



**ORGANISATION OF EASTERN CARIBBEAN STATES**  
**INVITATION FOR EXPRESSIONS OF INTEREST**

**Recruitment Service for the OECS Commission**

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible Consulting firms to submit Expressions of Interest for providing recruitment services on behalf of the organisation.

The Terms of Reference and Guidelines for the submission of Expressions of Interest for this service are provided below.



# ORGANISATION OF EASTERN CARIBBEAN STATES

## TERMS OF REFERENCE

**Provide recruitment services on behalf of the OECS Commission.**

### **1. Background**

The Organisation of Eastern Caribbean States (OECS) was established by a Treaty signed in Basseterre on June 18, 1981, for the purposes of:

- (a) promoting cooperation among Member States and at the regional and international levels, having due regard to the Treaty establishing the Caribbean Community and the Charter of the United Nations;
- (b) promoting unity and solidarity among Member States and to defend their sovereignty, territorial integrity and independence;
- (c) assisting Member States in the realization of their obligations and responsibilities to the international community with due regard to the role of international law as a standard of conduct in their relationship;
- (d) seeking to achieve the fullest possible harmonization of foreign policy among Member States, seeking to adopt, as far as possible, common positions on international issues and to establish and maintain wherever possible, arrangements for joint overseas representation and/or common services;
- (e) promoting economic integration among Member States, through the provisions of the Agreement Establishing the East Caribbean Common Market; and
- (f) pursuing the said purposes through its respective institutions by discussion of questions of common concern and by agreement and common action.

The OECS Commission is mandated to provide executive support to the OECS Authority, by implementing, managing and monitoring programmes/projects which would ultimately benefit of its eleven (11) Member States. To support implementation of these activities the commission secured the services of 156 employees with 86 being permanent staff, 66 fixed term staff and 4 special arrangement staff. The Human Resource Unit (HRU) comprises of two (2) employees responsible for driving all Human Resource activities while supporting the organisation's strategies and objectives.

In 2020 the Commission implemented a brand-new Total Rewards Programme with the focus on creating an integrated approach to rewarding its employees and attracting top talent. As part of this approach, the Commission through the HRU created a job levelling criterion which facilitated the review of all job descriptions. After an extensive market survey, a new pay scale was developed in keeping with market rates. .

On average, the organisation recruits 38 employees per year subsequent to a series of extensive recruitment activities, which includes:

- Preparing
- Sourcing
- Screening
- Selecting
- Hiring
- Onboarding

An average total of 4.5 days is allocated per role, which is cumbersome and takes away from the other key functions of the HR Unit. In an effort to effectively manage these activities, the HR Unit desires to outsource aspects of the recruitment process to ensure that we engage the right talent for our organisation.

We endeavour that our staff compliment be a representation of the Members of the OECS countries; Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe, who possess the leadership competencies that we advocate.

## **2. Objective**

The objective of this consultancy is to support the Commission's recruitment process through the effective execution of the pre-recruitment activities with the expectation of sourcing and selecting formidable talent within the OECS diaspora, both regionally and internationally.

## **3. Scope of services**

Under the direction of the Head-Human Resource Unit (HRU) of the OECS Commission, the Consultant will be required to undertake the following tasks:

1. Advertise all job vacancies on reputable platforms within the OECS and international space.
2. Manage the pre-screening activities in keeping with the requirements of the role and culture of the OECS Commission.
3. Perform psychometric testing and job assessments for all shortlisted candidates, in an effort to provide analytics which would be useful in the interview process.

4. Provide a list and supporting documents for all candidates who meet the criterion of the role and culture of the Commission.

#### **4. Deliverables**

The consulting firm will submit the following deliverables:

1. A plan of action outlining the processes, timelines and samples of tests and assessments.
2. Pre-screening Report
3. Psychometric Testing and Job Assessments Report

#### **5. Working Relationship**

The Technical Authority for this assignment will be the Head of the Human Resource Unit (HRU).

The consulting firm will ensure timely delivery of outputs required under the agreed Terms of Reference.

#### **6. Obligations of the OECS Commission**

The OECS Commission shall:

1. Review and provide feedback on assignment deliverables;
2. Provide relevant documents and make all necessary contacts that may be needed; and;
3. Guide the assignment as needed and where necessary.

