Development Bank of Jamaica Limited
Facilitating Economic Growth & Development

REQUEST FOR EXPRESSION OF INTEREST – OPERATIONS TRANSFORMATION & CHANGE MANAGEMENT CONSULTANT- REF#: DBJ-0264/50

The Development Bank of Jamaica Limited, invites, expression of interest from suitably qualified and experience individual consultant to lead the organisation's transformation initiatives and projects under a one (1) year full-time contract. The individual will work with the Executive Team to deliver sustainable process, technological and operational efficiency and agility.

Minimum Qualifications and Experience

Education:

A postgraduate degree in Business Administration, Operations Management, Finance, Organisational Development or a related field.

Professional Experience:

- Led successful integrated systems and projects;
- Led successful change management, process improvement, operations efficiency and organisation cost effectiveness;
- **Financial Services** - at least ten (10) years of experience in a senior management role in a mid to large regulated financial services entity;
- **Demonstrated Experience** - in operations transformation, mergers & acquisitions in financial institution;
- **Technological Experience** – demonstrated experience in Digitization, artificial intelligence (A.I.) and core banking platforms integration;
- Experience in Fintech would be an asset;
- Experience in the Public Sector would be an asset.

Submission Requirements

Interested consultants are required to submit their Curriculum Vitae (CV), together with proof of educational qualifications, demonstrating their suitability for the assignment.

The full Expression of Interest document is available for download on the DBJ's website at **www.dbankjm.com** . The REOI must be submitted no later than **3:00 p.m. on Monday, November 23, 2026**, via email at procurementunit@dbankjm.com. Shortlisted consultants will be invited to submit a detailed technical and financial proposal.

Procuring Entity Contact:
Procurement Manager,
Tel: 876 929-4000,
email: procurementunit@dbankjm.com

Development Bank of Jamaica Limited

Facilitating Economic Growth & Development

DEVELOPMENT BANK OF JAMAICA

Procurement Ref #: DBJ-0264/50

Expression of Interest Submission Document

FOR

OPERATIONS TRANSFORMATION & CHANGE MANAGEMENT CONSULTANT

From

[Insert Name of Consultant here]

I. Expressions of Interest (EOI) Submission Letter

Location:…….

Date: .....

To:

Procurement Manager
Development Bank of Jamaica
11a-15 Oxford Road
Kingston 5

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____ in accordance with your Expression of Interest (EOI) notice dated _____ and our EOI. We are hereby submitting our EOI as per the instructions provided.

We understand you are not bound to accept any EOI you receive.

Yours sincerely,

Signature:
Name and Title of Signatory:
Address:
Email:
Tel:

Important Notice

The documents submitted with the Expression of Interest (EOI) must contain sufficient information to enable a comprehensive assessment of the Consultant to be carried out. The information submitted will form the basis on which the scoring will be carried out and will determine the ranking of the Consultant, or whether or not the Consultant is shortlisted.

Additional documents or forms may be submitted in response to this request for Expression of Interest (EOI). Consultants are required to submit as proof a copy of their educational qualification. Please note that you may also use your own template.

*This consultancy is open to **individuals only**. Firms, joint ventures and subcontracting are not permitted. Individuals must be willing to work full-time at DBJ's office for the duration of the contract.*

II. Form TECH-2: Consultant's Experience

B - Consultant's Experience

1. List only previous similar assignments successfully completed in chronological order with the most recent projects first.

2. List only those assignments for which the Consultant was legally contracted as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Value of Contract Managed	Role on the Assignment
[e.g., Jan.2009–Apr.2010]	*[e.g., "Improvement quality of.....": designed master plan for rationalization of .....;]*	*[e.g., Ministry of ....., country]*	*[e.g., US$1 mill/US$0.5 mill]*	*[e.g., Lead partner in a JV A&B&C]*
[e.g., Jan-May 2008]	*[e.g., "Support to sub-national government....." : drafted secondary level regulations on.....]*	*[e.g., municipality of....., country]*	*[e.g., US$0.2 mil/US$0.2 mil]*	*[e.g., sole Consultant]*

C. CVs for the Consultant

III. Evaluation Criteria

The shortlisting requirements for the Consultant's experience are:

	Description	Points
1.	**Educational Qualification of the Consultant (supported by a copy of Degree)**	
a.	A postgraduate degree in Business Administration, Operations Management, Finance, Organisational Development or a related field	10
2.	**Consultant Experience**	
a.	**Financial Services**- at least ten (10) years of experience in a senior management role in a mid to large regulated financial services entity;	10
3.	**Demonstrated experience in leading successful integrated systems and projects;**	**10**
a. b. c.	5 or more projects 3 -4 projects 1-2 projects	10 7 5
4.	**Demonstrated experience in leading the following areas**	**25**
a. b. c.	Change management Process improvements and operations efficiency Organisation cost effectiveness	10 5 5
d.	Experience in leading any of those areas in the financial sector in Jamaica	5
5.	**Demonstrated Experience in the following areas in the financial sector**	15
a. b.	Operations transformation Mergers & acquisitions	7 8
6.	**Demonstrated experience in the following Technological Areas**	21

a. Digitization b. Artificial Intelligence (A.I.) c. Core banking platforms integration	7 7 7
7. **Demonstrated experience in Fintech**	4
8. Experience working in the Public Sector (former employee, Consultancy, Board or Advisory positions).	5
Total Score	100

The minimum points required for short-listing is 70.

REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)

OPERATIONS TRANSFORMATION & CHANGE MANAGEMENT CONSULTANT

Procurement Ref#: DBJ-0264/50

The Development Bank of Jamaica (DBJ) is a leading financial institution that was established by the Government of Jamaica in 2000. It operates as a pivotal catalyst for economic development, primarily focusing on providing financial and technical support to various sectors within Jamaica. The DBJ's primary objective is to stimulate economic growth and development by facilitating access to financing and business support services for micro, small, and medium-sized enterprises. (MSMEs).

The DBJ now invites, expression of interest from a qualified and experienced individual consultant to lead the organisation's transformation initiatives and projects under a one (1) year full-time contract. The individual will work with the Executive Team to execute its transformation project to deliver sustainable processes and agility.

Minimum Qualifications and Experience

Education: A postgraduate degree in Business Administration, Operations Management, Finance, Organisational Development or a related field.

Professional Experience:

- Led successful integrated systems and projects;
- Led successful change management, process improvement, operations efficiency and organisation cost effectiveness;
- **Financial Services**- at least ten (10) years of experience in a senior management role in a mid to large regulated financial services entity;
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- **Technological Experience –** demonstrated experience in Digitization, artificial intelligence (A.I.) and core banking platforms integration;
- Experience in Fintech would be an asset;
- Experience in the Public Sector would be an asset.

Submission Requirements

Interested consultants are required to submit their Curriculum Vitae (CV), together with proof of educational qualifications, demonstrating their suitability for the assignment. The description shall be limited to maximum of 30 pages' length of A4 paper.

The full Expression of Interest document is available for download on the DBJ's website at www.dbankjm.com.

Clarification Deadline
Any request for clarification or further information must be received 4 days before the proposal deadline, via email at procurementunit@dbankjm.com

Submission Deadline
The REOI must be submitted no later than **3:00 p.m**. on **Monday**, **November 23, 2026,** via email at **procurementunit@dbankjm.com. Late bids will not be accepted.**

Late Bids
The DBJ shall not consider any proposal that arrives after the deadline for submission. All late proposals shall be declared late and rejected.

Procuring Entity Contact:
Procurement Manager
Tel: 876 929-4000
Email: procurementunit@dbankjm.com
Address: 11a -15 Oxford Road, Kingston Jamaica

NB. Interested consultants are encouraged to send an email to procurementunit@dbankjm.com, to confirm their participation. While any addendum to this Expression of Interest will be published on the Bank's website, the Bank will also circulate the addendum by email to all interested consultants to ensure they receive the information in a timely manner.

This consultancy is open to **individuals only**. Firms, joint ventures and subcontracting are not permitted. The Individual consultant must be willing to work full-time at DBJ's office for the duration of the contract.

Shortlisted consultants will be invited to submit a detailed technical and financial proposal for stage 2.

The DBJ is not obliged 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.

Stage 2

The will invite the shortlisted consultant to submit a technical, financial proposal and a valid Tax Compliance Letter.

This stage will be launched on the gojep portal

To participate in the tender/procurement opportunity, Consultant must first be registered on the Government of Jamaica Electronic Procurement System via the platform at **www.gojep.gov.jm**. To register, please select the "Register as a supplier" link from the home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at (876) 932-5704 or email **opppcustomercare@mof.gov.jm.**