

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES

Selection # as assigned by e-Tool: JA-T1216-P002

Selection Method: Simple Competitive

Country: Jamaica

Sector: Competitiveness, Technology, and Innovation

Funding – TC #: [Pending]

Project #: JA-T1216

TC name: Support for National MSME Innovation, Competitiveness and Productive Growth

Description of Services: The objective of this consultancy is to manage the event logistics and execution of the national MSME innovation roadshow in Jamaica.

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 24th, 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 the management of the event logistics and execution of the national MSME innovation roadshow in Jamaica. The objective of the MSME Business Roadshow is to implement a national outreach program that will raise awareness amongst MSMEs of the technical and financial support available to them and to provide guidance in accessing these programs. The national MSME roadshow will take its partners along a route to visit strategic areas of the country. The roadshow will provide capacity-building support, access to public services, increased awareness of financing opportunities (both grant opportunities and loans), and connectivity to markets and customers. The consulting firm will be responsible for the following:

- The consulting firm is expected to provide complete management and execution of all aspects of event and logistics management towards the successful implementation of the proposed national MSME innovation roadshow. All aspects of the planning, coordination and execution of a number of pre- and post-activities related to the Forum.
- The consulting firm is expected to engage and ultimately contract service providers and sponsors for the event. In that vein, the consulting firm must properly manage communication with venues and service providers and must coordinate accordingly with the IDB for approvals. Potential issues and concerns must be flagged so that they may be addressed expeditiously.
- Proactively direct the coordination of the national events to ensure high quality implementation of activities as planned, including strategic guidance and recommendations to the IDB and its partners.
- Coordinate and work closely with the marketing and communications team during implementation.

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: kaylaq@iadb.org

Inter-American Development Bank

Division: *Competitiveness, Technology, and Innovation*

Attn: *Kayla Grant, Program Team Leader*

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