



NAWASA Headquarters, The Carenage, St. George's
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August 21, 2018

Attention: Consultants

Re: BNTF Cycle 9-Consultancy to Conduct a Contractor's Workshop

1.0 Background

- 1.01 The Basic Needs Trust Fund (BNTF) is a grant-funded Programme of the Caribbean Development Bank (CDB) and the Government of Grenada (GOGR) that had its inception in 1979. Since then, the Programme has been contributing to poverty reduction in targeted communities by providing infrastructure and livelihood enhancement services both nationally and regionally. Grenada entered the 9th cycle of the Programme in 2017 and is in the process of implementing same. The Programme is geared towards a socially inclusive development process that empowers the poor and vulnerable and supports institutional development. It seeks to improve access to basic services across key sectors of the economy through the provision of social and economic infrastructure and the development of skills to enhance employability, community management, reduce gender disparity among others. At the national level, BNTF 9 Country Project Grants comprise resources for portfolios of sub-projects in three sectors namely: education and human resource development; water and sanitation; and basic community access and drainage with additional support for administration and implementation, institutional development and monitoring and evaluation.
- 1.02 The Government of Grenada (GOGR) has in place a BNTF Implementing Agency (IA), which falls under the purview of the Ministry of Finance, Planning and Economic and Physical Development. Sub-projects are typically implemented under a tripartite agreement between the targeted community, the responsible Public Service Agency or Civil Society organization and the IA. The Portfolios of sub-projects are approved by a BNTF Oversight Entity (OE), with the IA being responsible for managing sub-project implementation and all the day-to-day activities of the projects. The core staff of the IA includes a Project Manager (PM), an Administrative Officer, an Accounting Officer, A

Project Engineer, a Building Technologist a Community Liaison Officer (CLO), Assistant Community Liaison Officer and a Monitoring and Evaluation Officer (M&E).

1.03 GOCR now seeks to engage a Consultant to prepare/design and facilitate a Contractor's Workshop for the BNTF 9 Country Projects.

2.0 Objective

2.01 As part of the institutional strengthening and capacity fostering component of the BNTF Project, the main purpose of this Consultancy is to build capacity among prospective contracting firms or entities in order to enhance the quality and delivery of sub-projects through their increased awareness in the Bank's fiduciary practices and fundamental procurement principles. The BNTF project encourages community empowerment and does so in a number of ways which includes the engagement of contractors and workers within the beneficiary community. The workshop will seek to educate small contractors on the tendering and procurement process, requirements under the BNTF project, sustainable building (renewable energy, energy/water efficiency), climate change resilience, taxes, and gender mainstreaming.

3.0 Main Task

3.01 The Consultant is expected to deliver the modules for the workshop which will cover the following:

- Procurement : tender process, tender documents, the bidding process, bid proposals, bid evaluation, contract document, payment certificate, bonds, procurement guidelines applicable to contractors relative to the Government of Grenada and the Caribbean Development Bank.
- Climate change resilience: understanding climate change, the role of climate in building, application of relevant building code, climate change impact on the built environment, energy efficiency and renewable energy in building.
- Gender mainstreaming: develop and/or strengthen awareness and understanding of gender mainstreaming, integration of a gender perspective into everyday work.
- Relevant taxes and tax obligations.

4.0 Deliverables

4.01 The Consultant will:

- Attend an inception meeting with the BNTF IA at the start of the Consultancy to discuss the workshop and to agree on the way forward;
- Provide drafts for workshop content and presentations
- Present final workshop content and presentation for approval
- Facilitate workshop
- Produce a final/completion report on the workshop
- Develop of a manual for participants

4.0 Roles and Responsibilities

4.01 The consultant will report to the Project Manager of the BNTF IA. The BNTF IA will have responsibility for organising the Consultancy/workshop, including the provision of meals and will coordinate partner organizations' participation.

6.0 Qualifications and Experience

. The candidate/firm should possess the following minimum qualifications:

- Be a Professional of the Building/Construction industry in a management capacity (Project Manager or Coordinator); at least 10 years' experience at this level;
- At least a bachelor's degree in a relevant engineering or architectural field ;
- Must possess thorough knowledge of and show strong experience in the application of Grenada/OECS building codes and other accepted international building codes.
- Must also possess knowledge and experience in the execution of traditional building practices and methods in Grenada;
- Prior knowledge and experience with CDB procurement processes will be an asset.
- Experience in preparing and presenting similar workshops would be an asset.

7.0 Duration and Timeframe

The workshop is expected to be conducted over two morning sessions over two days.

8.0 Submission

Submissions should be made by **Friday September 7, 2018 at 3.00pm.**

Applications should include:

1. **Cover letter (maximum 1 page)**
2. **CV demonstrating relevant qualification and experience (40 points)**
3. **Proposal:**
 - **Technical proposal** - The technical proposal should include (i) Understanding of the main task to be accomplished (ii) overview, but with sufficient information on the method of delivery for the workshop (iii) draft work plan **(40 points)**.
 - **Financial Proposal:** The financial proposal should provide cost for professional fees and estimates of reimburseable cost **(20 points)**.
4. **References** –Two letter references.

Application should be **submitted in a sealed envelope**, clearly marked ***Proposal for Contractors Workshop*** with the **technical and financial proposal separately enclosed** and addressed to:

**The Project Manager,
Basic Needs Trust Fund Office,
BNTF Office,
Carenage
ST. GEORGE**