



ORGANISATION OF EASTERN CARIBBEAN STATES

INVITATION FOR EXPRESSIONS OF INTEREST

Eastern Caribbean Green Entrepreneurship Initiative Project

Assignment Title: Consulting Services for Green Business Ecosystem Development (Remote)

Reference No. LC-OECS Commission-IC-GBED

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible **Individual Consultants** to submit Expressions of Interest for the provision of Consultancy Services for **Green Business Ecosystem Development** under the Eastern Caribbean Green Entrepreneurship Program.

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.



Eastern Caribbean Green Entrepreneurship Program (Greenpreneurs)

Terms of Reference

Consulting Services for Green Business Ecosystem Development

March 2023

1. Background and Context

1.1. About the OECS

The Organisations of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance, among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (1981) and now The Revised Treaty of Basseterre (RTB, 2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union.

1.2. About Global Green Growth Initiative (GGGI)

The Global Green Growth Institute (GGGI) is a treaty-based international, inter-governmental organization dedicated to supporting and promoting strong, inclusive, and sustainable economic growth in developing countries and emerging economies. Based in Seoul, The Global Green Growth Institute (GGGI) is an intergovernmental organization founded on supporting and promoting a model of economic growth known as "green growth", which targets key aspects of economic performance such as poverty reduction, job creation, social inclusion, and environmental sustainability. GGGI works with countries around the world, building their capacity and working collaboratively on green growth policies that can impact the lives of millions. The organization partners with countries, multilateral institutions, government bodies, and the private sector to help build economies that grow strongly and are more efficient and sustainable in the use of natural resources, less carbon intensive, and more resilient to climate change.

1.3. Eastern Caribbean Green Entrepreneurship Initiative

The Global Green Growth Institute (GGGI) in partnership with the Organisation of Eastern Caribbean States (OECS) Commission is implementing a business incubator and accelerator program for green¹ entrepreneurs in the OECS. The Eastern Caribbean Green Entrepreneurship Initiative (Greenpreneurs) aims to enhance economic resilience and support climate change mitigation efforts through enabling job-creating green enterprises and facilitating their economic empowerment through access to financing. The program is intended to support sustainable entrepreneurs to drive innovation and accelerate the region's transition to a green and sustainable future. The program will be implemented over three (3) years with funding from the Qatar Fund for Development (QFFD) and will offer virtual training, online courses, a mentorship program, business competitions and networking opportunities for entrepreneurs in six (6) OECS Member States namely Antigua and Barbuda; Dominica; Grenada; Saint Kitts and Nevis; Saint Lucia; and Saint Vincent and the Grenadines.

¹ Business models include solutions aimed at contributing to their country's climate and sustainable development goals.

In addition, the program will support the development of local institutions supporting green entrepreneurship at the national level and lay the groundwork for establishment of a permanent regional innovation center and framework to support green entrepreneurship in the region in collaboration with governments and regional organisations. The objective of this aspect of the project is to create an institution or network that will exist beyond the life of the 3-year project and strengthen support to green entrepreneurs and their supporting institutions over the long-term.

1.4. Beneficiary Countries

Six participating OECS Member States namely: Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and St. Vincent & the Grenadines.

1.5. Contracting Authority

The contracting authority for this assignment is the OECS Commission.

2. GOALS AND OBJECTIVES

2.1. Goal: The overall goal of this consultancy is to build the capacity of OECS Business Support Organisations (BSOs) and key stakeholders to support green entrepreneurs in the OECS region.

2.2. Specific Objective: The consultant will be expected to provide general support to the Eastern Caribbean Green Entrepreneurship Project as described in section 3 (scope of activities), in addition to the specific deliverables outlined in section 5.

3. Scope of Activities

3.1. The responsibilities of the consultant are outlined in this section and are subject to evolve over the course of the contract. At a minimum the consultant will be required to work at least 40 hours per week in undertaking this consultancy. The consultancy will include building relationships, creating an environment of trust, open communication, and innovative thinking in which key stakeholders can be developed and engaged. The consultancy would also include building meaningful relationships with local regional and international partners and securing their commitment to participate in the proposed network or centre. The specific scope of services will include the following:

3.1.1. Conduct inception meetings, wherein the consultant engages with key active stakeholders in the ecosystem to assess their capacity to partner with and/or provide services to the proposed program and does some preliminary identification of focal points at national institutions.

