



THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE

Request for Curriculum Vitae

Consultancy for the Organisational Strategic Review in the Restructuring of the Financial Investigations Division to a Department of the Ministry of Finance and the Public Service

The Ministry of Finance and the Public Service has completed a Strategic Review of its operations and functions. One of the outcomes of the Strategic Review was a realignment of the Ministry in accordance with a value chain approach that has led to the refocusing on core Policy functions while supporting the operational institutions to fulfil their mandate for revenue protection, risk management and public financial management. One such operational entity is the **Financial Investigations Division (FID)**. The FID, in carrying out its statutory functions, has both intelligence gathering and investigative capability. The FID meets the governing international standards in this area and was admitted into the Egmont Group of international Financial Intelligence Unit's in June 2014.

The Government of Jamaica (GoJ) represented by the Ministry of Finance and the Public Service (MoFPS), now seeks proposals from qualified consultants to undertake an organisational strategic review for the restructuring of the FID. The consultancy will be undertaken for the restructuring of the FID as a Department of Government.

The consultant will be required to conduct a programme of work that will result in the new organisational structures for the existing FID. In doing so, the consultant will be required to:

- I. Conduct an organisational strategic review of the FID;
- II. Complete the business process analysis and reengineering efforts necessary to achieve significant improvements in efficiency, productivity and effectiveness;
- III. Develop the new organisational structure and functional profiles to reflect the reengineered processes; and
- IV. Conduct a job analysis exercise, and develop the relevant job descriptions for the new structure.
- V. Chart a path towards the implementation of the agreed measures to effect the transition of the FID from a Division of Government to a Department of Government.

The Ministry of Finance and the Public Service now invites eligible individuals to indicate their interest in providing the consultancy services. Interested Consultants should provide Curriculum Vitae that they have the required qualifications and relevant experience to perform the services. These are:

- a) A minimum of a post-graduate University degree in Public Sector Governance and Management, Organisational Development or Strategic Management or equivalent, with a preference for a graduate degree and relevant professional certifications.
- b) At least 7 years expertise in institutional analysis and diagnosis and in developing and implementing Public Sector modernisation strategies, with particular experience in governance, public administration and management, organisation and management of central government institutions;
- c) Completed at least 3 projects and lead the process in conducting strategic organisational reviews to a successful conclusion in Ministries, Departments and Agencies of Government;

- d) Participated in at least 1 project in an organisation with an investigation and enforcement function such as Law Enforcement and/ or other specialised government investigation agency
- e) Strong knowledge and expertise in the operations and structures of an investigation and enforcement function such as Law Enforcement and/ or other specialised government investigation agency.
- f) Demonstrated familiarity with modern technology and best practices in enhancing the operating environment in Westminster style public services, and the capacity to become quickly familiar with the specific characteristics of the Jamaican Public Sector;
- g) Extensive experience working with senior public officials and providing policy advice and coaching Organisational Management skills with experience in conducting organisational reviews, and implementing appropriate organisational structures for a Ministry of Finance or its equivalent.

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Government of Jamaica Handbook of Public Sector Procurement. Clarifications to the Request for Curriculum Vitae may be obtained by sending an email to mofprocure@mof.gov.jm, or mail to the address below. The Full Terms of Reference can be viewed on the website of the Ministry of Finance and the Public Service at <http://www.mof.gov.jm>.

Interested consultants may submit Curriculum Vitae via e-mail on or before **Friday, October 26, 2018** **no later than 4:00 pm to:**

***The Acting Director of Procurement
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