



REQUEST FOR EXPRESSION OF INTEREST (REOI)

CONTRACT TITLE: Consultancy for the Development of an Updated Procurement Manual for the CARICOM Development Fund

1. Tender reference no.

CDF/PRO/CQS/2026/001

2. Procedure

Consultants Qualification Selection

3. Source of Funding

CARICOM Development Fund

4. Contracting Authority

CARICOM Development Fund

CONTRACT SPECIFICATION

5. Contract description

The CDF is committed to upholding the highest standards of transparency, fairness, competitiveness, and value for money in all procurement activities, in alignment with internationally recognized best practices. At present, external procurements undertaken by CARICOM Member States as part of Country Assistance Programmes (CAPs) are governed by the CARICOM Development Fund Guidelines for Procurement (2010) or the Member States' official guidelines, while internal procurement is guided by the CARICOM Secretariat's Guidelines and Procedures Manual (GPM), which has been adopted by the CDF with some adaptations.

It is the intention of the CDF to create a comprehensive fit-for-purpose Procurement Manual to encompass the guidelines for both internal and external procurements and include the following:

- Specific monetary thresholds to guide procurement processes.
- Standardized procedures for internal procurement planning, approval, and execution.
- Organizational structure, defining specific roles in a procurement process, delegated authorities, and reporting lines for procurement decision-making.



- Corporate procurement procedures for operational activities, ensuring compliance, cost-efficiency, and accountability in routine purchases.
- Implementation of digital procurement processes, including electronic communication, secure electronic bid submission mechanisms, and digital record-keeping.
- Best practices in procurement governance, risk management, and internal controls.

To strengthen institutional procurement systems, the organization intends to engage an Individual Consultant to develop an updated and comprehensive Procurement Manual.

Refer to attached TOR for further details of consultancy.

6. Scope for additional services

The CARICOM Development Fund may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the Consultant.

CONDITIONS OF PARTICIPATION

7. Eligibility

Participation is open to individual consultants of any nationality.

8. Candidature

All eligible individual consultants (as per clause 7 above) may apply.

9. Number of EOIs

No more than **one** Expression of Interest (EOI) may be submitted by an individual consultant. In the event that an individual consultant submits more than one EOI, all EOIs in which that person has participated will be excluded.

10. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed EOI will be excluded from this tender procedure unless prior approval from the CARICOM Development Fund has been obtained. Short-listed consultants may not form alliances or subcontract to each other for the contract in question.

11. Grounds for exclusion

In order to submit an EOI, consultants must not be in any of the exclusion



situations listed in Clauses 12 and 13 of Module 2 of the CARICOM Secretariat's Guidelines and Procedures Manual (GPM) available at [re-amended-GPM-as-7-Sep-21-2.pdf](#)

12. Sub-contracting

Subcontracting is not allowed.

13. Number of consultants to be short-listed

On the basis of the EOIs received, between 3-6 consultants will be invited to submit detailed proposals for this contract. If the number of eligible consultants meeting the selection criteria is less than the minimum of 3, the CARICOM Development Fund may invite the consultants who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

14. Provisional date of invitation to tender

July 1st, 2026

15. Provisional commencement date of the contract

August 1st, 2026

16. Initial period of implementation of tasks

10 Weeks

SHORTLISTING CRITERIA

17. Shortlisting criteria

The following selection criteria will be applied to consultants:

- i. A Master's degree in Procurement, Logistics and Supply Chain Management, Public Administration, Business Administration, Law, or a related field
- ii. A professional certification in procurement or supply chain management, such as: Chartered Institute of Procurement & Supply (CIPS), Certified Professional in Supply Management (CPSM) or an equivalent recognized certification
- iii. A minimum of 7–10 years of relevant professional experience in procurement and supply chain management
- iv. Demonstrated experience in the successful execution and completion of at least two (2) assignments, preferably in the Caribbean region within the past five (5) years, specifically in organizational procurement reviews, policy or manual development, and training programs, or closely related



areas.

- v. Strong knowledge of national procurement legislation and international donor procurement frameworks
- vi. Proven experience working with development agencies, government institutions, or donor-funded projects
- vii. Excellent analytical, research, and technical drafting skills

Previous experience which would have led to breach of contract and termination by the CARICOM Development Fund shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

SUBMISSION OF EXPRESSIONS OF INTEREST (EOIs)

18. Deadline for receipt of EOIs

30th June 2026 at 5:00 PM (AST)

19. EOI format and details to be provided

Consultants must provide all information indicating that they are qualified to perform the Services. (CVs, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.)

20. How EOIs may be submitted

EOIs must be submitted in English exclusively, to the CARICOM Development Fund by e-mail to: procurement@caricomdf.org

The Contract title and the Tender reference number (see item 1 above) must be clearly marked in the title of the e-mail containing the EOI and must always be mentioned in all subsequent correspondence with the CARICOM Development Fund.

EOIs submitted by any other means will not be considered. EOIs received after the deadline for receipt may be rejected.

21. Alteration or withdrawal of EOIs

Consultants may alter or withdraw their EOI by written notification prior to the deadline for submission of EOIs. No EOI may be altered after this deadline.

22. Operational language

All written communications for this tender procedure and contract must be in English.