

request for EXPRESSIONS OF INTEREST (EOI)

Contract title:

CONSULTANCY FOR A ​COMPENSATION AND BENEFITS REVIEW​

**The Caribbean Community** (CARICOM) intends to award a service contract for a **Consultancy for a Compensation and Benefits Review.** The objective of the consultancy is to undertake a market comparison of all compensation elements. These include, but not limited to salary, allowances, and other benefits including relocation allowances. The results from the consultancy is expected to make recommendations for the number of levels in the grade structure based on the Secretariat’s size.

Interested entities may submit EOIs no later than ***15:00 hours on or before 5th April 2023*** by E-mail to: [procurement@caricom.org](mailto:procurement@caricom.org) cc: [selwin.grenion@caricom.org](mailto:selwin.grenion@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.

Programme Manager, Procurement

CARICOM Secretariat

Turkeyen, Greater Georgetown

Guyana

[procurement@caricom.org](mailto:procurement@caricom.org) / [selwin.grenion@caricom.org](mailto:selwin.grenion@caricom.org)

EOIs must be submitted using the template below.



request for EXPRESSIONS OF INTEREST (REOI)

Contract title:

Consultancy for a Compensation and Benefits Review

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

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this EOI** | **Nationality[[1]](#endnote-1)** |
| **Leader[[2]](#endnote-2)** |  |  |
| **Member** |  |  |
| **Etc …** |  |  |

**2 CONTACT PERSON (for this EOI)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 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 …[[3]](#endnote-3) |  |  |  |  |

**4 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][[4]](#endnote-4)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)[[5]](#endnote-5)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided** | | |
| … | | | | | | … | | |

**5 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** |  |

1. Country in which the legal entity is registered. [↑](#endnote-ref-1)
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. [↑](#endnote-ref-2)
3. 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). [↑](#endnote-ref-3)
4. The effect of inflation will not be taken into account. [↑](#endnote-ref-4)
5. If the reference contract is only partially completed, please quote the percentage and value which has been completed. [↑](#endnote-ref-5)