A picture containing text, clipart

Description automatically generatedA picture containing text, doll, toy

Description automatically generatedLogo, company name

Description automatically generated

**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 to Execute a Training and Sensitization Workshop for Business Development Organizations (BDOs) in Jamaica that will improve the capability of BDOs to deliver business development services to 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. Sensitize BDOs around the DBJs revamped Voucher for Technical Assistance (VTA) programme and how it will be executed going forward.
3. Improve BDOs ability to assist Micro & Small Enterprises with access to finance (loans, grants, equity etc).
4. Improve the ability of BDOs to assist Micro & Small Enterprises with managing their businesses more efficiently.
5. Improve the service quality of BDOs in alignment with internationally recognised best practises.
6. 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 Terms of Reference may be downloaded from the DBJ’s website: [**http://www.dbankjm.com**](http://www.dbankjm.com) **as of Monday, November 14, 2022.**

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)** methodset out in the *GN-2350-9, March 2011* on page 20, Item 3.7- 8.

***Deadline for Clarifications:*** *All Requests for Clarification should be submitted on or before* ***Wednesday, November 23, 2022, at 4:30 p.m.,*** *by sending an email to:* [***thinkbigee@dbankjm.com***](mailto:%20thinkbigee@dbankjm.com)

***Deadline for Submission:*** Expressions of Interest may be delivered in writing to the address below (in person or by mail) or via email: [***thinkbigee@dbankjm.com***](mailto:thinkbigee@dbankjm.com) **no later than *Friday, December 2, 2022*, at 3:00 p.m.**

Development Bank of Jamaica

Attn: Procurement Specialist/Project Manager

**Consultant (firm) to Execute a Training and Sensitization Workshop**

**for Business Development Organizations (BDOs) in Jamaica** for the BIGEE Programme

11a-15 Oxford Road, Kingston 5

Jamaica, West Indies