

Scope of Work and Deliverables

Public Sector Transformation Unit

Scope of Work

In keeping with the mandate of the PSTU and the time frame in which it must operate, the Unit's scope of work has been defined. It encompasses the key tasks that the PSTU must undertake to facilitate the radical changes necessary in the transformation process. The scope of work is encapsulated under three focus areas.

A. Determining the focus of the Public Sector in terms of GOJ's priorities

1. Produce a Concept Paper on the Role of Government to inform Cabinet's decision

B. Rationalising and Streamlining of the Public Sector

1. Present Recommendations for the restructuring of MDAs (Master Plan)
 - a. Complete Draft Master Rationalisation Plan
 - b. Complete Prior Options Reviews on entities to be restructured
 - c. Determine financial implications to restructuring of MDAs
 - d. Develop a Governance Framework for Entities to be established
2. Implement a **Government Wide Network** (GovNet)
 - a. Develop a Framework for the role of the Chief Information Officer
 - b. Develop policies and standards to ensure consistency of IT assets in Government
 - c. Conduct economic and technical reviews to guide project development
 - d. Prepare project documents for loan funding
 - e. Commence implementation of GovNet
3. Implement a **Strategic Human Resource Management** Structure/System
 - a. Rationalization of the Services Commissions
 - b. Develop a Framework for the consolidation of strategic human resource management functions
 - c. Develop a Framework to facilitate the free movement of staff throughout the Public Sector
 - d. Develop a Framework for Succession Planning and Leadership Development
 - e. Develop a Framework for Knowledge Management
 - f. Review existing legislation pertinent to Human Resource management

4. Facilitate the implementation of a new **Financial Management Framework**
 - a. Conduct an analytic assessment of the Ministry of Finance
 - b. Develop and implement a new Financial Management Structure including mechanisms for a Central Treasury.
 - c. Identify an appropriate Financial Information System that will interface with other related systems.
 - d. Review of the Dividend policy

5. Implement a **Change Management Strategy**
 - a. Establish a Transition Plan/Mechanism for retraining, retooling and redeployment of staff
 - b. Organise and make available Financial/Business, Psychosocial Counselling services for staff
 - c. Develop a Change Management template for use by all MDAs
 - d. Develop Communication Strategy for change management

6. Ensure the **winding up of dormant Government companies**

7. **Monitor implementation** of restructuring by MDAs

C. Establishing of the Policy and Legislative framework for the transformation of the public sector

- a. Ensure Devolution of Authority is instituted
- b. Review critical Legislation and make recommendations for amendments
- c. Develop an Early Retirement Incentive Package with cost implications
- d. Develop an agreed framework for the Standardization of regions/zones public sector wide
- e. Identify Funding and/or Technical Assistance for PSTU deliverables

Deliverables

The following table highlights the key deliverables of the project, over an eighteen month period. Indicated in the table are the responsibility assignments and the timeframe in which each deliverable is expected to be completed.

	Deliverables	Responsibility	Timeframe
To March 2010			
1.	Concept Paper on the Role of Government	PSTU	18/12/2009
2.	Cabinet approval of the recommendations for the restructuring of MDAs	PSTU	01/03/2010
3.	Standardization of administrative regions public sector wide	PSTU / MDAs / OPM	31/03/2010
4.	Ten entities selected for complete devolution of authority – Pilot project	PSTU/MDAs/MoFPS	31/03/2010
5.	Transition Plan/Mechanisms established for retraining, retooling and redeployment	MDAs/MoFPS/OSC/ PSTU/Unions/HEART NTA/MIND	01/04/2010
6.	Financial/Business, Psychosocial Counselling services organized and available	PSTU/Business Facilitators/Counselling Practitioners	01/04/2010
7.	Change management template developed for use by all MDAs	PSTU/Cabinet Office	01/04/2010
8.	Early Retirement Incentive Package developed	PSTU	01/04/2010
To June 2010			
9.	Recommendations for a revised structure, functions and systems for a modern Ministry of Finance.	PSTU	01/06/2010
10.	Framework for succession planning and leadership development	PSTU/Cabinet Office	01/06/2010
11.	Prior Options reviews conducted on entities restructured	PSTU	30/06/2010

	Deliverables	Responsibility	Timeframe
12.	Framework for a strategic human resource management function	PSTU/Cabinet Office	30/06/2010
July 2010 – June 2011			
13.	Recommendations on the framework for the structure and functions of the Debt Management, Public Expenditure and Compensation Units	PSTU	01/07/2010
14.	Framework to facilitate the free movement of staff throughout the Public Sector	PSTU/Cabinet Office	30/07/2010
15.	Human Resource Management Structure/System implemented	PSMD/OSC/PSC /PSTU	30/07/2010
16.	Accountability framework instituted	Cabinet Office/ PSMD/PSTU	
17.	Critical legislation amended/promulgated	PSTU/ MDAs/ AG's Dept	01/09/2010
18.	Implementation of government wide network (Gov Net)	PSTU/ OPM/ FSL	To commence 01/10/2010
19.	Devolution of authority instituted	PSC/GG/ Minister of Finance/MoFPS/PSTU	01/09/2010
20.	Policy focused Ministries created	Cabinet /Cabinet Office/PSMD PSTU to monitor implementation	in phases 01/06/2010 01/09/2010 01/01/2011
21.	Design of an appropriate Financial Management information structure and system service-wide.	PSTU	01/09/2010