



## REQUEST FOR EXPRESSION OF INTEREST (REOI)

### CONSULTANCY TO CONDUCT AN INDEPENDENT EVALUATION OF THE SECOND CARICOM DEVELOPMENT FUND CONTRIBUTION CYCLE

1. **Contract reference no.**  
CDF/SER/001/2021
  2. **Procedure**  
Open Tendering
  3. **Source of Funding**  
CARICOM Development Fund
  4. **Contracting Authority**  
CARICOM Development Fund
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### CONTRACT SPECIFICATION

5. **Contract description**  
This project is geared towards providing the Board of Directors of the CARICOM Development Fund (CDF) with independent evidence on the performance of CDF financed projects. The purpose of this consultancy is to conduct an end-of-cycle evaluation of CDF's second replenishment cycle, which ends June 2022.
  6. **Number and titles of lots**  
One (1) lot only
  7. **Maximum budget**  
USD 140,000
  8. **Scope for additional services**  
The CDF may, at its discretion, extend the project in duration and/or scope subject to the availability of funding. Any extension of the contract would be subject to satisfactory performance by the Consultant.
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## CONDITIONS OF PARTICIPATION

### 9. **Eligibility**

Participation is open to all natural persons and legal persons participating either individually or in a grouping (consortium) of tenderers of any nationality. Participation is also open to international organisations.

### 10. **Candidature**

All eligible natural and legal persons (as per clause 9 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping that has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the CDF.

### 11. **Number of EOIs**

No more than one (1) Expression of Interest (EOI) may be submitted by a natural or legal person, whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an EOI). In the event that a natural or legal person submits more than one EOI, all EOIs in which that person has participated will be excluded.

### 12. **Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed EOI will be excluded from this Open Tender procedure unless prior approval from the CDF has been obtained. Short-listed consultants may not form alliances or subcontract to each other for the contract in question.

### 13. **Grounds for exclusion**

As part of the EOI, consultants must submit a signed declaration, included in the standard EOI form, to the effect that they are not in any of the exclusion situations listed in Clause 13 of Module 2 of the CARICOM Secretariat's Guidelines and Procedures Manual (GPM) available at: <https://caricom.org/wp-content/uploads/GPM-23-Oct-20-1.pdf>.

### 14. **Sub-contracting**

Subcontracting is allowed, subject to the consent of the CDF.

### 15. **Number of consultants to be short-listed**

On the basis of the EOIs received, between 3-6 consultants will be invited to submit detailed tenders for this contract. If the number of eligible consultants meeting the selection criteria is less than the minimum of 3, the CDF may invite the consultants who satisfy the criteria to submit a tender.

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## PROVISIONAL TIMETABLE

16. **Provisional date of invitation to tender**  
14<sup>th</sup> November 2021
  17. **Provisional commencement date of the contract**  
18<sup>th</sup> February 2022
  18. **Initial period of implementation of tasks**  
Five (5) months
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## SELECTION AND AWARD CRITERIA

### 19. Selection criteria

The following selection criteria will be applied to consultants. In the case of EOIs submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1. **Financial capacity of candidate** (based on item 3 of the EOI form). In case of the candidate being a public body, equivalent information should be provided.

Criteria for legal persons: -

- i. the average annual turnover of the candidate must be at least equal to the annualized maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
- ii. Net current assets must be positive for the current and previous year.

Criteria for natural persons:

- i. the available financial resources of the candidate must be at least equal to the annualised maximum budget of the contract (i.e. the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
- ii. the financial situation of the candidate should not be in deficit, taking into account debts, at the beginning and end of the year.

2. **Professional capacity of candidate** (based on items 4 and 5 of the EOI form)

Criterion for legal and natural persons:

- i. at least two (2) expert staff in fields related to this assignment, who currently work for the tenderer in fields related to this contract;

3. **Practical capacity of candidate** (based on items 5 and 6 of the EOI form)

Criteria for legal and natural persons:

- i. The candidate has provided services under at least two (2) contracts of a similar nature, each with a budget equal to the annualized maximum budget of this contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year), within the past five (5) years from the submission deadline as specified in this tender.
- ii. Documentary evidence of successful completion of at least two (2) of the contracts described in 3 (i) above.

Previous experience which would have led to a breach of contract and termination by the CDF shall not be used as a reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

A consultant may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must, in that case, prove to the CDF that it will have at its disposal the resources necessary for the performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance, the parent company of the consultant, must respect the same rules of eligibility, as the consultant.

If more than 6 eligible consultants meet the above selection criteria, the relative strengths and weaknesses of the EOIs of these consultants must be re-examined to identify the six best consultants. The only factors which will be taken into consideration during this re-examination are:

- a. the highest number of projects in criterion 3 (i)
- b. the project with the highest value in criterion 3 (i)
- c. Preference will be given to experience in the Caribbean region

20. **Award criteria**

Best value for money.

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**SUBMISSION OF EXPRESSIONS OF INTEREST (EOIs)**

21. **Deadline for receipt of EOIs**

01 November 2021 at 1630hrs (Barbados)

Any EOI received after this deadline will not be considered.

22. **EOI format and details to be provided**

EOIs must be submitted using the format of a standard template, which is available at the following Internet address: <https://caricom.org/procurement-notices/>

Any additional documentation (brochure, letter, etc.) sent with an EOI will not be taken into consideration.

**23. How EOIs may be submitted**

EOIs must be submitted in English exclusively, and sent via email, to the CDF addressed to:

**Chief Executive Officer  
CARICOM Development Fund  
1st Floor East, Sky Mall  
Haggatt Hall, St. Michael  
Barbados**

**and sent via email to:**

**[opportunity@caricomdf.org](mailto:opportunity@caricomdf.org)**

The **Contract title** and the **Contract reference number** (see item 1 above) must be included in the subject line of the email and must always be mentioned in all subsequent correspondence with the CDF.

**EOIs submitted by any other means will not be considered.**

**24. Alteration or withdrawal of EOIs**

Consultants may alter or withdraw their EOI by written notification prior to the deadline for submission of EOIs. No EOI may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 23. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**25. Operational language**

All written communications for this tender procedure and contract must be in English.

**26. Additional information**

The opening hours of the CDF are 0830 hrs to 1630 hrs Barbados time.