



JAMAICA SOCIAL INVESTMENT FUND

ISO 14001:2004 CERTIFIED



“INVESTING FOR COMMUNITY DEVELOPMENT”

REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANT FIRM FOR INSTITUTIONAL STRENGTHENING IN GENDER MAINSTREAMING

Grant No. GA33/JAM

1. The Government of Jamaica has received funding from the Caribbean Development Bank/Basic Needs Trust Fund Seventh (BNTF7) Programme towards the cost of the Jamaica Social Investment Fund Project and it intends to apply part of the proceeds of this grant to cover payments under a contract for a consultancy firm for the project – **Consultant Firm for Institutional Strengthening in Gender Mainstreaming**.

2. Scope of Work

The scope includes collation of data from specific primary and secondary sources and employment of a participatory approach in the fulfilment of the project objectives. Specifically, the Consultant Organization will complete a baseline assessment of the gendered inequalities that exist at the community level in the targeted communities, complete a full baseline assessment, coordinate and execute a training programme, create community awareness/sensitization manual and prepare a post implementation assessment tool.

3. Qualification and Experience

Interested Consultancy Firms should provide information demonstrating that they have the qualification and relevant experience to perform the services required. The shortlisting criteria are as follows:

Organisational Capacity

- *Firms should submit documentation to prove they have been established and are in operation*
- *Firms should be able to field a team of experts comprising a Research Consultant with a minimum of eight (8) years' experience in conducting research and implementing gender-related initiatives and a Training Consultant with at least five (5) years' experience providing training to a range of educational and age cohorts such as adult learners and community based organisations*

General Experience

- *Firms should demonstrate prior experience in undertaking gender based research, training and other related initiatives*

Specific Experience

- *Firms should demonstrate prior experience working on gender based research and action specifically, gender mainstreaming projects and policy, building awareness at organisational and community levels, and training with different target groups by submitting work samples of at least five (5) similar assignments successfully undertaken. Briefly describe the services provided and the resulting impact.*

4. Duration of Contract

The consultancy will be valid for a period of six (6) months.

5. Selection Method

A Consultancy Firm will be selected using the **Consultant Qualification Selection** method in accordance with the procedures set out in the Caribbean Development Bank (CDB) Guidelines for the Selection and Engagement of Consultants (Revised October 2011), and the Government of Jamaica Handbook of Public Sector Procedures (Revised March 2014), Volume 3 of 4 Procedures for the Procurement of consulting Services.

Please visit the JSIF website, <http://www.jsif.org> to view the detailed Terms of Reference and download the EOI Standard Forms.

Expressions of Interest (EOIs) should be submitted to the address below or emailed to contracting@jsif.org at or before 5:00 p.m. on Tuesday July 26, 2016.

**Jamaica Social Investment Fund
General Manager for Finance and Procurement
Ground Floor, The Dorchester
11 Oxford Road (Entrance on Norwood Avenue)
Kingston 5, Jamaica**