

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Contract Title:

CONSULTANCY FOR PERCEPTION SURVEY ON KNOWLEDGE AWARENESS AND PERCEPTIONS OF THE CARIBBEAN COURT OF JUSTICE

1. Contract reference no.

11TH EDF/SER/CARIF/CCJ 2024-JF

2. Procedure

Open Tendering

3. Source of Funding

11TH EDF – Support to the Caribbean Court of Justice FED/2022/433-111

4. Contracting Authority

Caribbean Community (CARICOM)

CONTRACT SPECIFICATION

5. Contract description

The consultant is required to conduct a comprehensive baseline study on the knowledge, perceptions, and attitudes toward the Caribbean Court of Justice in the Caribbean region. The consultant will be tasked with the following responsibilities:

- (a) Undertake a preliminary review of background documents.
- (b) Prepare and submit an Inception report and a work plan for undertaking the study. The report will include a clear methodology, data collection tools, analysis reporting details, and a detailed work plan, including timelines and travel schedule.
- (c) Design survey instruments and research tools.
- (d) Undertake substantive field research in various CARICOM states among various categories of persons and institutions.
- (e) Produce and present statistical analysis and reports based on the collected data.
- (f) Identify and design the most appropriate public education initiatives specifically to target various categories of persons, using the findings of the baseline study to increase knowledge, perception, trust, confidence, and awareness of the Court.
- (g) Design and develop Terms of Reference to procure a consultant/contractor for the rollout of public education initiatives designed by the Consultant
- (h) Undertake post-intervention research to determine the impact the public education initiatives have had in bringing about a change in perception of the Court.

- (i) Prepare and submit Interim Reports.
- (j) Prepare and submit Draft Final Reports.
- (k) Prepare and submit the Final Report

6. Number and titles of lots

One (1) lot only

7. Maximum budget

EUR 121,960.

8. Scope for additional services

The CARICOM Secretariat may, at its discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Consultant.

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 4-6 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 4, the CARICOM Secretariat may invite the consultants who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

16. Provisional date of invitation to tender

2 April 2024

17. Provisional commencement date of the contract

20 May 2024

18. Initial period of implementation of tasks

Fifteen (15) months

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 70% of the maximum budget of the contract; 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 70% of the maximum budget of the contract; 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) staff currently work for the candidate in fields related to this contract;
- ii. has professional experience in subject matters related to this contract or any other related fields.

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 one (1) contract of a similar nature, with a budget of at least equal to 70% of the maximum budget of this contract, within the past five (5) years from the submission deadline as specified in this tender.
- ii. Documentary evidence of successful completion of at least one (1) of the contracts described in 3 (i) above.

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

11 March 2024 on or before 16:30hrs (Guyana time)
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 provided.

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 via email in a password protected pdf file to procurement.tenders@caricom.org

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: -

**Programme Manager – Procurement
Caribbean Community (CARICOM)
Turkeyen, Greater Georgetown
Guyana
Tel: + (592) 222 – 0001-6**

27. Additional information

Entities seeking clarifications may submit written request to procurement@caricom.org and selwin.grenion@caricom.org

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