



Caribbean Community
Climate Change Centre

CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

CONSULTING SERVICES

COUNTRY: Regional

NAME OF PROJECT: United States Agency for International Development Climate Change Adaptation Programme (USAID CCAP)

ASSIGNMENT TITLE: “*Consultancy to Revise the Caribbean Community Climate Change Centre’s (CCCCC) Procurement Handbook*”

CONTRACT REFERENCE: Contract #16/2018/USAID-CCAP/CCCCC

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Community Climate Change Centre (CCCCC) has received grant funding from the United States Agency for International Development (USAID) to support implementation of the “*Climate Change Adaptation Programme*” (CCAP).

The CCCCC intends to use part of the proceeds of the grant to contract an *Individual Consultant* to modernize and reform the Centre’s procurement framework to ensure that it aligns with global best practices.

This Consultancy will be implemented over a period of five (5) months or such other period as may be determined. The expected commencement date is April 16, 2018 and completion date is September 14, 2018. The deliverables of this Consultancy include:

- Inception Report / Gap Analysis Report;
- Draft Procurement Handbook;
- Draft Standard Templates; and
- Final Procurement Handbook and Final Standard Templates.

The Terms of Reference (TOR) could be downloaded at <http://www.caribbeanclimate.bz/category/opportunities/> and will be provided upon request sent to mnestor@caribbeanclimate.bz.

The CCCCC now invites eligible Individuals to indicate their interest in providing the Services. Interested Consultants should submit with their interest:

- (i) *information demonstrating that they have the required qualifications and relevant experience to perform the Services (a copy of academic certificates and two references on experience must be submitted as supporting information);*
- (ii) *a two-page document outlining the methodology and approach that will be adopted for implementing the tasks to deliver the expected output(s);*
- (iii) *Work Plan for the Consultancy showing the implementation schedule and timelines for all activities; and*
- (iv) *An indicative cost proposal broken down by professional fees and reimbursables.*

The shortlisting criteria are:

No.	Evaluation Criteria	Maximum Score
1.	Master's Degree in Business Management, Public Administration, Law, Finance or related field.	10
2.	At least ten (10) years of professional experience and proven track record in all areas of procurement management.	10
3.	Specific experience in developing procurement policies, drafting procurement laws and implementing policies aimed at fostering a strategic approach to procurement that focuses on high efficiency, integrity and transparency.	30
4.	Adequacy of the Technical Approach and Methodology in responding to the Terms of Reference.	20
5.	Adequacy of the Work Plan / Implementation Schedule.	20
6.	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money.	5
7.	Proven track record in strategic procurement matters at a multilateral or international donor agency.	5
	TOTAL	100

The minimum qualifying mark is 70 points.

Expressions of interest must be delivered electronically by 10:00 am Belize time (GMT-6) on **Monday March 26, 2018** to the email address procurement@caribbeanclimate.bz. Please make the subject line of any email communication on this matter: ***“EOI – Procurement Reform”***.

The Centre is not bound to accept any Expression of Interest received and may cancel this process at any time prior to the award of contract without liability. Interested firms that do not comply with the requirements set out in this Invitation may be disqualified.

Further information can be obtained at the address below during office hours 8:00 am to 5:00 pm (08:00 to 17:00 hours) Belize time.

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