

Caribbean Community (CARICOM) Secretariat
PROCUREMENT ASSESSMENT OF THE CARIBBEAN COMMUNITY (CARICOM) SECRETARIAT
CONSULTANCY SERVICES FOR A *PROCUREMENT ASSESSMENT OF THE CARIBBEAN*
COMMUNITY (CARICOM) SECRETARIAT
REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Community (CARICOM) has received financing from the Caribbean Development Bank (CDB) towards the cost of consultancy services for a Procurement Assessment of the CARICOM Secretariat and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of the CARICOM Secretariat and upon approval by CDB and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the CARICOM Secretariat shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The CARICOM Secretariat, the Executing Agency, now wishes to procure consultancy services for the Procurement Assessment of the CARICOM Secretariat.

The objective of the consultancy is to engage an individual Consultant, experienced in undertaking reviews of this nature primarily for international organisations, to undertake an assessment of the Secretariat's procurement framework, systems, tools and capacity to advise whether the Secretariat has appropriate policies, procedures, controls, and accountability related to procurement at all levels.

The duration of the assignment is expected to be for a period of *four (4)* months. The level of effort expected is approximately 60 days during the four-month period

The CARICOM Secretariat now invites interested eligible individual consultants to submit Expressions of Interest indicating their qualifications and experience as required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.¹ Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 (5.16 and 5.17) of the Procurement Procedures for Projects Financed by CDB (January 2021), as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in English. Further information may be obtained from the first address below between 09:00 hours and 16:00 hours Monday to Friday.

Three (3) hard copies of the Expressions of Interest must be received at the first address below no later than 16:00 hours local time on Thursday on 17 April 2025 and one electronic copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for (Procurement Assessment of the Caribbean Community (CARICOM) Secretariat)”**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. The CARICOM Secretariat reserves the right to accept or 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 engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

¹ Occasionally contracts may be financed out of special programs that would further expand or restrict eligibility to a particular group of member countries. When this is the case, it should be mentioned in this paragraph.

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