



REQUEST FOR PROPOSAL

CONSULTANCY TO DEVELOP A FRAMEWORK AND PLAN OF ACTION FOR THE SINGLE REGISTRATION OF PROFESSIONALS IN CARIFORUM STATES

Contract reference no.: 10th EDF/ 1.1.1/SER/a/2/2015

Firms or a consortium of individuals are invited to submit proposals (i.e. combined Technical and Financial Proposals) for a contract to **“To Develop a Framework and Plan of Action for the Single Registration of Professionals in CARIFORUM States**”). The technical requirements and instructions for submitting proposals are included in this **Request for Proposal (RFP)**

When submitting their tenders, tenderers must follow the instructions, forms, terms of reference, and specifications contained in this RFP and submit a tender containing the required information within the deadline specified in the RFP.

INSTRUCTIONS TO TENDERERS

1. Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the **CARICOM Secretariat** must be written in English.

The tender must comprise of a combined **Technical offer** and a **Financial offer**, which should be submitted electronically, using the instructions provided in **Clause 5** below.

1.1 Technical offer

The Technical offer must include the following documents:

- (1) **Tender submission form** (Annex II) using the format attached to the tender submission form. The tender submission form should indicate the name of the **firm or individual or groups of individuals** who is/ are making the submission.

- (2) **Organisation and methodology** to be drawn up by the tenderer using the format in **Annex III** .The ‘Estimated number of working days’ worksheet must be included in the Organisation and methodology.

- (3) **Key experts** (see **Annex IV**) the key experts are those whose involvement is considered to be instrumental to achieve the contract objectives. Their positions and responsibilities are defined in Section 6.1.1 of the Terms of Reference in **Annex I** and are subject to evaluation according to the evaluation grid, which is included in this RFP.

Annex IV contains the templates that tenderers must use, including:

- a) a list of the names of the key experts;
- b) the CVs of each of the key experts. Each CV should be no longer than 2 pages and only one CV must be provided for each position identified in the Terms of Reference. Note that the CVs of non-key experts must not be submitted.

The qualifications and experience of each key expert must clearly match the profiles indicated in the Terms of Reference.

Tenderers must provide the following documents for any key experts proposed:

- a copy of the diplomas mentioned in their CVs,
- a copy of employer certificates or references proving the professional experience indicated in their CVs.

Only diplomas and documented experience will be taken into account.

- (4) Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation.

2.2. Financial offer

The Financial offer must be presented as an amount in **USD** or Local currency¹ and must be submitted using the template for the global-price version of **Annex V**.

The global price should be broken down by outputs, as indicated in the Terms of Reference.

Consultants are reminded that the maximum budget available for this contract, is **USD \$ 33,804**.

Payments under this contract will be made in the currency of the tender.

3. Period during which tenders are binding

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the period of validity expires, the CARICOM Secretariat may ask tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain its tender for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification.

4. Additional information before the deadline for submitting tenders

Tenderers may submit questions in writing to the following address up to 11 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

Programme Manager, Administrative Services
CARICOM Secretariat

¹ The currency of the tender is the currency of the contract and the currency of payment.

Turkeyen, Greater Georgetown

Guyana

Fax: 592-222-0080

Email: procurement@caricom.org

The CARICOM Secretariat has no obligation to provide clarification after this date (i.e. 11 days before the closing date).

Any clarification of the RFP will be communicated simultaneously in writing to all tenderers at the latest, 5 calendar day before the deadline for submitting tenders.

