

## **REQUEST FOR EXPRESSIONS OF INTEREST** **CONSULTING SERVICES**

**Selection # as assigned by e-Tool:** RG-T3268-P001

**Selection Method:** Simple Competitive Selection

**Country:** Regional

**Sector:** Competitiveness, Technology, and Innovation (IFD/CTI)

**Funding – TC #:** ATN/CO-16799-RG

**Project #:** RG-T3268

**TC name:** Support for Business Climate Reforms in Grenada

**Description of Services:** The main objective of this consultancy is to make Grenada's Companies Registration System available online through the digitization of all hard-copy records and complete the population of the CAIPO database.

Link to TC document: <https://www.iadb.org/en/project/RG-T3268>

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: *August 27th, 2018 5:00 P.M.* (Washington D.C. Time).

The consulting services ("the Services") include a review of the performance of the business registration system; the digitization of hard-copy records; validation of data; completion of the population of CAIPO databases; transfer of knowledge on system maintenance to public sector IT technicians; assessment of end-user training needs including legal professionals, women, youth, rural residents and any groups that are under-represented in terms of business registrations; assessment of training needs for CAIPO staff; design and delivery of training using approaches that are gender sensitive and inclusive and employing appropriate technology; recommendations for increasing access to CAIPO's services by women and other underserved groups; and recommendations on the maintenance of the database of digitized records and sustaining the delivery of online services.

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. 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 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: Michael Hennessey at [michaelhe@iadb.org](mailto:michaelhe@iadb.org).

Inter-American Development Bank

Division: Competitiveness, Technology, and Innovation (IFD/CTI)

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## **SUMMARY TOR**

### **1. Background and Justification**

- 1.1.** Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.
- 1.2.** The economic growth of Grenada over the past 5 years has been uneven with a tendency towards volatility. While GDP growth in 2014 and 2015 was over 6%, in 2016 it declined to 3.9%, and is projected to have weakened to 2.5% in 2017. Strong construction activity and steady external demand for Grenada’s tourism services has helped economic growth. The main sector and source of foreign exchange is the tourism sector. Recent years have also seen a surge in revenue generated from the countries Citizenship by Investment Programme<sup>1</sup>.
- 1.3.** The International Monetary Fund’s Staff Report for the 2016 Article IV Consultation recommended that to enhance growth, the Government of Grenada should (i) implement supply-side policies to increase competition and efficiency in product markets and improve labor market flexibility; (ii) continue efforts aimed at building resilience to natural disasters; (iii) implement targeted reforms to improve the business environment and attract investment and promote employment; (iii) strengthening capacity to implement the public sector investment program; (iv) implementing labor market policies to address the skills mismatch that is contributing to high youth unemployment; (v) reforming the regulatory environment for the energy sector to encourage competition and guide a transition to renewable energy; and (vi) implementing efforts aimed at expanding agricultural output, strengthening climate resilience, and integrating the agricultural sector into the tourism supply chain.
- 1.4.** Over the last 5 years, Grenada’s ranking on the World Bank’s Ease of Doing Business Index has steadily declined moving from 107 in 2014 to 142 in 2018. The country has fallen in all the Doing Business Thematic Areas except for Resolving Insolvency. In 2018, Grenada showed a relatively stronger performance in the areas of Getting Electricity (73); Enforcing Contracts (76) and Starting a Business (82) as compared to its performance in the areas of Resolving Insolvency (168); Getting Credit (142), Registering Property (141), Paying Taxes (141), Protecting Minority Investors (132), and Trading Across Borders (131).

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<sup>1</sup> International Monetary Fund, *Grenada : Sixth Review Under the Extended Credit Facility Arrangement and Financing Assurances Review-Press Release; and Staff Report*.

**1.5.** As a result of assistance provided under the CARICOM Online Companies Registries project (financed under the 10th EDF), an automated system for registering companies, business names, and other legal entities was established within the Corporate Affairs and Intellectual Property Office (CAIPO). The automated system is designed to enable submission and processing of applications and electronic data exchanges with other registries within CARICOM. Despite design capability, most of the processes at CAIPO are still conducted manually and are paper-based. A limited amount of data (approximately 5,000 records) was entered in the new Online Registry to allow testing, leaving the bulk of data in hard copy. Due to a lack of capacity within CAIPO, the digitization of its historic records and population of the new CARICOM Online database was never completed, approximately 25,500 records remain in hard-copy. As such, the Online Registry has never operated to design capacity.

## **2. Objectives**

**2.1.** The main objective of this consultancy is to make Grenada's Companies Registration System available online through the digitization of all hard-copy records and complete the population of the CAIPO database.

## **3. Key Activities**

The contractual will carry out the following key activities that will facilitate the achievement of the objective:

- 3.1.** Conduct a rapid review of the type and condition of documents to be scanned; and liaise with CAIPO, IT support staff, a sample of users, and Compete Caribbean to develop a more in-depth understanding of the assignment.
- 3.2.** Assess current performance of the business registration system, and training needs of CAIPO staff, IT support staff, and end-users.
- 3.3.** Prepare an Inception Report that details the consultants' findings; recommendations for establishing a sustainable online business registration system that meets user needs; recommendations for increasing access to CAIPO's services by women and other underserved groups; a Work Plan for completing the assignment; and a training plan for addressing staff and user training needs.
- 3.4.** Set up a fully resourced digitization facility at CAIPO to carry out the scanning of the records.
- 3.5.** Digitize records, perform quality checks and data validation, populate database, and support CAIPO with going online.
- 3.6.** Develop training materials; deliver training using approaches that are gender sensitive and inclusive and employ appropriate technology; and evaluate the training delivered.
- 3.7.** Prepare a Final Report that (i) evaluates the performance of the online services, and the success of the training/capacity building conducted; (ii) makes recommendations on maintaining the database of digitized records and sustaining the delivery of online services; and (iii) includes user-friendly User and Technical Manuals for end users, CAIPO staff and IT support staff.

## **4. Expected Outcome and Deliverables**

The expected outcome for this consultancy is the use of the online registration system by a majority of businesses and companies.

The consultants will be responsible for the delivery of the following products:

- 4.1.** A draft Inception Report within 3 weeks of contract signing.
- 4.2.** Finalized Inception Report within 1 week of receipt of comments from CAIPO, IT support staff, and Compete Caribbean.

- 4.3.** Draft Training Materials for training targeted to CAIPO staff, IT support staff and end-users within 2 weeks of acceptance of the Inception Report.
- 4.4.** Finalized Training Materials within 1 week of receipt of comments from CAIPO, IT support staff, and Compete Caribbean.
- 4.5.** Draft Final Report within 12 weeks of acceptance of the Inception Report.
- 4.6.** Revised Final Report within 2 weeks of receipt of comments from CAIPO, IT support staff, and Compete Caribbean.