



**“Empowering Jamaica’s Young People”**

**REQUEST FOR EXPRESSION OF INTEREST**

**For Consulting Services to Conduct the National Youth Service  
Organizational Review**

The National Youth Service (NYS) an agency of the Ministry of Education, Youth and Information has identified the need to conduct an Organizational Review. Consequently, eligible firms are being invited to indicate their interest in providing this service. This assignment is expected to commence in **November 2016** for duration of **seventy-five (75)** working days.

In response to this request, interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the service required.

The shortlisting criteria will entail an evaluation of the following submissions:

- Background and organisational structure of the company (including the number of staff with professional qualifications in Social or Behavioural Sciences and Project Management; and Curriculum Vitae of the key staff);
- Audited accounts and documents for the past two years;
- Experience/Job reference for consultancy service provided for work of exact or similar nature from the past three years. This should detail the locations and total value of the assignment (preferably attached with the appointment letter issued by the employers);
- Copies of relevant government registration licences, including Tax Compliance Certificate.

Selection will be done in accordance with the procedures set out in the GOJ Handbook of Procurement Guidelines (2014). A copy of the Terms of Reference will be made available upon request via telephone # (876)754-9816-8 or by email to: [yrg@nysjamaica.org](mailto:yrg@nysjamaica.org).

**Expressions of Interest must be submitted by Monday, October 18, 2016 to:**

**The Executive Director  
National Youth Service  
6 Collins Green Avenue, Kingston 5**

**For further information, you may contact the NYS’s office at  
(876)754-9816-8**