



REQUEST FOR EXPRESSIONS OF INTEREST (EOI)/ CURRICULUM VITAE

Individual Consultant for Training Needs Analysis

The Corporate Services Division/Human Resource Management Development in the Ministry of Health & Wellness (MOHW) is tasked with assessing and auditing the current capacity of employees taking into consideration the Ministry's flexibility to meet short-term staffing challenges while adapting to changing conditions in the labour market over the long term. This will enable the section to predict future workforce needs and develop plans to make optimal use of employees' skills and aptitudes. Hence, the Ministry should strategically plan to maintain a steady supply of skilled employees and assist the organization in evaluating their developmental needs and planning ahead to meet those needs. As such, the HRPD is required to conduct a Training Needs Analysis (TNA) to identify the necessary training and development needed by the employees to perform their job to the best of their ability. This process will facilitate the HRPD in highlighting gaps in an employee's capabilities, skills, and knowledge and assist the Human Resource Management and Development Branch in its strategic initiatives.

Overall Objectives of the Consultancy

The objectives of the consultancy are:

Bidders must submit the following with their tender at the time of bid opening:

1. Identify the Ministry's current human resources supply and assess the strength of the organization based on the number of employees, their skills, and qualification;
2. Outline the future of the Ministry's workforce, incorporating issues such as retirement, promotions, resignations, etc., and look at external factors that can impact the employees;
3. Formulating a Training Needs Analysis Plan (TNAP) to identify the skill gaps of the employees within the Ministry and recommend training and developmental programmes to address the deficiencies.

The Ministry of Health & Wellness now invites interested eligible individual consultants to submit their Expressions of Interest (EOI) indicating their qualifications and experiences.

QUALIFICATION AND EXPERIENCE

The Consultant must meet the minimum required qualifications as detailed below or based on equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would provide the required knowledge and abilities.

- Master's in human resources development or equivalent qualification,
- Strong track record working on TNA, work experience in designing and management of training courses,
- At least 8 years' experience in working with large organizations to deliver on similar scope,
- Certified Trainer.

Expressions of Interest in the form of an Application Letter and Curriculum Vitae must be sent via email to **Arlene.hayles@moh.gov.jm** before **Monday, June 5, 2023 no later than 2:00 p.m.**

Applicants are required to have or obtain a valid copy of Tax Compliance Certificate (TCC).

The detailed Terms of Reference can be viewed on the MOH website at **www.moh.gov.jm**.

We thank all applicants; however, please note only shortlisted candidates will be contacted.