5. Submission of tenders

6. Tenderers are expected to submit a combined Technical and Financial Proposal (i.e. both proposals should be submitted together, using the forms referred to in Clauses 1.1 and 2.2 .Tenders may be submitted **electronically**, on or before **19th October, 2015 at 16:00 hrs**, for the attention of the :

**Programme Manager, Administrative Services
CARICOM Secretariat
Turkeyen, Greater Georgetown
Guyana
Email: procurement@caricom.org**

7. Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

8. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

9. Ownership of tenders

The CARICOM Secretariat retains ownership of all tenders received under this tender procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

10. Evaluation of tenders

	Maximum	Assessment	9.1
			Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid, which is provided below:

Organisation and Methodology		
Rationale	5	
Strategy	25	
Involvement of all members of the consortium	10	
Timetable activities	5	
Key Expert 1 (Maximum Score 40)		
Qualifications	10	
General Experience	10	
Specific Experience	15	
Key Expert 2 (Maximum Score 20)		
Qualifications	5	
General Experience	5	
Specific Experience	10	
Overall Total Score	100	

The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference

9.2 Evaluation of financial offers

Upon completion of the technical evaluation, the financial offers for tenders that were not eliminated during the technical evaluation will be considered (i.e. those with an average score of 75 points or more).

10. Choice of selected tenderer

The best value for money is established by weighing technical quality against price on an 80/20 basis.

11 Ethics clauses / Corruptive practices

- a) Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the CARICOM Secretariat during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.
- b) The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.
- c) The CARICOM Secretariat reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the CARICOM Secretariat.
- d) Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Consultants found to have paid unusual commercial expenses on projects funded by the CARICOM Secretariat are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from contracts of the CARICOM Secretariat. The CARICOM Secretariat reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the CARICOM Secretariat may refrain from concluding the Contract.

11. Signature of contract(s)

11.1. Notification of award

The successful tenderer will be informed in writing that its tender has been accepted.

11.2. Signature of the contract(s)

Within 20 days of receipt of the contract signed by the CARICOM Secretariat, the selected tenderer shall sign and date the contract and return it to the CARICOM Secretariat.

12. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, the CARICOM Secretariat will notify tenderers of the cancellation. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes, may be returned to the tenderers, if requested.

Secretariat cannot be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the CARICOM Secretariat has been advised of the possibility of damages. The publication of a RFP does not commit the CARICOM Secretariat to implement the programme or project announced.

ANNEX I- TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A FRAMEWORK AND PLAN OF ACTION FOR THE SINGLE REGISTRATION OF PROFESSIONALS IN CARIFORUM STATES

1. BACKGROUND INFORMATION

1.1 Beneficiary countries

CARIFORUM Member States

1.2 Contracting Authority

The Caribbean Community (CARICOM) Secretariat

1.3 Relevant Country Background

1.3.1 CARICOM

As part of the on-going work to create a single space for Services, the Council for Trade and Economic Development (COTED) adopted the Regional Policy on the Provision of Professional Services in the CARICOM Single Market and Economy (CSME) at its Thirty-Sixth Meeting held during 2-3 May 2013.

The Policy inter alia, (i) defines a professional as **“A Person who in accordance with established protocols for education and training, registration and licensing, ethics, procedures, standards and experience of services, is qualified to provide a service in exchange for fees or payments and becomes liable for the service provided”**; and (ii) mandates that **“all Member States must adopt procedures to facilitate the single registration of professionals”**

In those Member States which regulate professionals, an independent regulator established under local legislation carries out this function. This regulator, usually referred to as a council or board, processes applications for registration and licensing. Where the applicant is from another country, the Council/Board interfaces with its counterpart in the country from which the applicant comes and does its due diligence checks based on the requirements as outlined in the law.

1.3.2 The Dominican Republic Context

With 49 higher education accredited bodies, the Dominican Republic is releasing hundreds of professional to the market every year. There are over 25,000 architects and double number

of engineers. It is indeed critical to ensure successful accreditation and recognition of professionals from the different key professions. The Dominican Republic is also promoting Knowledge Process Outsourcing (KPO) and Business Process Outsourcing (BPO) where professional added value services are also required for global services exports.

1.4 Current state of affairs in the relevant sector

Professionals currently fall within the following service categories²:-

- Legal services;
- Accounting, auditing and book keeping services;³
- Taxation services;
- Architectural services;
- Engineering services;
- Integrated engineering services;
- Urban planning and landscape architectural services;
- Medical and dental services;
- Veterinary services;
- Services provided by midwives, nurses, physiotherapists and para-medical personnel;
- Other.⁴

1.5 Related programmes and other donor activities

This project is related to a wider Services project under the 10th EDF which is developing a CARIFORUM Strategic Plan for Professional Services.

