

REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES**

Selection #GY-T1141-P001

Selection Method: Full Competitive Selection

Country: Guyana

Sector: *Connectivity & Financial Markets (CMF)*

Funding– TC #: ATN/CO-16196-GY

Project #: GY-1141

TC name: *Implementation of a Secured Transaction Regime and Green Business Framework in Guyana*

Description of Services:

On March 20, 2016, the IDB Board approved the creation of the Compete Caribbean Partnership Facility (CCPF) as a multi-donor Trust Fund jointly funded by the United Kingdom's Department for International Development (DFID) and the Caribbean Development Bank (CDB). The ultimate goal of the Compete Caribbean Partnership Facility is to support the Caribbean region in increasing productivity and Caribbean firms' contribution to economic growth. The specific objectives are to (i) support firms to grow, innovate and enter new sectors and markets; and (ii) to promote an environment that enables innovation and growth. The Facility will support productivity and economic growth in the Caribbean by focusing on two thematic pillars: (i) productivity and innovation in firms; and (ii) enhancing the business and innovation climate. The Facility is being executed by Inter-American Development Bank and henceforth all procedures related to operations and implementation thereof must comply with IDB policies.

The proposed consultancy will be funded by the CCPF with the aim of improving the enabling environment for business development, trade and integration in Guyana. The objective of this consultancy will be to design and implement a modern, electronic registry for recording security interests in movable assets in Guyana. Specifically, the consultancy is expected to conduct a diagnostic assessment of the systems environment and legal requirements necessary, as well as to design and implement an electronic registry which meets the needs of the Government of Guyana, the private sector and the banking community. The firm will work in close collaboration with the main stakeholders in Guyana with guidance from the Ministry of Business, the identified host agency (Commercial Registry), and the IDB (CCPF).

[Link to TC 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: **October 6, 2017, 11:59 P.M.** (Washington D.C. Time).

The consulting services ("the Services") include the following activities to be implemented over an 8 month period:

- Determine the organizational structure, technological requirements and physical placement, space

requirements and configuration of the registry in Guyana.

- Conduct an assessment of the end-user needs and capacity to integrate use of registry, in particular microfinance institutions and other non-banking institutions that provide financing to SMEs (rural and urban)
- Undertake a diagnostic assessment of the systems environment (hardware needs) and legal requirements necessary to operationalise an electronic registry in Guyana.
- Develop a Business Plan that at minimum includes:
 - Mission Statement/Vision Statement
 - Description of the Registry and its services and how they complement or vary from what currently exists.
 - Job descriptions and selection standards criteria for registry staff Manual with Administrative Procedures and Internal Control Procedures for the operation of the registry. Provide a cost-benefit analyses for the operations inclusive of revenue projections.
 - Document the business processes and work flow for the operations of the registry
 - Communications Plan for the registry.
- Present Business Plan to stakeholders for discussion and feedback. The stakeholder base is expected to include SMEs, women entrepreneurs, private sector associations that represent the aforementioned, and institutions that provide credit to said SMEs and female entrepreneurs.
- Recommend and develop/provide the software for the registry after approval by the Government of Guyana and IDB/CCPF and provide hosting services for 9 months up until the solution could be transitioned to the Government of Guyana.
- Test and deploy the information and communications technology architecture for the registry including data, applications, hardware and communications.
- Produce an instructions manual, both written and audio visual aid, for the operation of the registry inclusive of a user guide for end users and a technical manual for the administration and maintenance of the registry system.
- Conduct training for registry staff on the purpose, use and maintenance of the new system as well as the creation of training materials, manuals and a short guide.
- Conduct a minimum of three stakeholder training workshops on the use of the system (such as creditors or users, judges, execution officers, government officials and private sector).
- Transfer source code and full ownership of the system/software to the Government of Guyana.
- To maintain system integrity, particular attention will have to be placed on the following:
 - Secured lending registry that conforms to international best practices and/or the relevant ISO standards;
 - Data security, privacy protection and other legal compliance;
 - Data processing management and bulk data uploads during the initial deployment of the system;
 - Documentation and training support;
 - IT project management; convergence with the Government's e-gov project and other infrastructure at the host agency
 - Software development and maintenance;
 - Data migration, integration and the housing of a Backup. (The migration of the data between the firm's established server and the new server for the Government of Guyana);
 - The solution should be provided taking into consideration that the proposed web-based secured lending registry system must be both functionally rich and flexible while being priced at a level consistent with the scale and sophistication of the local market.

