

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Contract Title: Consultancy Services for the Whole of Education Approach to Prevent Violence against Women and Girls, and Violence against Children

1. **Contract reference no.**
CCS/CON/HRD/12.1/2022
2. **Procedure**
Restricted Tendering
3. **Source of Funding**
UNICEF
4. **Contracting Authority**
Caribbean Community

CONTRACT SPECIFICATION

5. **Contract description**

To provide consultancy services develop a whole of education sector approach to prevent and respond to violence against women and girls, which is based on a regional guidance that includes tailored strategies, a set of minimum standards, gender responsive curriculum and pedagogical practices, and a monitoring and evaluation framework to measure their effectiveness.

The aim is to work together, family (at home) and peers (at school) within a community, as part of the wider society to transform harmful gender norms and attitudes that perpetuate gender-based violence, improve the ethos of the school, and promote healthy, equitable and non-violent relationships for children, young people, and all members of the school and community.

The purposes of this contract are as follows:

 - a) Develop a model regional conceptual framework and theory of change that will provide the Caribbean context guidance for the use of a whole of education sector approach to prevent and respond to violence against women and girls, including strategies and indicators to monitor and evaluate this approach.
 - b) Develop minimum standards for enabling environments within educational setting that include good school governance, and parent-child participation in school-based management, and promote gender-responsive curriculum, teaching and learning.
6. **Number and titles of lots**
One (1) Lot only

7. **Maximum budget**
US\$60,000
8. **Scope for additional services**
No additional services are required

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 CARICOM Secretariat.
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 CARICOM Secretariat 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 not allowed.

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 are less than the minimum of 3, the CARICOM Secretariat may invite the consultants who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

16. **Provisional date of invitation to tender**

10 June 2022

17. **Provisional commencement date of the contract**

1 July 2022

18. **Initial period of implementation of tasks**

Five (5) months

SELECTION AND AWARD CRITERIA

19. **Selection criteria**

The following selection criteria will be applied to consultants. In the case of a tender 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 tender form). In case of a candidate being a public body, equivalent information should be provided.

Criteria for legal persons (the following are examples)

- a) the average annual turnover of the candidate must at least be equal to the 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
- b) Net current assets must be positive for the current and previous year.

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

Criteria for natural or legal persons: (the following are examples)

- a) Natural Persons – Candidate must have certificates in fields related to this contract, evidenced by a certificate of successful completion.
- b) Legal Persons - has successfully completed at least one (1) contract in a subject matter related to the contract evidenced by a certificate of successful completion.

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

Criteria for legal persons:

- a) The candidate has provided services under at least one contracts, each with a budget of at least 50% this contract, in fields related to this contract, which were implemented at any moment during the 5 years before the submission deadline.

Previous experience which would have led to a breach of contract and termination by the CARICOM Secretariat 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 CARICOM Secretariat 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.

SUBMISSION OF EXPRESSIONS OF INTEREST (EOIs)

21. **Deadline for receipt of EOIs**

6 June 2022 at 16:30hrs (Guyana)

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-notice/>

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, to the CARICOM Secretariat via email in a password protected pdf file to

procurement.tenders@caricom.org

The **Contract title** and the Contract **reference number** (see item 1 above) must be clearly marked on the envelope containing the EOI and must always be mentioned in all subsequent correspondence with the CARICOM Secretariat.

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.

25. **Operational language**

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

26. **Data Protection and Privacy**

Any personal data requested is done on the authority of the CARICOM Secretariat, who for the purposes of this EOI is the contracting authority. **If** processing your reply to the EOI involves transfer of personal data (such as names, contact details and CVs) to the Secretariat, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Secretariat and to comply with its obligations under its Data Protection and Privacy Rules. The intended recipients of any such data shall be staff of the Secretariat involved in the procurement procedure and contract implementation. Any personal data that is required under this EOI is compulsory and any failure to provide same may lead to rejection of the EOI. Any person whose personal data is under the control of the Secretariat pursuant to this EOI shall have the right to access, modify, correct or delete its data in accordance with the Secretariat's Data Protection and Privacy Rules available at <https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-Privacy-Rules-GC.pdf>. For the part of any personal data transferred by to the Secretariat pursuant to this tender, the controller for the processing of personal data carried out within the Secretariat is: -

Mr. Chester James
Programme Manager, Procurement
Caribbean Community (CARICOM),
Turkeyen, Greater Georgetown Guyana
Tel: + (592) 222 – 0104

27. **Additional information**

The opening hours of the CARICOM Secretariat are 08:30hrs. to 16:30 hrs.