



Contract title: Consultancy to Design and Develop a Donor Information Management System (DIMS)

EXPRESSION OF INTEREST (EOI)

Contract title: Consultancy to Design and Develop a Donor Information Management System (DIMS)

The Caribbean Community (CARICOM), with financial assistance from *The Kingdom of Spain/CARICOM Joint Fund*, intends to award a service contract for a *Consultancy to Design and Develop a Donor Information Management System (DIS)*.

Description of the assignment

This Contract intends to procure the services of a Consultant to design, commission, test and populate a Donor Information Management System for the use of the CARICOM Secretariat and the CARICOM Regional Institutions. The Information System will serve as the main electronic repository of all relevant donor and project related information. The Information System would host information on all of the development partners of the Secretariat and Regional Institutions as well as information on all projects implemented by the Secretariat and the Regional Institutions since calendar year 2007.

The Consultant in the first instance will be required to provide advice and guidance to facilitate the determination of the technologies to be used in the development of the Information System.

The Consultant will be required to design, develop, populate, test and commission the Information System. The Information System should, inter alia -

- I. Have remote (Web-based) modern user interfaces that allow varying levels of access to stakeholders within the Secretariat and Institutions of the Caribbean Community;
- II. Allow for the creation of fields that would capture specific information (Annex 1);
- III. Have search capability that allows for the tracking of projects and donors by thematic focus, by date of agreements, project implementation dates, project value, among others;
- IV. Generate reports critical for resource mobilisation, donor coordination and donor engagement;
- V. Allow for the upload of donor and project related documents;
- VI. Recognise various levels of access to specific information.

In addition, the Consultant will be responsible for the collection of the information required for the population of the Information System. The information needed is housed at the Secretariat in Georgetown, Guyana and at the Regional Institutions across the Community.

The Consultant will be responsible for the input of the donor and project information collected from the Secretariat and Regional Institutions into the Information System. For this, the Consultant will be required to provide the services of a Non Key Expert (Data Entry Clerk) to undertake this task, the supervision of whom will be the responsibility of the Consultant.

Another important component of the project will be the development of a Sustainability and Maintenance Plan outlining the resources required for the continuous maintenance of the Information System. The Consultant will develop this Plan and will be required to train personnel from the CARICOM Secretariat and Regional Institutions in the use and maintenance of the Information System. A manual for this purpose will be prepared by the Consultant.

The Consultant will be required to provide the Secretariat with the relevant information to make future modifications to the Information System.

Expressions of Interest must be received no later than **15:00 hours on Friday, 28 February, 2020**, and can be submitted by E-mail to: procurement@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

EOIs must be submitted using the template below.

EXPRESSION OF INTEREST (EOI)

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

	Name(s) of legal entity or entities making this EOI	Nationality¹
Leader²		
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	

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.