

# **TERMS OF REFERENCE**

## **Technical Assistance to support Public Bodies in the implementation of the PIMS**

**STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT  
IBRD LOAN NO.: 8406-JM**



## 1. THE CONTEXT

The Government, as part of the Fiscal Consolidation Measures and the Public Financial Management reform agenda has committed to strengthen Jamaica's public investment management system. The Financial Administration and Audit Act (FAA Act) (Amended), 2014 sets out the elements of the Public Investment Management System (PIMS) which will seek to create a *common framework for the preparation, appraisal, approval and management of all public investments in Jamaica, irrespective of the source of funding or procurement and implementation modalities. A key element of the system is the Public Sector Investment Programme (PSIP); a rolling 5 year plan of Cabinet approved public investment projects.*

Cabinet Decision No 38/13 of October 2013 gave approval for the institutionalization of the Public Investment Management System (PIMS) and, in doing so, standardize the treatment of public investment across the public sector with respect to the entire project cycle.

Since the amendments, more legislative and regulatory work has been done to further refine the PIMS and, by extension, the Public Sector Investment Programme (PSIP). In February 2015, additional amendments to both the FAA and PBMA provided for exceptions to the definition of public investment. The exception limits public investment to those undertaken by entities within the specified public sector. The specified public sector is defined as the public sector minus those entities that will be certified as commercial by the Auditor General and, therefore outside of the fiscal rules, as at April 1, 2017. It is anticipated that only a few entities will qualify to be certified as commercial and the specified public sector will encompass much more than 90% of the public sector. The ambits of the PIMS and PSIP, therefore, are quite extensive in scope.

### **Data Management Activities**

Under Section 48B (2) G. of the amendments, the PIMS will be supported by a Public Investment Management Information System (PIMIS) that will *“serve as the repository of information on all public investment projects (central government, public bodies and public private partnership) at the various stages of the project cycle... thereby allowing access for the tracking of status and performance on all projects as they move through the project cycle*

As a precursor to the full development of the PIMIS a web-enabled database of Public Investment Projects was developed to store data and report on active projects in the Public Sector Investment Programme (PSIP). The database has therefore, been populated with information on the relevant projects in Central Government, including status reports as at March 31, 2018. Ministries, Agencies and Departments (MDAs) were also sensitized on the utility of the database.

Additional features and functionalities were added to the database in 2017, including the ability to generate the Public Sector Investment Programme (PSIP) and budget proposals for the capital projects for the ensuing fiscal year; to capture operational expenses arising from investment projects to be captured in the PSIP; to create ad hoc reports; to import excel spread sheet and other useful work tools into the database; and the ability to host the various stages of the project cycle. .

The scope of the Public Sector Investment Project Database (*PSIP Db*) is focused on the implementation phase of the project cycle; that is, after receiving Cabinet approval.

The activity is being implemented under Component 1 - Strengthening of the Public Investment Management System - of the Strategic Public Sector Transformation Project (SPSTP), which is financed by the Government of Jamaica and a loan from the World Bank

## **2. STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT**

The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

### **COMPONENTS**

<i>Component I:</i>	<i>Strengthening the Public Investment Management System</i>
<i>Component II:</i>	<i>Strengthening the Budget Preparation Process and Results-Based Budgeting (RBB)</i>
<i>Component III:</i>	<i>Adaptive Public Sector Approaches to Promote Fiscal Sustainability</i>
<i>Component IV:</i>	<i>Modernization of the Accountant General's Department.</i>
<i>Component V:</i>	<i>Fostering Industrial Growth and Trade Facilitation</i>
<i>Component VI:</i>	<i>Project Management</i>

### **COMPONENT I**

The objective of this component is to improve public investment management through strengthening of the procedures, tools, institutions and governance mechanism of the system, and for the PSIP to incorporate public investment projects with estimated five-year operating and maintenance costs fully linked to long term development goals and medium-term priority areas

This component will support the GOJ reform efforts through the following activities:

- (i) migration of the current web-based database to a robust platform to manage all information about public investment across the project cycle and linked to the budgeting and financial systems of the country (expected to be compiled into IFMIS);
- (ii) design and implementation of a public investment management training program for public sector;
- (iii) reviewing legislation and carrying out dissemination activities to integrate the PIMS with the administrative systems (including procurement and human resources);
- (iv) strengthening monitoring through Citizens Participation;
- (v) designing a fund for the funding of pre-investment financial and economic analysis and post-investment evaluations of the Borrower's public investments; and
- (vi) provision of technical assistance for the implementation of the Public Financial Management Action Plan.

