Posted on: 2021-03-17T00:00:00.00-04:00

DB Reference N°: IDB-P696078-03/21

Country: Jamaica

Institution: Inter-American Development Bank

Sector: Logistics

Deadline: 2021-03-30T00:00:00.00-04:00

Status: Published

Loan N°./Financing:

Project: Skills Development for Global Services

Title: Event management services for the made in Americas Global Services summit

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Borrower/Bid No:

Institution: Jamaica Promotions Corporation

Country: Jamaica

Project: Skills Development for Global Services

Sector: Global Services Sector

Abstract: The services of a consultancy firm or group of consultants' is required to **provide effective event management services for the made in Americas Global Services summit** scheduled to commence in April 2022.

Services required by the firm or group of consultants:

- Project Management- to perform complete management oversight for all aspects of the staging of the event; ensure that all activities are implemented as planned; and identify all potential issues and concerns so that they may be addressed expeditiously;
- Logistics and Event Execution- to manage and execute the preparation, staging and close out activities of the conference, including transportation;
- Local Speaker Management – to manage the invitation and on boarding of local speakers, as well as the management of speaker's requirements throughout the event.
- Sponsorship Management- to generate interest and ultimately contract sponsors for the event.

Loan/Credit/Grant No.: JA- L1079

Contract/Bid No.:

Deadline*:* Tuesday, March 30, 2021 at 10am Jamaica Time

The ***Jamaica Promotions Corporation (JAMPRO) has received*** financing from the ***Inter-American Development Bank (IDB),*** toward the cost of the ***Skills Development for Global Services Project*** and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include the effective event management services for the made in Americas Global Services summit scheduled to commence in April 2022.

JAMPRO now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience of similar nature as outlined in the detailed TOR***.***

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: *Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank* GN-2350-9 and is open to all eligible bidders as defined in the policies.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

A Consultant will be selected in accordance with the Consultants Qualification Selection (QCS) method set out in the Consultant Policies.

Interested Consultants must note the following:

1. It is not permissible to transfer this invitation to any other individual.

2. Your submission must include but not limited to the following as outlined in the attached EOI document:

    - Curriculum Vitae of the key personnel to be assigned to undertake the tasks detailed in the TOR (see below Tech 6 form to completed)
    - Detailed experience in the specified field

3. **Expressions of interest should be submitted using the Government of Jamaica Electronic Procurement portal (GOJEP), which can be accessed at www.gojep.gov.jm. For additional information regarding registration, how to access EOI documents or assistance with uploading EOI response in the portal, kindly contact the Ministry of Finance at (876) 806-4581/932-5220/5251/5246/5244 or 806-5149 or via email at opppcustomercare@mof.gvo.jm**.

4. Request for clarification can be sought via the portal on or before **March 22, 2021.**

5. Deadline for submission of response to EOI is no later than **March 30, 2021 at 10am**.

6. Your proposal should be valid for a period of ninety (90) days from the closing date of your submission.

Sincerely,

Malisa McGhie

Procurement Specialist

Tech Form 6- Curriculum Vitae

Position Title and No.	
Name of Consultant:	
Date of Birth:	
Country of Citizenship/Residence	

Education:

College/University or Other Specialized Education	*Degree(S)/Diploma(S) Obtained*	*Dates Attended*

Employment record relevant to the assignment: *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	*[e.g., Ministry of ……, advisor/consultant to…* *For references: Tel……./e-mail……; Mr. Bbbbbb, deputy minister]*		

Membership in Professional Associations and Publications:

_____

Language Skills (indicate only languages in which you can work):

_____

Adequacy for the Assignment:

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

Experts contact information: *[e-mail……., phone……]*

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

[day/month/year]

Name of Expert | Signature | Date

[day/month/year]

	Yes	No
(i) This CV correctly describes my qualifications and experience		
(ii) I am employed by the Executing or the Implementing Agency		
(iii) I was part of the team who wrote the terms of reference for this consulting services assignment		
(iv) I am not currently debarred by a multilateral development bank (If yes, identify who)		

I certify that I have been informed by the firm that it is including my CV in the Proposal for the *[name of project and contract]*. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.