



**Development Bank
of Jamaica Limited**

Facilitating Economic Growth & Development

INVITATION TO BID

The Development Bank of Jamaica (DBJ) seeks to identify a qualified Strategic Planning Facilitator to facilitate our Strategic Management Retreat, Board of Directors Retreat and Post Retreat Strategic Management Think Tank meetings for the Bank's Strategy Management programme for the 2022-23 planning cycle. The DBJ's Board of Directors and Senior Management team will host three (3) independent but connected retreats to facilitate the development and enhancement of strategy to ensure valuable, optimal and sustainable achievement of its mission and vision.

Objectives:

1. Facilitate the updating of DBJ's rolling four-year plan; and
2. Provide the foundation of DBJ's 2023/24-2026/27 Corporate Plan.

Eligibility Criteria

The consultant must submit a copy of a valid Tax Compliance Letter (TCL)

Required Professional Qualifications/Expertise/ Experience:

1. Postgraduate Degree or higher
2. Qualification in Strategic Planning, Business Administration, Development Economics, Social Sciences (Including sociology and psychology), or related fields
3. Certified Professional Facilitator accreditation is an advantage
4. Strong knowledge/understanding of the Balanced Scorecard Methodology
5. Minimum three (3) years' experience creating strategic plans and strategy maps
6. Minimum five (5) years' experience facilitating retreats
7. Ability to facilitate retreats and conduct team-building activities involving persons at the Board and/or senior management level
8. Strong planning and report-writing skills
9. Comfortable with the use of technology.

The DBJ invites you to respond to the Request for Proposal (RFP) which will be available for download via the Government of Jamaica Electronic Portal (www.gojep.gov.jm) by **Tuesday, June 14, 2022.**

Registration/Submission Details:

- Consultants must first be registered on the Government of Jamaica Electronic Procurement System at www.gojep.gov.jm.
- To register, please select the "Register as a Supplier" link from the system's home page.
- Bids must be submitted online via www.gojep.gov.jm by **Tuesday, June 28, 2022 at 3:00 p.m. (EST).**
- An online bid opening will take place on **Tuesday, June 28, 2022 at 3:15 p.m. (EST).**
- Deadline for Clarification: All clarifications should be submitted on or before **Thursday, June 23, 2022 at 3:00 p.m. (EST)** via the electronic portal.

For assistance regarding training, download of tender document and upload of bid documents, please contact the Ministry of Finance and the Public Service, Office of Public Procurement Policy (OPPP) Customer Care Desk at 876-932-5220; 876-932-5253; or 876-932-5246 or via email at oppccustomer@care@mof.gov.jm.

The DBJ is not obligated to accept the lowest or any bid and reserves the right to terminate the bid process at any point before the award of contract without incurring any liability to any of the participants.