

March 28, 2022

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy for the Provision of Monitoring Evaluation Achievement and Learning (MEAL) Services

Call for Consultants

The Association of Caribbean States (ACS), has received financing from the Resilience, Sustainable Energy and Marine Biodiversity (RESEMBID) Programme's COVID-19 Resilience Response Facility, under the contracting authority of Expertise France, towards implementing the "Advancing Collaboration as a Strategy for Building Tourism Crisis Resilience in OCTs of the Greater Caribbean" Project, hereinafter referred to as the ACS RESEMBID Project.

The ACS intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by the ACS will be made subject to the terms and conditions of the Financing Agreement. The ACS, through its Directorate of Trade and Sustainable Development, as the primary Project Executing Agency (PEA) wishes to procure the services of a consultant, hereinafter referred to as the Project MEAL Assistant, as part of the Project Execution Team (PET) for the ACS RESEMBID Project.

Objective and Timeline

The overall objective of the consultancy is to provide timely, reliable and relevant MEAL services, to support the successful execution of project activities in keeping with established key performance indicators (KPIs) of the PEA. More specifically, the consultant is to develop and administer a holistic system for the project MEAL.

The duration of the assignment is expected to be for a period of approximately 10 months commencing from May 18th, 2022, but services will be rendered on a deliverables basis and not full time.

The ACS now invites interested eligible individual consultants or firms to submit Expressions of Interest indicating qualifications and experience as required to provide these consultancy services, in response to TOR.

Eligibility

Consultants shall be eligible to participate if:

- (a) they meet the conditions outline within the RESEMBID Rules of Nationality and Origin found here: [res-01_Rules-on-Nationality-and-Origin.pdf \(resembid.org\)](#)

Qualifications and Experience

Essential:

Professional certification in Monitoring and Evaluation (M&E) methodologies, Project Management with a minimum of 2 years' relevant experience in similar work; Or A University degree (Bachelor's degree or equivalent) in Business Administration, Social Sciences or related fields and four (4) years' relevant experience in similar work.

Desirable:

- a. Experience in tourism planning, management or development is an asset;
- b. Previous work experience in an international or regional organisation is considered an asset

Requirements for Expressions of Interest

Expressions of Interest must include the following two (2) components that should be clearly identified:

- a. Presentation Letter - This letter is to be duly stamped and signed by the individual consultant or lead consultant (if a firm), detailing interest in the project.
- b. Curriculum Vitae of Individual Consultant – The CV should demonstrate alignment in knowledge, qualifications and experience as required within the Terms of Reference.
- c. Compliance Documents – The documents must validate consultant eligibility for project participation and should include:
 - i. One (1) copy of the consultant's passport biodata page
 - ii. At least two (2) references who can attest to the quality of previous work or consultancies done by the consultant

All documentation required to participate in this tender process must be presented in English.

Proposals must be sent electronically for the attention of Mrs Safiya Horne-Bique, Director of Trade and Sustainable Development, to the following email address shorne-bique@acs-aec.org copy to resembid@acs-aec.org with the subject "ACS-RESEMBID Project MEAL".

The ACS reserves the right to request additional information or update the documents as it deems pertinent.

Submission Deadline

The deadline for receipt of offers is the 22nd day of the month April 2022 at 5:00 pm (AST). Offers submitted after this date and time will not be taken into consideration for the evaluation process. Once the proposal has been submitted and the deadline has passed, it cannot be withdrawn, replaced or modified.



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Inquiries and Clarifications

In the event that there are doubts or questions regarding the Terms of Reference or the bidding process, consultations and questions are to be directed to the Safiya Horne-Bique, Director for Trade and Sustainable Development of the ACS via the following email address shorne-bique@acs-aec.org copy to resembid@acs-aec.org. Questions and consultations can be made until the deadline for submission of proposals. In order to maintain equality in the information provided, all questions answered to all consultants will be uploaded to the ACS website www.acs-aec.org.

