

Ministry of Communication, Works, Energy and Labour

Expression of Interest for planning, coordinating and
executing public awareness programme around
Renewable Energy Themes

**For the project 'Renewable Energy and Energy Efficiency
Awareness'**



MCWEL
8/26/2019



MINISTRY OF COMMUNICATIONS, WORKS & LABOUR

P O BOX 344, BRADES, MONTSERRAT, W I

◆ Tel: (664) 491-2521/2522 ◆ Fax: (664) 491-6659 ◆ E-mail: mcw@gov.ms

August 26, 2019

Dear Sir,

Re: “Expression of Interest for Renewable Energy and energy Efficiency Awareness”

The Ministry of Communications, Works, Energy and Labour (MCWEL) announces an expression of interest for planning, coordinating and executing public awareness programme around renewable energy themes. This includes planning and strategizing local approach to public community meeting event within various communities.

1. The communities air marked for sensitizing the public in relation to renewable energy and energy efficiency awareness are as follows:
 1. Cudjoe Head
 2. Salem
 3. St. Johns
 4. Davy Hill
 5. Lookout
 6. St. Peters

2. The scope of service encompasses various type of activities to include but not limited to:
 - a. Providing the services of a public announcer to introduce speakers;
 - b. Promoting the positive benefits of sustainable energy programme, renewable energy programmes and projects within MCWEL and government;
 - c. Sourcing and coordination of community members for the recording of messages as directed by MCWEL to be aired on local radio station;
 - d. The planning, coordination and execution of two renewable energy and energy efficiency events within the aforementioned communities that will capture public awareness around energy efficiency, renewable energy theme and other subject areas as directed by MCWEL. The two public events will take forms as agreed by MCWEL

3. To enable you to submit the documents required for the expression of interest, please find enclosed:
 - a. Form - 1: Consulting individual or firm’s Information Sheet
 - b. Form - 2: Joint Venture (JV) Information Sheet (If applicable)
 - c. Form - 3: Work Experience in Similar conditions
 - d. Form - 4: Available professionals
 - e. Form - 5: Management Competence

4. The expression of interest documents should be placed in an envelope and addressed to:

The Permanent Secretary,
Ministry of Communications, Works and Labour,
Brades, MSR 1110
Montserrat.

The captioned title “**Expression of Interest for Renewable Energy and energy Efficiency Awareness**” should also be written on the bottom of the envelope. The envelope should bear no identity to the individual and should be received no later than **3:00 PM on September 3, 2019**. Please ensure that no additional marks are placed on the envelope.

5. Interested Bidders may obtain further information at the following address:

Name of Office: Public Works Department
Brades, MSR 1110, Montserrat
Contact Person: Mr. Felix Persaud
E-mail: persaudf@gov.ms
Tel: 664-491-2521/2

Yours faithfully,



.....
Beverley Mendes (Mrs.)
Permanent Secretary
Ministry of Communications, Works and Labour

Introductory Note

- This form is a guide for submission of information of the consultancy firms or individuals in response to the request for expression of interest of the consultancy service for the project 'Renewable Energy and Energy Efficiency'.
- It is mandatory that you submit your information filled in this format provided. However, you may provide any additional document that you think relevant to this consultancy service and make you a potential candidate for providing this service.
- The scope of works include but not limited to planning, coordination and execution of two events within communities across Montserrat. The focus entails raising public awareness around energy efficiency, renewable energy themes and any other related subject matter as directed by Ministry of Communication, Works, Energy and Labour.

Form-1: Consulting individual or firm's Information Sheet

Information	
Individual or Consulting firm's legal name	
Is this a Joint Venture? If yes, then fill in Form – 2.	
Individual or Consulting firm's legal address (name, address, telephone numbers, fax numbers, e-mail address)	
Consulting firm's or individual authorized representative in employer's country (if applicable) (name, address, telephone numbers, fax numbers, e-mail address)	

Form - 2: Joint Venture (JV) Information Sheet (If applicable)

Each member of a Joint Venture must fill in this form

Joint Venture Information	
Individual or Consulting firm's legal name	
Joint Venture Partner's legal name	
Joint Venture Partner's legal address	
Joint Venture Partner's contact details (telephone numbers, e-mail address)	

Form - 3: Work Experience in Similar conditions

List the name of project/contract/job where you or your firm has worked in similar conditions (i.e Similar scope, government/semi government employer etc.)

No.	Name of Project/Contract/Job	Name, address, email and phone, of Employer	Short scope of the assignment/ Terms of Reference	Type of Employer/ Client (Govt. / semi Govt.)	Country of implementation of service

*Please enter as many rows as applicable

Form-4: Available professionals

The consulting firm or individual should provide the list of suitably qualified professionals to meet the requirements specified. The data on the consulting firm or individual's experience and qualification should be supplied using the form below.

Brief Description of the professionals of the consultancy firm or individuals:

Description	Educational Qualification	Professional Experience: No of professionals having experience in related field	
		Less than 5 years	5 years and above
Professional #1 :			
Professional #2			
Professional #3			

Form-5: Management Competence

Please answer each question in one paragraph of 3-5 sentences

1. Describe standard policies, procedures or practices that you or your entity have to assure quality interaction with clients and outputs.

2. How do you track the progress of your tasks?

3. How do you ensure that team members do not sacrifice quality to meet deadlines?

Qualification Criteria

The following evaluation criteria will be used to evaluate the expression of interest document received. A minimum score of 60% will be considered a passing mark.

Criteria Description	Weight (%)
Consulting individual/firm information sheet	10%
Work experience in similar conditions	55%
Available professionals	20%
Management competence	15%

Consulting individual/firm/joint venture information sheet (10%)

Provide basic information concerning the individual (s) or firm and if applicable any joint venture.

Work experience in similar conditions (55%)

List the name of project/contract/job where you or your firm have worked in similar conditions (i.e similar scope, government/semi government employer etc.). These will highlight the experiences of the individual or firm in the field of planning and coordinating outreach programs, social events or similar activities.

Available professionals (20%)

The consulting firm or individual should provide the list of suitably qualified professionals to meet the requirements specified. The data on the consulting firm or individual's experience will be weighed accordingly.

Management competence (15%)

Management competence is based upon the bidders' response to questions surrounding operational procedures coupled with time and quality managerial aspects.