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-2765-1. All eligible consulting firms, as defined in the Policy may express an interest.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described below 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:

Inter-American Development Bank
Division: Competitiveness, Technology and Innovation (CTI)
Attn: Stefano Pereira
1300 New York Ave, NW, Washington DC 20577, USA
Tel: 246 627-8548
E-mail: spereira@iadb.org
Web site: www.iadb.org

Contractual teams should have specific expertise and knowledge, which will be the main criterion for their selection. It is anticipated that the team would comprise of individuals with strong competencies in the below areas but this is not meant to restrict team compositions to exact roles described below.

Team Leader

Academic Degree / Level & Years of Professional Work Experience:

- Advanced degree in economics, business, law or related discipline.

Experience

- At least ten (10) years of experience in collateral legislation and regulation and a solid understanding of the mechanics of collateral registries. Relevant experience in developing economies is highly desirable;
- Knowledge of the laws and legal structure in Guyana and other civil law jurisdictions with reference to commercial activity;
- In depth knowledge of the establishment of collateral registries and attendant Secured Transactions legal frameworks;
- At least ten (10) more years of experience in banking and financial transaction reform with particular emphasis on loan risk management and collateral reform.
- Five or more years of experience of leadership specifically in the design, administration and consensus building efforts.

Other Skills

- Proven track record in the establishment of Web Based Collateral Registries in developing countries, preferably with experience in civil law countries.
- Ability to conduct on-site training and facilitate workshops.
- Proven project work at international, national and local levels; Experience with processing large amounts of information and synthesizing it in an understandable fashion to decision-makers and wider audiences.

Information Technology Consultant

Academic Degree / Level & Years of Professional Work Experience:

- At least a Bachelor's degree in Computer Science, Systems Engineering, Information Systems or related fields, with emphasis in Systems Analysis and Design.

Experience

- At least 5 years of experience in developing registry systems and a strong background in collateral laws and regulations.;
- A minimum of 5 years of progressively responsible professional experience in best practice implementation as well as: Analyzing Information, Analyzing Requirements, Programming Skills, Software Design, Software Debugging, Software Documentation, Software Testing, Problem Solving, Teamwork, Software Development Fundamentals, Software Development Process, Software Requirements.
- Experience in business process modeling including documenting and analyzing functional procedures and workflows, business process reengineering and definition and evaluation of user requirements in the selection or development and implementations of IT systems.
- Work experience in managing projects with a preference in development and implementation of web-based or client-server based systems using any standard development tools.
- Experience with PHP, Web services, SOAP, XML, XSLT, AJAX, Drupal is considered an asset.
- Experience in Open-Source tools and software is an asset.

Other Skills

- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience (developers, end-users, management and support staff);
- Competent in the following technologies: Java, .NET, ADO, JSP, HTML5, JavaScript, ASPX, SQL Server and Oracle in a heterogeneous environment (Windows and Linux).

Communications Consultant

Academic Degree / Level & Years of Professional Work Experience:

- Advanced degree in communications, media studies, marketing, public relations, or related

areas.

Experience

- At least 5 years of experience in the area of developing comprehensive communications strategies,
- Proven track-record of implementing communication strategies for corporate or public sector clients.

Other Skills

- A working knowledge of MS Office and advanced command of other relevant industry-standard software, in particular web and social media tools.
- Sound interpersonal, organizational and teamwork skills as well as an ability to work independently, with initiative and responsibility in order to perform the outlined technical functions for the Program

Core Competencies

The contractual team should share the following competencies:

- Highly developed communication skills, including the preparation of high quality reports and the delivery of presentations;
- Ability to work under pressure, and to meet tight deadlines without compromising the quality of outputs;
- Ability to maintain confidentiality and use discretion when dealing with sensitive intellectual property issues;
- Cultural awareness and sensitivity to country specific issues;
- Fluency in oral and written English.