

EXPRESSION OF INTEREST (EOI)

Contract title: Consultancy to Prepare Technical Position Paper on CARIFORUM's Priorities for the Second Five-Year Review of the CARIFORUM-EU EPA in 2020

The Caribbean Community (CARIOCM), with financial assistance from *11th European Development Fund*, intends to award a service contract for a *Consultancy to Prepare Technical Position Paper on CARIFORUM's Priorities for the Second Five-Year Review of the CARIFORUM-EU EPA in 2020*.

Overall objective

The overall objective of the project of which this contract will be a part is as follows:

- Support CARIFORUM States in undertaking the mandatory comprehensive review of the EPA

Purpose

The purpose of this contract is as follows:

- Provide technical assistance to the CARIFORUM Directorate and CARIFORUM States to ensure CARIFORUM States meaningfully benefit from the 2020 review of the CARIFORUM-EU EPA.

Results to be achieved by the Contractor

The Contractor will deliver the following:

- Result 1: A Technical Position Paper which, in relation to the respective priorities of the Parties, includes:
 - A Brief on the various priorities for the second five-year review and make recommendations on CARIFORUM's negotiating positions and strategies relevant to the 2020 Review of the EPA;
 - A Brief which makes recommendations on matters which implicate the strategic interests of CARIFORUM in connection with the 2020 five-year review of the EPA, including on matters emanating from CARIFORUM and CARIFORUM-EU meetings with respect to the 2020 five-year review of the EPA;
 - Makes general recommendations to guide the positions of CARIFORUM States for the second five-year review of the EPA.

- Result 2: Facilitate at least two consultations with CARIFORUM States and other stakeholders on the elements of the Position Paper.

Description of the assignment

The Second comprehensive of the CARIFORUM of the EPA by the Parties is scheduled to take place in 2020. Having recognised the importance of the 2020 Review of the EPA, the CARIFORUM region is seeking to ensure that the objectives of the comprehensive review of the EPA are addressed during the 2020 review exercise. The Consultant is expected to conduct research and provide technical assistance in the form of advice and recommendations in a Technical Position Paper which will support CARIFORUM to finalise and present the region's positions for the Review. In doing so the Consultant will synthesize the current priorities of the CARIFORUM States in relation to the agreed issues and make recommendations on positions to be adopted by the CARIFORUM States with respect thereto. The Consultant will also facilitate consultations with CARIFORUM States on the issues. In preparing the Position Paper the Consultant will conduct research, review and collate the information in related Studies, review and collate information in reports of meetings and engage in consultations with the EPA Implementation Unit and other stakeholders.

Expressions of Interest must be received no later than *15:00 hours on Tuesday, 23rd June, 2020*, to the following e-mail procurement@caricom.org addressed to:

Programme Manager, Procurement
CARICOM Secretariat
Turkeyen, Greater Georgetown
Guyana

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.

EOIs must be submitted using the template below.

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

	Name(s) of legal entity or entities making this EOI	Nationality ¹
Leader 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				

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	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end) 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	

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