



REQUEST FOR EXPRESSIONS OF INTEREST

BUSINESS ANALYST



Government Digital Transformation to Strengthen Competitiveness: Business Analyst

Country: The Commonwealth of The Bahamas

Supporting Institution: Inter-American Development Bank

Programme: Government Digital Transformation to Strengthen Competitiveness

Project Number: BH-L1045

Loan Number: LO-4549 / OC-BH

Sector: Reform / Modernization of the State

Sub-Sector: E-Government

Deadline: 8th February, 2024

Post: Business Analyst

Post Location: Nassau, Bahamas

Reports to: M & E Specialist

The Government of the Commonwealth of The Bahamas (GoBH) has received financing from the Inter-American Development Bank (IDB), toward the cost of the Government Digital Transformation to Strengthen Competitiveness and intends to apply part of the proceeds for the consulting services of a **Business Analyst**. The consulting services ("the Services") includes working directly with the Project Execution Unit to manage activities related to the transformation and digitization of government services. The contractual position is twelve (12) months renewable based on satisfactory performance.

Main responsibilities include:

- Executing tasks in accordance with objectives outlined in the loan proposal document
- Executing the Cataloging Plan and providing updates for inclusion as necessary
- Ensuring that quality standards and delivery timelines for the identification and documentation of Business processes at Government Ministries, Departments and Agencies (MDAs) are met
- Managing assigned cataloging activities
- Eliciting and validating requirements based on information provided by Catalogers
- Identifying gaps and updating draft process diagrams produced by Catalogers
- Producing the draft requirements for the electronic service catalog
- Tracing, maintaining, prioritizing, and assessing requirement changes
- Making MDA presentations and obtaining approvals for information contained in Government Service Information Questionnaires (GSIQ) and the associated process diagrams for each service
- Collaborating with MDAs, stakeholders, Business Process Reengineering Consultant(s), and other members of the Digital Transformation Unit team
- Analyzing the current state and collaborating with Government MDAs and Business Process Reengineering Consultant(s) to define the future state
- Diagramming re-engineered procedures in a BPM modeling tool
- Identifying, documenting and managing risks
- Developing draft requirements specification documents (functional and non-functional requirements) for procurement initiatives
- Specifying and modeling requirements using various techniques (process mapping, prototyping, use cases and scenarios, user stories etc.)
- Verifying and validating requirements needed for business process re-engineering (BPR)
- Defining solution design options including approaches, business needs and opportunities, and allocation requirements for future states
- Analyzing solution performance, assessing constraints, and recommending actions to increase business value
- Developing acceptance and evaluation criteria for solutions procured
- Preparing and submitting status reports on a consistent and timely basis
- Supporting multiple projects simultaneously while meeting tight deadlines
- Performing other duties as required



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The successful candidate should have the following

- A minimum of an Associate's Degree in Computer Information Systems, Engineering, Mathematics, Business Management or Marketing, or related field
- At least three (3) years of work experience in ICT or Business Management
- At least two (2) years demonstrating the ability to utilize standard tools and techniques of business analysis and project management
- At least two (2) years demonstrating the ability to perform process improvement using standard tools and techniques promote change.
- Excellent analytical, communication, project management, and organizational skills
- Project management and/or business analysis certifications and courses by recognized organizations such as PMI, PRINCE2, Scrum Alliance, Scrum.org, CBP-Project Management, and IIBA are a plus

The Ministry of Economic Affairs now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Further information can be obtained by E-mail:

DTUPROUREMENT@bahamas.gov.bs

Individuals will be selected in accordance with the IDB's Policies for the Selection and Contracting of Consultants financed by the IDB, and it is open to all eligible Individuals as defined in these policies. All CVs and qualification documents must be submitted Re: **Business Analyst** to E-mail: DTUPROUREMENT@bahamas.gov.bs on or before **8th February, 2024 at 5:00 p.m.**

ONLY SHORT-LISTED INDIVIDUALS WILL BE CONTACTED