### 3. OBJECTIVE OF THE ASSIGNMENT:

- (a) By the end of the Consultancy produce data and information on Public Investments being implemented by approximately six Public Bodies, in keeping with the format as set out in the PSIP database.
- (b) Increase the knowledge and ability of the staff to prepare the appropriate templates with their budgetary submissions and quarterly reports to be provided on the Public Investments during the fiscal year.

### 4. SCOPE OF WORKS

The Consultant will be required to:

1. Carry out assessment of the Public Bodies portfolio of projects that were approved by Cabinet to be included in the 2018/2019 – 2022/2023 Public Sector Investment Programme (PSIP), to determine their classification as Public Investments in keeping with the definition as set out in the Amended regulations to the 2014 FAA Act.
2. Review and assess Project Agreements/MoUs or other legal documents that informed the preparation of the projects to reflect appropriate wording as it relates to project objectives, components, activities etc
3. Review and assess supporting documents that accompanied the 2018/2019 budgetary submission and quarterly reports forwarded to the Ministry of Finance and identify any gaps between those and the requirements of the PSIPDb (using a project profile template to be provided).
4. From the findings at 3 & 4, prepare/populate/update the existing templates representing the *public sector investment project profile* and to include an implementation work plan and cost schedule for the budgetary allocation relating to the current fiscal year along with any operating expenses:
  - (i) *Prepare templates where none was previously prepared Populate where information is incomplete*
  - (ii) *Based on any gaps identified, include relevant information from the agreements/MOUs into the templates*
5. In collaboration with the PED, PEX and the SPSTP conduct sensitization session/s with the Public Bodies in preparation for the execution of activities as described in the scope of works.
6. Recommend strategies beyond direct instruction that will promote the continued use and preparation of public investment profile template and cost schedules by officers at the required standards.

## METHODOLOGY

The Consultant will be required to prepare an agreed detailed methodology and work plan indicating how the objectives of the assignment will be achieved, and the support required from the Ministry of Finance.

### 5. DELIVERABLES

In accordance with the objectives and scope of work, the consultant should submit the following deliverables:

Key Deliverables	Proposed Timeline	Standard for Delivery
1. Work Plan and associated Schedule outlining the assignment to be undertaken	1 week after signing of contract	A time-bound Work Plan in Microsoft Word identifying activities, methodology and required resources, this should be linked to a graphical depiction of a project schedule outlining tasks, duration and start and end dates. The format of the document should be agreed prior to submission
2. (a) Draft public sector investment project profile templates & implementation work and cost schedules. (b) Recommend strategies that will promote the continued use and preparation public investment profile template and cost schedules by officers at the required standard	To be determined by the work plan	(a) Completed templates (project profile, implementation work & cost schedules to include operating expenses for each Public Investment in the listed public bodies, emanating from items 3-5 in the Scope of Works. (b) The Strategy should include: (i) an estimated time schedule in keeping with the timeline for the Budget call informed by the Budget Calendar. (ii) Recommended procedures for the preparation of the required templates.
3. Final Report	Two weeks before end of contract	Should encompass final accepted key deliverables (1 – 2) to include all agreed changes and submitted within the timeframe agreed.

The Consultant will be required to produce the deliverables as aforementioned for Projects that are included in the 2018/2019 – 2022/2023 fiscal year for the following Public Bodies:

- Petrojam
- UDC
- NWC

- Airports Authority of Jamaica
- Port Authority of Jamaica
- NHT

## 6. CHARACTERISTICS OF THE CONSULTANCY

- Level of effort: Full time level of effort of 40 consulting days over a period of 9 months will be required.
- Duration of contract: 9-12 months
- Location: Jamaica
- Type of Consultancy: Individual Consultant
- Type of contract: Lump sum.

## 7. RESOURCES

The following is a list of some of the key resources that are important to the production of the stated deliverables.

- The Financial Administration and Audit (FAA) Act, 2014 & 2015
- The Public Bodies Management and Accountability Act, 2014 & 2015
- The PSIP Database
- The PSIP Database User Guide
- Budget Calendar
- Project Agreements; MOUs
- The Public Sector Investment Programme for fiscal years 2018/2019 – 2023/2024
- PIMSEC Project Profile templates

## 8. QUALIFICATIONS

- At least a Bachelor's degree in the social sciences or related discipline
- Training in project management – sound knowledge of project development and management methodologies; certification would be an asset
- At least 6 years project management and development experience in the Public Sector
- Should 9
- At least 4 years' experience involving project preparation and budgeting in the Public Sector

## 9. REPORTING AND SIGN-OFF

The Consultant shall report directly to the **Technical Coordinator**, *Strengthening the Public Investment Management System (Component 1, SPSTP)* and deliverables will be considered certified as satisfactory when they are accepted by the Technical Coordinator, Component 1 based on the defined and agreed performance standards for delivery.