



Government of
Jamaica



**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)**

ASSIGNMENT: Cluster Facilitator for Increasing the Export Capacity of Micro and Small Agro-Processors Using the Cluster Approach
GRANT #: GA 60/JAM
SELECTION METHOD: Individual Consultant Selection (ICS)
REF #: JBDC2021/PMRD-CDB/001

Jamaica Business Development Corporation (JBDC) has received financing from the Caribbean Development Bank (CDB) to assist in financing infrastructure development, acquisition of equipment, training and other capacity building, certification, strategic market promotion, intellectual property management, project management and visibility to increase the export capacity of micro and small agro-processors using the cluster approach in Jamaica. Payments by CDB will be made only at the request of JBDC and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than JBDC shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

Jamaica Business Development Corporation now wishes to apply part of the proceeds to procure Consultancy Services for a Cluster Facilitator.

The objective of this consultancy is to facilitate the development of a sustainable cluster of agro-processing enterprises in a gender-sensitive and inclusive manner that will expand value chains through collective approaches to branding, product development, production and digital marketing that will lead to increased exports through the Things Jamaican portal.

The duration of the assignment is expected to be for 120 person-days over a period of 24 calendar months.

JBDC now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services. Consultants shall be eligible to participate if:

- The individual fulfils the following country eligibility requirements:
 - Citizens or bona fide residents of an eligible country; and
 - In all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or bona fide resident of an eligible country.
- Eligible countries are member countries of CDB, as well as countries which are eligible for under EU procurement which are not CDB Member Countries.
- The individual fulfils the following additional criteria:
 - Is not bankrupt or insolvent or in the process of either, or having their affairs administered by the Courts, has not entered into an arrangement with creditors, is in any analogous situation arising from similar procedures provided for in their national legislation or regulations;
 - Has not been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

- Has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EU's financial interest;
- Is not subject to prevailing suspension or sanctions by CDB and is not publicly debarred by a Multilateral Development Bank subject to the Agreement on Mutual Enforcement of Debarment Decisions in their own right, or under the aforementioned agreement for integrity violations;
- Is not guilty of misrepresentation in supplying the information required as a condition of the participation in the procedure or if they fail to supply this information; and
- Does not expose a conflict of interest.

Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the Procurement Procedures for Projects Financed by CDB (January, 2021), as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments existing commitments and specifically:

- Diploma or equivalent qualifications in project management, business administration, economics, production management, or a discipline related to the project.
- At least three (3) years of working experience in the areas indicated above

All submissions must be in English. Further information, if necessary, may be obtained from the first email address and copied to the third email address below between **8:30 a.m. and 3:00 p.m. Monday to Friday**.

An electronic copy of the Expressions of Interest must be sent in PDF format to the email in the first address no later than **3:00 p.m. on Monday, July 19, 2021** and one electronic copy must be sent simultaneously to CDB at the second email address below. The Expression of Interest will be deemed to have been received at the time that it is received by JBDC at the first email address below. The burden of proving receipt of the email will be on the applicant and will not be met solely by a read receipt or sent items report generated by the Consultant's computer. The email containing each submission should include the name and address of the applicant. The subject line shall be clearly marked "Expression of Interest – Consultancy Services for Cluster Facilitator – Increasing the Export Capacity of Micro and Small Agro-Processors Using the Cluster Approach – CDB Project".

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. If this applicant is unsuccessful, the process shall repeat with the next best qualified and experienced applicant. JBDC reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to inform or assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

- Brenda Hemmings**
Procurement and Administration Officer
Administration & Facilities Management Dept.
Jamaica Business Development Corporation
14 Camp Road
Kingston 4
Tel: 876-928-5161 to 5
Email: bhemmings@jbdc.net
- Procurement Policy Unit**
Caribbean Development Bank
P.O. Box 408 Wildey
St. Michael
Barbados, WI, BB11000
Tel: 246-539-1600
Fax: 246-426-7269
Email: procurement@caribank.org
- For Further Information Contact:**
Amanda McKenzie, Manager
Project Management & Research Department
Jamaica Business Development Corporation
14 Camp Road, Kingston 4
Tel: 876-928-5161 to 5, Email: amckenzie@jbdc.net

NOTICE

WORK FROM HOME ARRANGEMENTS FOR THE OFFICE OF PUBLIC PROCUREMENT POLICY

The Ministry of Finance and the Public Service, through the Office of Public Procurement Policy wishes to advise that the Office will be operating remotely during the period March 04, 2021-March 25, 2021 in accordance with the Prime Minister's announcement of mandatory Work from Home Orders for members of the public service.

While these arrangements are in place, the Office may be reached by emailing the Help Desk at opppccustomer@ mof.gov.jm. Where matters are exigent, the following details may be used.

For matters related to the Government of Jamaica Electronic Procurement (GOJEP) Platform, please contact:
• 1-876-806-5149;
• 1-876-806-4581;
• 1-876-806-4536; or
• 1-876-806-5587

For matters related to Procurement Policy Advisory, please contact:
• 1-876-806-4536; or
• 1-876-838-6224

For matters related to Insurance Placement and Training, please contact:
• 1-876-806-4978; or
• 1-876-806-4536

The Office of Public Procurement Policy remains committed to the delivery of optimum service to our stakeholders and wishes for all, continued safety and good health.