



REQUEST FOR EXPRESSION OF INTEREST (REOI)

Contract reference no.: CDF/SER/001/2022

CONSULTANCY - REVISION OF THE CARICOM DEVELOPMENT FUND'S PROGRAMMING MANUAL AND TRAINING OF USERS

The CARICOM Development Fund (CDF) intends to award a service contract to a consulting firm to revise its programming manual and train users. The revised manual will detail the procedures and workflow processes for the delivery of all categories of assistance to CDF Member States; clarify the roles of the key stakeholders and responsibility for workflow approvals; and provide writeable templates to be used across the programme management cycle. In keeping with good results-based management principles, the manual will address current gaps in procedures and practices related to managing quality-at-entry, during implementation, and at closure

Overall objective

The overall objective of the assignment is the strengthening of the CDF's programme management capacity in alignment with commitments under the recently approved CARICOM Cohesion Policy and the CDF's Results Based Management, Environmental and Social Safeguards, and Gender Equality Policies.

Expressions of Interest (EOIs) from consulting firms must be received no later than 4:00 pm (Barbados Time) on **February 04, 2022**, must be submitted in English, and sent to the CDF addressed to:

Chief Executive Officer
CARICOM Development Fund
1st Floor East, Sky Mall
Haggatt Hall, St. Michael
Barbados

via email: opportunity@caricomdf.org

The subject line of the email must contain "*CDF/SER/001/2022 - REVISION OF THE CDF'S PROGRAMMING MANUAL AND TRAINING OF USERS*".

Following the assessment of the submissions, a shortlist of not less than three, and not more than eight consulting firms will be provided with the Terms of Reference and invited to submit technical and financial proposals to undertake the assignment. The CDF reserves the right to 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 EOIs.

EOIs must be submitted using the attached template.