It would also take into consideration work done under the CARICOM Trade and Competitiveness Project (CTCP) by the CSME Unit on creating the Common Administrative Processing System (CAPS) for skilled national certificates and the proposals for the treatment of service providers.

² This classification is based on the W/120 Services Sectoral Classification list of the World Trade Organisation (WTO) used for the liberalization of the services under the General Agreement on Trade in Services (GATS).

³ It has been argued by some that book-keeping services are no longer recognised as a professional service within the accounting sector.

⁴ This provides an opportunity for new categories such as ICT, Optometry, Certified Management Consultants, and Teaching Services, to be included as professional services under the CSME Regime.

2. CONTRACT PURPOSE AND EXPECTED RESULTS

2.1 Overall objective

The overall objective of this project is to facilitate the provision of professionals within the CARIFORUM States.

2.2 Purpose

The purpose of this consultancy is to develop a framework for the single registration of professionals in CARIFORUM Member States (CARICOM Member States and the Bahamas and the Dominican Republic) as well as the strategy and action plan for implementation.

2.3 Results to be achieved by the Consultant:

- 1) Two lists containing (a) professions which should be given priority treatment for single registration (b) specialist areas within the various professions.
- 2) A matrix outlining the common processes and requirements for registration among the various professions where these exist.
- 3) A Framework and proposed system design for the single registration of professionals in CARICOM in the first instance and CARIFORUM Member States in the second instance;
- 4) Recommendations for the strategy to implement the framework and proposed system design;

3. ASSUMPTIONS AND RISKS

3.1 Assumptions underlying the project intervention

It is assumed that data and other information required by the consultant will be available in a timely manner. It is also assumed that Member States will support the effort and be committed to providing the relevant data required.

3.2 Risks

The lack of capacity within some Member States to provide the required data in a timely manner.

4. SCOPE OF WORK

4.1 General

4.1.1 Project description

The project seeks the services of a consultant to undertake the development of a framework to facilitate the single registration of professionals in CARIFORUM, starting with CARICOM Member States. The consultancy is expected to undertake the work in two phases. Phase

One: work at the CARICOM Level, in selected Member States – Antigua and Barbuda, Barbados, Belize, Haiti, Jamaica and Suriname- ; and Phase Two: work at the CARIFORUM Level -The Bahamas, and Dominican Republic.

4.1.2 Geographic area to be covered

CARIFORUM Member States.

4.1.3 Target Groups

For Phase One the target groups include registrars/ secretaries/ chair persons of the Councils/ Registration Boards/ Professionals in the following Member States- Antigua and Barbuda, Barbados, Belize, Haiti, Jamaica, and Suriname.

For Phase Two the target groups include registrars/ secretaries/ chair persons of the Councils/ Registration Boards/ Professionals in the following Member States- the Bahamas and Dominican Republic.

4.2 Specific activities

The activities the consultants are expected to undertake are described below:

PHASES I AND II :

- i. Review relevant policies, studies and legislation on the registration of professionals in CARIFORUM, within the context of the provisions under the CSME and the CARIFORUM-EU Economic Partnership Agreement (EPA);
- ii. Review best practices at the international, hemispheric, federal and regional levels with respect to registration and in particular single registration of professionals;
- iii. Conduct consultations with the Chairpersons and registrars/secretaries of the Councils / Registration Boards for professionals in selected CARIFORUM Member States;
- iv. In collecting information from relevant stakeholders in the region, make optimal use of internet technology for communication;
- v. Conduct consultations with relevant stakeholders on the Draft Framework for single registration as well as the strategy and implementation plan, including with the Regional Services Project Advisory Committee and participate in any other consultations arranged by the CARICOM Secretariat and the Directorate of Foreign Trade & Administration of Trade Agreements (DICOEX), Ministry of Industry and Trade, Dominican Republic;

- vi. Prepare and present to the CARICOM Secretariat and DICOEX, a Draft Framework for the Single registration of Professionals that:
 - a. includes definitions, eligibility criteria, activities for support, guidelines and procedures, fiscal and non-fiscal incentives, application forms, etc. based on consultations with stakeholders; and
 - b. makes recommendations for the implementation of the proposed plan at the national and regional levels.

