

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

Selection # as assigned by e-Tool: *RG-T4003-P002*

Selection Method: *Simplified Competitive Selection*

Country: *Regional*

Sector: *Blue Economy and Essential Services*

Funding – TC #: *ATN/CO-19130-RG*

Project #: *RG-T4003*

TC name: *Technology Extension Services (TES) in the Caribbean Blue Economy and Essential Services Sectors*

Description of Services: *Design and Implement an Accelerator and Mentorship Programme for*

*Women-owned Firms in the Blue Economy and Essential Services Sectors*

Link to TC document: <https://www.iadb.org/en/project/RG-T4003>

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: *March 7<sup>th</sup> 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 Design and Implement an Accelerator and Mentorship Programme for Women-owned Firms in the Blue Economy and Essential Services Sectors, in the second quarter of 2023.

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.

*Special requirements according to the Donor Trust Fund (DTF), if applicable.*

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: Ramona Sinanan at [Ramonas@iadb.org](mailto:Ramonas@iadb.org).

Inter-American Development Bank  
Division: IFD/CTI-Competitiveness, Technology and Innovation Division  
Attn: Claudia Stevenson, Program Team Leader

1300 New York Ave, NW, Washington DC 20577, USA

Tel: (202) 623-1000

Fax: (202) 623-3096

E-mail: [claudiast@iadb.org](mailto:claudiast@iadb.org)

Web site: [www.iadb.org](http://www.iadb.org)

Summary of Terms of Reference

## **TERMS OF REFERENCE**

### **Design and Implement an Accelerator and Mentorship Programme for Women-owned Firms in the Blue Economy and Essential Services Sectors**

#### **1. Objectives**

- 1.1 The objective of this consultancy is to design and implement a tailored capacity building programme for women-owned firms (WOFs) operating in the Caribbean blue economy and essential services sectors. The programme should be designed to cater specifically to WOFs and will provide coaching, technical advisory and mentorship support to help grow their businesses and assistance with personal development. The approach should take into account the differentiated needs of women entrepreneurs and should consider a handholding-type approach to their development.

#### **2. Scope of Services**

2.1 Expected outputs include:

- Design and execution of an accelerator programme and capacity building programme for women-owned firms including micro, small and medium enterprises in the Caribbean blue economy and essential services sectors.
- Develop a methodology for the application process, identification and selection of thirty (30) firms to be admitted into the accelerator programme, evaluation and report on entrepreneurs'/firms' progress and acceptance of graduating firms into the mentorship programme.

### **3. Key Activities**

3.1 To achieve the consultancy's objectives, the following activities are to be completed:

- Detailed workplan comprising a methodology, implementation strategy and schedule for executing the programme including selection and assessment of firms at each phase. The full curriculum, schedule and presenters/coaches/trainers for the program should also be presented.
- Assessment of firms to determine key areas of support including measurement of progress.
- Development of a monitoring and evaluation framework to measure the performance of firms accepted into the program as a means of gauging the effect of the intervention at the conclusion of the programme. The various checkpoints and anticipated milestones should be presented as well as the criteria and methodology to be used in these assessments.
- Design and execution of capacity building activities aimed at enhancing the entrepreneurs' personal development and their firms' growth.
- Design and execution of a pitch programme to provide the participating entrepreneurs the opportunity to present their businesses and their developmental progress on completion of the accelerator-type program.
- Provide a space where entrepreneurs could meet and interact (in-person or virtually) with a goal of sharing experiences, as a way to build comradery and build networks for collaboration.
- Design and execution of the mentorship programme, including coaching, networking events, facilitating discussions and activities on key areas such as personal development and business growth.
- Compile and report on the agreed M&E indicators and provide any lessons learned that could lead to improvements in the model and its design, if one is to consider scaling the intervention in the future.
- Prepare and present the final consultancy report at the end of the programme including effectiveness of the overall programme, lessons learned and recommendations for improvement. This presentation should also include example/cases where the programme improved prospects for the beneficiaries and any cases where the program might have fell short of expectations.

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

4.1 The following deliverables are expected from this contract:

- Detailed work plan outlining methodology, curriculum, implementation strategies, timelines for each phase of the programme and proposed monitoring and evaluation framework.
- Accelerator Programme – Interim report detailing the training workshops conducted, assessment of firms and results of the accelerator programme. This report should also include the results of any baseline survey and end of phase M&E assessment.
- Mentorship Programme – Interim report outlining the progress of the firms including the coaching, networking events, discussions facilitated, and activities conducted.

- Final report and presentation on the results and impact of the overall programme, lessons learned and recommendations for improving the programme.

4.2 Bank policy GN-2765-4 does not allow the procurement of goods except when such goods are necessary to achieve the objectives of the Bank-executed Operational Work and are included in the consulting services contract and represent less than ten percent (10%) of the consulting services contract value. If it is determined that acquisition of goods is necessary by the consulting firm, please add a very detailed technical specification of the minimum requirement of said goods.