement Procedures (November, 2008), National Contracts Commission, Sub-Section No.S-3010/E (*Individual Consultants*)

**Expressions of Interest (EOI), curriculum vitae must be delivered to the address below or emailed to [contracting@jsif.org](mailto:contracting@jsif.org) at or before 12:00 noon on Monday, September 13, 2010.**

For further information please contact us at:

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