PHASE I

- i. Conduct consultations with the Chairpersons and registrars/secretaries of the Councils / Registration Boards for professionals in selected CARICOM Member States- Antigua and Barbuda, Barbados, Belize, Haiti, Jamaica and Suriname;
- ii. Prepare a Draft Framework including proposed system design, recommendations for the Single Registration of Professionals in CARICOM, and a Draft Strategy and Implementation Plan.

PHASE II

- i. Conduct consultations with the Chairpersons and registrars/secretaries of the Councils / Registration Boards for professionals in selected CARIFORUM Member States- The Bahamas and Dominican Republic ;
- ii. Prepare a Draft Framework including proposed system design, recommendations for the Single Registration of Professionals in CARIFORUM, and a Draft Strategy and Implementation Plan.

4.3 Project management

4.3.1 Responsible body

The Directorate of Trade and Economic Integration (TEI) supported by the Integrated Information Systems (IIS) Unit, CARICOM Secretariat.

4.3.2 Management structure

The Deputy Programme Manager Services, TEI and the Senior Project Officer IIS.

4.3.3 Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority will provide access to relevant information which is required by the consultant, including studies commissioned by the Secretariat and project documents on the subject matter, such as the adopted Regional Policy on the Provision of Professional Services in the CSME, studies done by the CSME Unit in Barbados on the Common Administrative Processing System (CAPS) under the CARICOM Trade and Competitiveness Project.

5. LOGISTICS AND TIMING

5.1 Location

The operational base of the consultants will be home base. The consultant will be expected to meet with the Deputy Programme Manager-Services and Senior Project Officers – Services and IIS, the technical officers of the Implementing Partner in the Dominican Republic (DICOEX) as well as Members of the Regional Services Project Advisory Committee to present the draft Framework, the strategy and Implementation Plan. The consultant will also be expected to meet with National Focal Points.

5.2 Start date and period of implementation

The intended commencement date is **during October 2015** and the period for execution of the contract is 16 weeks on a full-time basis.

6. REQUIREMENTS

6.1 Staff

6.1.1 Key Experts

Expert 1- Development of Framework for the Single Registration of Professionals:

Qualifications and Skills

At least a Bachelors Degree in Business Management, Economics, Project Management or related field.

General Professional Experience

At least five (5) years experience working at the regional level and in particular on developing a logistical layout for single registration.

Skills and Knowledge

- 1) Excellent written and oral communication skills in English are required. Knowledge of Dutch, French and/or Spanish would be an asset;

- 2) Access to a network of registration bodies and professionals in CARICOM;
- 3) Proficiency in computer and internet technologies for communication.

Expert 2- Propose Design for Single Registration of Professionals:

Qualifications and Skills

At least Graduate or Post graduate qualifications in computer engineering, or information systems.

General professional experience

- 1) At least five (5) years experience working at the regional level and in particular on issues related to the development of registration platforms and CSME; developing applications for multiple jurisdictions; Experience in the implementation of projects related to registration, security, privacy, designing solutions in information systems for registration or similar systems.

Specific professional experience

- 1) At least five (5) years experience in the field of computer programming, registration, or database driven experience.

Skills and Knowledge

- 4) Excellent written and oral communication skills in English are required. Knowledge of Dutch, French and/or Spanish would be an asset;
- 5) Access to a network of registration bodies and professionals in CARICOM;
- 6) Proficiency in computer and internet technologies for communication.

