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DB Reference N°: IDB-P1132506-02/23

Country: Jamaica

Institution: Inter-American Development Bank

Sector: Finance, Management and Administration, Finance, Accounting and Auditing, Fiscal and Taxation, Insurance and Pension, General - Finance, Management and Administration, Procurement, Project Management, Survey

Deadline: 2023-02-17T00:00:00.00-04:00

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Loan N°./Financing: JA-L1085

Project: Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Programme

Title: Consultant (firm) to Execute a Training and Sensitization Workshop for Business Development Organizations (BDOs) in Jamaica

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Borrower/Bid No: P16511

Re-Tender

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES

Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Programme

ASSIGNMENT: **Consultant (firm) to Execute a Training and Sensitization Workshop for Business Development Organizations (BDOs) in Jamaica**

PROJECT #: JA-O0010 /JA-L1085

Procurement ID #: JA-L1085-P16511

Associated WBS Code #:1.3.3

SELECTION METHOD: Selection Based on the Consultants Qualification (CQS)

The Development Bank of Jamaica (DBJ) through the Government of Jamaica (GoJ) has received financing from the Inter-American Development Bank (IDB) towards the cost of the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Programme, specifically to **Subcomponent I.3 Capacity Building for Technology Extension Centers for SMEs** with sub-activity (iii) strengthening of service providers.

The consulting services ("the Services") will require a consultant (firm) to execute a 'Training and Sensitization Workshop' for Business Development Organizations (BDOs) in Jamaica. This will improve the capability of BDOs to deliver business development services to Micro, Small and Medium Enterprises (*MSMEs*) in line with international best practices. The consultant (firm) will also be required to identify opportunities for the DBJ to improve the quality of service that BDOs provide to MSMEs in Jamaica

. The objectives of the training and sensitisation workshop are to:

1. Expose the BDOs to international best practices in the delivery of services to their clients (MSMEs).
2. To educate business development organizations on the unique challenges and opportunities faced by micro, small, and medium-sized enterprises (MSMEs) and provide strategies for effectively addressing them.
3. To provide BDO with the knowledge and skills to assist MSMEs in accessing development financing and other resources, such as market research and capacity development support.
4. To improve the ability of BDOs to assist Micro & Small Enterprises with managing their businesses more efficiently.
5. To identify opportunities for investment by the DBJ, to increase the capacity of BDOs to deliver business development services to MSMEs.

The DBJ now invites eligible Consultants ("Firms ") to indicate their interest in providing consultancy services for the specialized area. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The criteria for qualification are:

- **Education:** Graduate degree in the Social Sciences or any other relevant field.
- **Experience:** Experience in similar assignments, in terms of nature of the assignment, complexity and scale, for at least five (5) years.
- Practical experience in developing and facilitating training workshops.
- Demonstrated knowledge and experience in conducting need assessments and developing training modules/ curriculum and training materials.
- Demonstrated experience working internationally, and knowledge of international best practices in the application of business development services.
- Demonstrated experience and skills in facilitating stakeholder/ working group consultations.
- Knowledge of the Jamaican entrepreneurial ecosystem, relevant institutions/ actors and Business Development Organisations.
- Consultant must also demonstrate effective time management skills and ability to work with tight deadlines.
- **Languages:** Fluency in oral and written English.

The attention of interested Consultants is drawn to 1.9 of the IDB's *Guidelines: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9), March 2011* setting forth the IDB's policy on conflict of interest. The Consultant will be selected in accordance with the **Selection Based on the Consultants' Qualifications (CQS)** method set out in the *GN-2350-9, March 2011* on page 20, Item 3.7- 8.

The DBJ invites you to respond to the ***Terms of Reference (TOR)*** which will be available for download via the Government of Jamaica Electronic Portal **(www.gojep.gov.jm) by Monday, January 30, 2023.**

Registration / Submission Details:

- **Consultants must first be registered on the Government of Jamaica Electronic Procurement System** at www.gojep.gov.jm.
- To register, please select the "Register as a Supplier" link from the system's homepage.
- **Bids must be submitted online via** www.gojep.gov.jm by **February 17, 2023, at 3:00 PM (EST).**
- **An online bid opening will take place on Friday, February 17, 2023, at 3:15 PM (EST)**
- **Deadline for Clarification:** All clarifications should be submitted on or before **Friday, February 10, 2023, at 3:00 PM (EST) via the electronic portal**.

For assistance regarding training, download of tender document and upload of bid documents, please contact the Ministry of Finance and the Public Service, Office of Public Procurement Policy (OPPP) Customer Care Desk at: (876) 932-5220/932-5253/932-5246 or via email at opppcustomercare@mof.gov.jm

The DBJ is not obligated to accept the lowest or any bid and reserves the right to terminate the bid process at any point before the award of contract without incurring any liability to any of the participants.

Attachments:

https://devbusiness.un.org/system/files/REOI%20Training%20and%20Sensitization%20Workshop%20BDO-Revised_0.docx