

EXPRESSION OF INTEREST (EOI)

Contract reference no.: 10thEDF/TCF/PE2/SER/2.1.1A

Contract title: Consultancy to conduct study of human trafficking in the CARIFORUM region

The Caribbean Community (CARICOM), with financial assistance from **10th EDF Programme of Support for Wider Caribbean Cooperation**, intends to award a service contract for a consultancy to conduct a study of human trafficking in the CARIFORUM region. This study is being commissioned to (a) assess the true nature and extent of human trafficking in the region by identifying the current state of trafficking in each CARIFORUM Member State and the current knowledge gaps, (b) describe the efforts Member States are making to treat with the problem, including implementation of legislation and (c) develop a repository for human trafficking. This study will help to determine priorities for next-steps and the development of future anti-human trafficking activities. Bearing in mind the limited information currently available, it is expected that this initial assessment would identify gaps which warrant further research.

The study is expected to provide a better understanding of human trafficking in the region by gathering any relevant information. To meet the objective of the assignment is expected to:

- Describe the manifestations of human trafficking in CARIFORUM;
- Identify the causes of human trafficking and risk factors in CARIFORUM;
- Review policy and practice in CARIFORUM measured against anti-trafficking human rights standards (such as for; identification and treatment of trafficking victims; monitoring, investigation and prosecution of traffickers; and extent and quality of services and accommodation for victims);
- Identify domestic, regional and international best practices on the prevention and prohibition of human trafficking, the criminal prosecution of traffickers, and the protection of victims of trafficking; and
- Determine the needs of CARIFORUM States in terms of prevention, suppression and punishment of trafficking in persons, protection of victims and national and international cooperation/coordination.
- Propose reporting/monitoring mechanisms and the practical methods of facilitating reports by members of the public etc.; mechanisms for strengthening partnerships and coordination; research, education and awareness raising; and strengthening legislation, law enforcement, services to victims (to address across borders and within countries).

The assignment should provide a regional database for information sharing. This will be a source of comparable data within its own dataset as there will be standardised screening forms and procedures

used. The data collected will contain information that will include patterns of exploitation, trafficking routes, profiles of traffickers, and instances of re-trafficking, among other useful data. This database will assist in measuring the scope of identified trafficking in a Member State as well as providing data on the characteristics of victims; the limitation being that this depends on the level of participation by the agencies in Member States involved and only identified cases are included.

Overall objective

The overall objective of the project of which this contract will be a part is as follows:

- To conduct a comprehensive assessment of human trafficking in the CARIFORUM region and provide advice on key findings to inform priority response interventions.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. All information must be submitted in English. Further information may be obtained from the first address below between 09:00 and 16:00 hours Monday to Friday.

Expressions of Interest must be received no later than 15:00 hours on *Tuesday, 27th March, 2018*, and can be submitted by E-mail to: procurement@caricom.org .

Following the assessment of the submissions, a shortlist of not less than three, and not more than eight applicants will be provided with the terms of reference and invited to submit technical and financial proposals to undertake the assignment. The CARICOM Secretariat reserves the right to reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

Mr. Chester James
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Turkeyen, Greater Georgetown
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EOIs must be submitted using the template below.

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

	Name(s) of legal entity or entities making this EOI	Nationality ¹
Leader ²		
Member		
Etc ...		

2 CONTACT PERSON (for this EOI)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 ECONOMIC AND FINANCIAL CAPACITY³

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the consultant is a public body, please provide equivalent information.

Financial data	2 years before last year⁴ <insert currency>	Year before last year <insert currency>	Last year <insert currency>	Average ⁵ <insert currency>	This year <insert currency>
Annual turnover ⁶ , excluding this contract					
Current Assets ⁷					
Current Liabilities ⁸					

4 STAFF

Please provide the following statistics on staff for the current year and the two previous years.⁹

Average manpower	Year before last		Last year		This year	
	Overall	Total for fields related to this contract¹⁰	Overall	Total for fields related to this contract¹¹	Overall	Total for fields related to this contract¹¹
Permanent staff ¹¹						
Other staff ¹²						
Total						
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%

5 AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this EOI. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

	Leader	Member 2	Member 3	Etc ...
Relevant specialisation 1				
Relevant specialisation 2				
Etc ... ¹³				

6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 5 years by the legal entity or entities making this EOI. The number of references to be provided must not exceed 15 for the entire EOI.

Ref no (maximum 15)	Project title							
Name of legal entity	Country	Overall contract value [insert currency] ¹⁴	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end) ¹⁵	Name of consortium members, if any
...
Detailed description of project						Type and scope of services provided		
...						...		

7 STATEMENT

I, the undersigned, the authorised signatory of the above Consultant (for consortiums, this includes all consortium members), hereby declare that we have examined the REOI referred to above. If our EOI is short-listed, we fully intend to submit a tender to provide the services requested in the tender documents.

We are fully aware that, for consortia, the composition of the consortium cannot be changed in the course of the tender procedure, unless the CARICOM Secretariat has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the CARICOM Secretariat concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Consultant

Name	
Signature	
Date	

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- ¹ Country in which the legal entity is registered.
- ² Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this EOI form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this EOI is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of EOIs indicated in the REOI and the award of the contract is not permitted without the prior written consent of the CARICOM Secretariat.
- ³ Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.
- ⁴ Last year = last accounting year for entity.
- ⁵ Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.
- ⁶ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.
- ⁷ A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.
- ⁸ A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.
- ⁹ If this EOI is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this EOI form.
- ¹⁰ Corresponding to the specialisations identified in point 5 below.
- ¹¹ Staff directly employed by the candidate on a permanent basis (i.e., under indefinite contracts).
- ¹² Other staff not directly employed by the candidate on a permanent basis (i.e., under fixed-term contracts).
- ¹³ Add / delete additional lines and/or rows as appropriate. If this EOI is submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).
- ¹⁴ The effect of inflation will not be taken into account.
- ¹⁵ If the reference contract is only partially completed, please quote the percentage and value which has been completed.