7. REPORTS

7.1 Reporting requirements

In addition to any documents, reports and output specified under the duties and responsibilities of the key expert above, the Consultant shall provide the following reports:

NAME OF REPORT	CONTENT	TIME OF SUBMISSION
PHASE I (CARICOM)		
Inception Report	Analysis of existing situation and work plan for the project phases I	One (1) week after the commencement of the

	and II.	contract
Interim Report	Draft Framework and Proposed System Design for Single Registration of Professionals in CARICOM Proposed elements of the framework, detailing definitions, eligibility criteria, activities for support, guidelines and procedures, technological requirements, application forms, etc. Recommendations made for the implementation of this proposed plan at the national and regional levels.	Five (5) weeks after the commencement of the contract
Draft Phase I Final Report	Draft Strategy and Implementation Plan for Single Registration of Professionals in CARICOM Proposed strategy including do-ability, and sequencing.	Seven (7) weeks after the commencement of the contract
End of Phase I Report	Final Framework and Proposed Systems Design, Proposed Strategy and Implementation Plan for the Single Registration of Professionals in CARICOM.	Eight (8) weeks after the commencement of the contract
PHASE II (Bahamas and Dominican Republic)		
Work Plan and Budget for Phase II	Analysis of existing situation and work plan for this phase of the project.	One (1) week after the completion of Phase I
Interim Report	Draft Framework and Proposed System Design for Single Registration of Professionals in CARIFORUM Proposed elements of the framework, detailing definitions, eligibility criteria, activities for support, guidelines and procedures, technological requirements, application forms, etc. Recommendations made for	Three (3) weeks after the completion of Phase I

	the implementation of this proposed plan at the national and regional levels.	
Draft Report for Phase II	Draft Strategy and Implementation Plan for Single Registration of Professionals in CARIFORUM Proposed strategy including do-ability, and sequencing.	Five (5) weeks after the completion of Phase I
Final Report for Phases I and II	Final Framework and Proposed Systems Design , Proposed Strategy and Implementation Plan for the Single Registration of Professionals in CARIFORUM	Eight (8) weeks after the completion of Phase I

7.2 Submission and approval of reports

Three (3) copies of the reports referred to above must be submitted to the Project Manager identified in the contract, in English. The Project Manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1 Definition of indicators

The consultancy shall be deemed to be successful upon the acceptance of the Final Report including the Incentives Plan.

8.2 Special requirements

No special requirements are foreseen

ANNEX II- TENDER SUBMISSION FORM

Ref:

Contract title:

1 SUBMITTED by (i.e. the identity of the Tenderer)

	Name(s) and address(es) of legal entity or entities submitting this tender	Nationality ⁱ
Leader ⁱⁱ		
Member ²		
Etc ...		

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
E-mail	

3 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that I have examined and accept without reserve or restriction the entire contents of the Request for Proposal for the tender procedure referred to above.

I am fully aware that, in the case of a consortium(for e.g. a group of individuals), the composition of the consortium cannot be modified in the course of the tender procedure, unless prior approval is given in writing. I am also aware that the consortium members would have joint and several liability towards CARICOM concerning participation in both the above tender procedure and any contract awarded to me as a result of it.

Signed on behalf of the tenderer

Name	
Signature	

Date	
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ANNEX III - ORGANISATION & METHODOLOGY

To be completed by the tenderer

Please provide the following information:

Rationale

- Any comments you have on the Terms of Reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

Strategy

- An outline of the approach proposed for contract implementation.
- A list of the proposed tasks you consider necessary to achieve the contract objectives.
- Inputs and outputs.

Involvement of all members of the team

- If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.

Timetable of work

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.

ANNEX IV- KEY EXPERTS

Name of expert	Proposed position	Years of experience	Age	Educational background	Specialist areas of knowledge	Experience in beneficiary country	Languages and degree of fluency (VG, G, W)

CURRICULUM VITAE

Proposed role in the project:

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

Membership of professional bodies:

Other skills: (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

Key qualifications: (Relevant to the project)

Specific experience in the region:

Country	Date from - Date to

Professional experience

Date from - Date to	Location	Company & reference person ⁵ (name & contact details)	Position	Description

Other relevant information (e.g., Publications)

⁵ The Caribbean Community reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

ANNEX V: BUDGET

Global price:< currency> <amount>

Please include a price breakdown based on the outputs/deliverables in the Terms of Reference.

ⁱ Country in which the legal entity is registered.

ⁱⁱ Add / delete additional lines for consortium members as appropriate. If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted).