



**Invitation to Bid - (CPFSA-2024-25)**

**Consultant – Establishment of a Sexual Harassment Policy**

**Procuring Entity:** The Child Protection and Family Services Agency- CPFSA  
(Formerly Child Development Agency)

**Scope:** The CPFSA requires a Consultant, to provide comprehensive support to the Child Protection and Family Services Agency in ensuring compliance with the Data Protection Act, 2020. The expert will be required to draft, develop, and assist in the implementation of policies and procedures aligned with the requirements of the Data Protection Act. The details of the engagement are outlined in the Terms of Reference which can be accessed via our website at [www.cpfsa.gov.jm](http://www.cpfsa.gov.jm)

**Eligibility Criteria:** Copy of Tax Compliance Certificate/Letter (TCC/TCL)

**Selection:** Based on the Consultants' Qualifications (CQS)

**Procurement Method:** Local Competitive Bidding

**Collection of Bid Documents:** Bid Documents are available for download from the CPFSA's website: [www.cpfsa.gov.jm](http://www.cpfsa.gov.jm) - **Tenders**

**Deadline for Submission of Bids** Responses are due on **July 17, 2024 at 2:00pm**

**Bid Opening:** Bids will be opened at the Child Protection & Family Services Agency Office at 48 Duke Street Kingston on **July 17, 2024 at 2:15pm**. There will be no public opening

**Queries may be made to:** The Support Services Manager at [goodenk@cpfsa.gov.jm](mailto:goodenk@cpfsa.gov.jm)

**Funding:** Government of Jamaica

*The Child Protection and Family Services Agency -CPFSA reserves the right to reject any or all bids and to restart the bidding process.*