

REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES**

Selection # as assigned by e-Tool: GY-T1174-P002

Selection Method: Simplified Competitive Selection

Country: GUYANA

Sector: *Social Protection*

TC Name: *Support for the Design and Execution of the Support for Safety Nets for Vulnerable Populations Affected by Coronavirus in Guyana*

Funding – TC #: ATN/OC-18452-GY

Project #: GY-T1174

Description of Services: *Design a Monitoring and Evaluation (M&E) Unit for the Ministry of Human Services and Social Security (MHSSS)*

Link to TC document: [Link to approved public document](#)

The Inter-American Development Bank (IDB) is executing the above-mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest. Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations (<http://beo-procurement.iadb.org/home>) by: *May 7, 2023, 5:00 P.M.* (Washington D.C. Time).

To access the IDB Portal, the firms must generate a registration account, including **all** the data requested by the Portal. In the event that any of the information requested is not included, the firm will not be able to participate in this or any other Bank-executed selection process for operational work. If the firm has been previously registered, please validate that you have **all** the firm's information updated and complete before submitting an expression of interest.

The consulting services ("the Services") include *design a Monitoring and Evaluation Unit for the Ministry of Human Services and Social Security in Guyana, including organizational structure, manuals, and terms of reference for staff. Deliverables are required within a four-month period concluding with a presentation to stakeholders during the fourth quarter 2023.*

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-4. All eligible consulting firms, as defined in the Policy may express an interest. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the corresponding documents.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described above in the draft summary of the intended Terms of Reference for the assignment. Interested consulting firms must provide information establishing that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative.

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to: [Luis Tejerina, luist@iadb.org](mailto:Luist@iadb.org)

Inter-American Development Bank

Division: [SCL/SPH](#)

Attn: [Luis Tejerina, Project Team Leader](#)

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Draft Summary of Terms of Reference

- 1.1 The IDB approved a Technical Cooperation, ATN/OC-18452-GY (GY-T1174) to support execution of the Loan Program, GY-L1077, managed by the Ministry of Human Services and Social Security (MHSSS) by improving efficiency, strengthening normative frameworks for digital data management, and expanding its Monitoring and Evaluation capacity.
- 1.2 Caribbean countries lag behind in the creation of a normative framework to guide data management in the digital age and the Ministry wants to further strengthen its capacity to monitor program execution, included, but not limited to, the execution of the donor-financed projects like the IDB. This optimization process will be supported by the operation, GY-T1174, supporting transformation of the current execution of social programs at the MHSSS by using information systems to improve availability of quality information to support program and policy decision-making. The MHSSS will monitor and evaluate not only the implementation of program activities, but also the operation and implementation of the digitalization process.
- 1.3 The main objective of this consultancy is to design a Monitoring and Evaluation Unit for the Ministry of Human Services and Social Security in Guyana, including organizational structure, manuals, and terms of reference for staff.
- 1.4 The main activities under this consultancy are:
 - 1.4.1 **Develop a technical proposal and work plan.** The consultant must present a technical proposal and a work plan with the description of the methodology for the creation of a Monitoring and Evaluation Unit in the MHSSS in Guyana. The work plan should include dates and a defined timeline to achieve all the products included in this consultancy. The workplan will be approved by the MHSSS and the IDB teams.

- 1.4.2 **Make contacts with the involved institutions and establishments**, including local offices of the MHSSS in the country and staff, and coordinating their own logistics for visits to the country. The consultant will be responsible for contacting the establishments or institutions for the coordination to carry out the work as well as interviews with personnel and staff involved in the programs.
- 1.4.3 **Design a Monitoring and Evaluation (M&E) Unit** for the Ministry of Human Services and Social Security in Guyana, including organizational structure, staffing, objectives, and responsibilities. The organizational structure should reflect all the interactions that the M&E Unit will have within the MHSSS and other institutions. This design should also include the responsibilities and requirements related to the optimization of processes within the MHSSS, the new Management Information System, and novel monitoring and evaluation tools (e.g. dashboards). The Unit's responsibilities should include IDB requirements to monitor evaluations and the activities detailed in the Monitoring and Evaluation Plan of the operation GY-L1077.
- 1.4.4 **Develop manuals** for the operation of the M&E Unit.
- 1.4.5 **Develop job descriptions** for all staff members of the M&E Unit.
- 1.4.6 **Disseminate and validate the design** of the M&E Unit with the MHSSS authorities and the IDB team.