

THE SAINT LUCIA COALITION OF SERVICE INDUSTRIES INC.

THE DEVELOPMENT OF SAINT LUCIA SERVICES SECTOR

CONSULTANCY SERVICES FOR ICT TRAINING

REQUEST FOR EXPRESSIONS OF INTEREST

The Saint Lucia Coalition of Service Industries Inc. (SLCSI) has applied for a grant from the Caribbean Aid for Trade and Integration Trust Fund financed by the UK Department for International Development (DFID) and administered by the Caribbean Development Bank (CDB) towards the cost of the above named project and intends to apply a portion of the proceeds of this Grant to eligible payments under a contract for which this invitation is issued.

Payments by CDB will be made only at the request of SLCSI 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 Grant 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 SLCSI shall derive any right from the Grant Agreement or have any claim to the proceeds of the Grant.

The Saint Lucia Coalition of Service Industries Inc., the Executing Agency, now wishes to procure consultancy services for ICT training.

The objective of this assignment is to design and conduct a capacity building programme for women that provide them with the technical skills required to access high earning opportunities in the ICT sector and the attitudes and confidence required to pursue the opportunities. The planned duration of the assignment is four (4) calendar months. The estimated effort is seventy (70) person-days of effort.

SLCI now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services.

Consultants from all countries are eligible to participate in this procurement opportunity.

In the assessment of submissions, consideration will be given to:

- technical competence and qualifications and experience, including in the areas of:
 - computer programming, international industry certification; and
 - detailed knowledge of business development in ICT sector (regional and international);
- the extent of local, regional and international experience on similar assignments;
- background and relevant experience of potential team members with particular regard to curriculum design, training facilitation; Human Resource Development;

- financial capability; and
- existing commitments.

All information must be submitted in English. Further information may be obtained from the first address before between 9:00 a.m. and 5:00 p.m. Monday to Friday.

Expressions of Interest must be submitted to SLCSI electronically at slcsi@candw.lc / yvonne.agard@slcsi.org.lc in PDF format no later than **16:00 hours** Saint Lucia time on **November 24, 2014**. The email subject line should state “**Expression of Interest for Consultancy Services for IT Training**” and the email body must state the name and address of the applicant. The Expression of Interest will be deemed to have been received at the time that it is received by SLCSI. The burden of proving receipt of the e-mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the bidder’s computer. In addition, *one (1) hard copy must be sent simultaneously to CDB at the second address below*. The sealed envelope containing the submission to CDB must include the name and address of the applicant and shall be clearly marked, “**Expression of Interest for Consultancy Services for ICT Training.**”

Following the assessment of submissions, a short-list of not less than three (3) and not more than six (6) applicants will be provided with the full Terms of Reference (ToR) and invited to submit technical and financial proposals to undertake the assignment. The SLCSI reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. SLCSI will not be bound to assign any reason for not short-listing any applicant and will not defray any cost incurred by any applicant in the preparation and submission of Expressions of Interest.

Submit Expressions of Interest to the following addresses:

1. Saint Lucia Coalition of Service Industries
ATTN: Executive Director
#19 Orange Park Commercial Centre
P.O. Box Choc 8056
Castries
SAINT LUCIA
Tel: + 1(758) 452 7864
Email: yvonne.agard@slcsi.org.lc

2. Procurement Officer
Caribbean Development Bank
P.O. Box 408
Wildey
St. Michael
BARBADOS, W.I.
Tel: + (246) 431-1600
Fax: + (246) 426-7269
Email: procurement@caribank.org