#### **7. Qualifications and Experience**

The Consulting Firm in general should have:

- Within the last 10 years successfully completed at least three (3) similar assignments with evidence
- Experience in recruitment
- Experience in conducting psychometric testing.
- Experience in pre-Interview screening / assessment

### **Other Criterion and Expected Services**

#### **Academic qualifications and professional experience of Key Experts:**

- A Master of Science in Human Resource Management and Development
- At least seven (7) years' experience and expertise in the area Human Resource Management.
- Excellent analytical skills
- Sound knowledge of recruitment practices and techniques
- Excellent understanding of HR evaluation metrics and methods

### **8. Duration of the Assignment**

This assignment is expected to be undertaken for a duration of sixty (60) professional days over a period of 6 months.

### **9. Summary of Hiring Process**

Steps	Procedure
1	<p><b>Requesting Headcount:</b></p> <ul style="list-style-type: none"> <li>– HR will discuss role requirements, budget and funding source with the hiring manager.</li> <li>– An employee requisition will be prepared for approval by the hiring manager, Division Director, CFO and Director General.</li> <li>– Once approved HR will open role.</li> </ul>
2	<p><b>Job Advertisement:</b></p> <p>HR will advertise the role via our online platform as well as other organisations through the COMMS Unit and Office of the Director General (BambooHR/Glassdoor, OECS, CARPHA/CARICOM sites) for a period no less than two weeks. We must also consider Internal Candidates</p>

	<ul style="list-style-type: none"> <li>– Citizens of Member States</li> <li>– CARICOM citizens</li> <li>– Other nationalities (in extreme circumstances)</li> <li>– HR may also use the services of Head Hunters to fill the director positions of the organisation</li> </ul>
3	<p><b>Shortlisting Candidates:</b>  Conduct applicant screening  Behavioral Assessments</p>
4	<p><b>Selection:</b>  Conduct competency/ behavioral based interviews  Conduct Reference Checks  Request Security Clearance from government  Make an offer</p>
5	<p><b>Onboarding:</b>  Conduct Orientation</p>

**10. PROPERTY RIGHTS**

The OECS shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the service carried out through this assignment with the OECS.

## **GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST**

### **Recruitment Service for the OECS Commission**

Human Resource consultancy firms wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest (EOI) to include:

1. Information on the institution's qualifications and technical competence relevant to the assignment, experience in undertaking similar assignments; including Curriculum Vitae of the Key Experts proposed for the assignment
2. Work-plan for undertaking the assignment and a breakdown of the number of days required for each task. It should include a timetable for the new hire process
3. Interested Institutions shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The OECS is not bound to accept any Expression of Interest, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Institutions.

For more information or to submit Expressions of Interest, please contact:

**Calus Monchery**

**Procurement Officer**

**Telephone:** 758-455-6351 M: 758-717-6140

**Email:** [procurement@oecs.int](mailto:procurement@oecs.int)

**Copied to:**

**Zena Jules**

**Human Resource Manager**

**Telephone:** 758-455-6322 M: 758-285-7134

**Email:** [zena.jules@oecs.int](mailto:zena.jules@oecs.int)

Expressions of Interest can be submitted via email.

A Consultancy firm will be selected in accordance with the Consultant's Qualifications (CQS) Selection method as detailed in the procedures set out in the Procurement Manual of the OECS dated November 2013, revised June 2017.

Expressions of Interest will be evaluated and the Institution with the most relevant demonstrable experience, qualifications, and technical competence will be selected.

The criteria to evaluate the Expressions of Interests submitted will include:

1. Qualifications of the Consultant
2. Technical competence in undertaking the assignment
3. Experience in undertaking similar assignments
4. Timeline for service delivery
5. Value Added Services

An electronic copy of the Expressions of Interest are to reach the OECS Commission no later than 4:00 pm local time in Saint Lucia, on December, 5<sup>th</sup> 2022 addressed to:

Calus Monchery, Procurement Officer  
At the following email address:  
[procurementbids@oecs.int](mailto:procurementbids@oecs.int)

Copied to:  
Zena Jules: [zena.jules@oecs.int](mailto:zena.jules@oecs.int)

The email submissions should include the name and address of the consulting firm and shall be clearly marked in the subject line as “**Expression of Interest – Consultancy Services for Recruitment Service for the OECS Commission**”