

GOVERNMENT OF THE COMMONWEALTH OF THE BAHAMAS

**BAHAMAS TECHNICAL AND VOCATIONAL INSTITUTE ENHANCEMENT
PROJECT**

**CONSULTANCY SERVICES FOR THE ENHANCEMENT OF THE HUMAN
RESOURCES MANAGEMENT SYSTEM OF THE BAHAMAS TECHNICAL AND
VOCATIONAL INSTITUTE**

REQUEST FOR EXPRESSIONS OF INTEREST

The Government of The Commonwealth of The Bahamas (GCOB) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to US\$4.74 million towards the cost of **The Bahamas Technical and Vocational Institute Enhancement Project** and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GCOB and upon approval by CDB and will be subject in all respects to the terms and conditions for 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 GCOB shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Bahamas Technical and Vocational Institute (BTVI), The Executing Agency, now wishes to procure consultancy services for the Enhancement of the BTVI's Human Resources Management System.

The objective of this consultancy is to assist BTVI in addressing key Human Resources (HR) issues by institutionalising a comprehensive and effective HRM system that addresses current needs, while also providing a framework for the institution's continued growth and enhancement. Specific areas of need include, a comprehensive compensation study; an automated performance management and promotion scheme; a management information and document/data system to facilitate automation of HRM processes; and relevant training of staff. The duration of the assignment is expected to be for a period of six months.

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

Consultants shall be eligible to participate if:

- (a) In the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by citizen(s) and/or *bona fide* resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements.
- (b) In the case of unincorporated firms, the persons are citizens or *bona fide* residents of an eligible country.
- (c) 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.

The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. All information must be submitted in English. Further information may be obtained from the first address below between 0900 and 1600 hours Monday to Friday.

Five hard copies of the Expressions of Interest must be received at the first address below no later than 1600 hours on **Monday, January 28, 2020** and one electronic copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked "**Expression of Interest – Consultancy Services for the Enhancement of the Human Resources Management System of The Bahamas Technical and Vocational Institute**".

Following the assessment of submissions, a short-list of not less than three and not more than six applicants will be provided with full terms of reference and invited to submit technical and financial proposals to undertake the assignment. GOCB 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 assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1. Project Coordinator
BTVI Enhancement Project
Bahamas Technical and Vocational Institute
Old Trail Road
Nassau, The Bahamas
Tel: (242) 502 6318
Fax: (242) 393 4005
Email: cdbprojectcoordinator@btvi.edu.bs
2. The Procurement Officer
Caribbean Development Bank
Willey, St. Michael
Barbados W. I.
Tel: (246) 431 1600
Fax: (246) 426 7269
Email: procurement@caribank.org