3.1.2. Prepare an Inception Report detailing the findings of the inception activities, including a draft Work Plan identifying in detail innovative solutions that the consultant will use to conduct activities as well as clearly defined timelines for rolling out each aspect of the work program.

- 3.1.3. Conducting research, analysing, and disseminating knowledge and best practices for building sustainable business ecosystems.
- 3.1.4. Supporting logistics related to planning and implementing training sessions for national institutions.
- 3.1.5. Supporting engagement, coordination, and consultations with BSOs and other national institutions to facilitate the design and implementation of activities to strengthen the ecosystem for green businesses.
- 3.1.6. Supporting the development of training materials and undertaking logistics related to planning and implementing training sessions for national institutions.
- 3.1.7. Serving as liaison between the project and national institutions on project information and providing relevant information to institutions by responding to queries, tracking action items, and ensuring follow up.
- 3.1.8. Collaborating with the national institutions to disseminate program communications to relevant in-country groups.
- 3.1.9. Leading and coordinating the representation of the Greenpreneurs program in two regional events to increase the visibility and profile of the program in the region. This includes identifying events, coordinating speakers/logistics, and developing content.
- 3.1.10. Leading the development of two publications to share knowledge and lessons learned on the program. Including the development of content and coordinating its dissemination.
- 3.1.11. Supporting the development and launch of an online networking platform to facilitate the coordination of national business support organisations.
- 3.1.12. Collaborating with national institutions to develop and disseminate program marketing information to attract participants and build awareness about the green entrepreneurship initiative in the OECS.
- 3.1.13. Supporting the coordination of investors and other national, regional, and international organisations to participate in investor roundtables and other program events.
- 3.1.14. Representing the OECS Commission at regional and international engagements related to green business development as required.
- 3.1.15. Attending weekly GGGI team meetings and other project related meetings as required.
- 3.1.16. Providing technical input in planning and reporting on quarterly and annual reports for GGGI and CBU programs.
- 3.1.17. Contributing to the design and development of GGGI and OECS work programs aimed at supporting green businesses.
- 3.1.18. Supporting general program coordination as required by the GGGI Regional Representative and the Head of the OECS Competitive Business Unit.
- 3.1.19. Preparing Monthly Progress Reports detailing the capacity building activities conducted, stakeholder engagement and other project activities undertaken as required.

4. QUALIFICATIONS AND EXPERIENCE

4.1. Qualifications

- 4.1.1. A recognised Post Graduate degree or equivalent in Sustainable Development, Environmental Studies, Climate Change, Economics, Business, Engineering, or relevant field.

4.2. Experience

- 4.2.1. At least five (5) years' experience coordinating or implementing Sustainable Development programs and initiatives at the regional or national level.
- 4.2.2. At least five (5) years' experience managing projects to support the regional Micro Small and Medium Enterprise (MSME) sector in the OECS.
- 4.2.3. Demonstrated understanding of the concept of green growth, sustainability, and climate change vulnerability in the context of small island developing countries.
- 4.2.4. Demonstrated experience providing technical assistance to Business Support Organisations (BSOs) in the OECS would be an asset.
- 4.2.5. Experience developing and analyzing policies to support private sector development.
- 4.2.6. Experience developing project proposals and working on donor funded projects.
- 4.2.7. Experience collaborating with international organizations would be an advantage.
- 4.2.8. Experience organizing and facilitating events and training programs, especially related to entrepreneurship.
- 4.2.9. A proven track record delivering successful business ecosystem development interventions in a complex, demanding environment is highly desired.

4.3. Skills and Competencies

- 4.3.1. Strong familiarity with the cultural and political context of the OECS region is preferred.
- 4.3.2. Proven capacity to work with collaborative teams across different locations and with different technical skills.
- 4.3.3. Proven skills in the Microsoft Suite of programs, (particularly Microsoft Excel and Word) and database programs.
- 4.3.4. Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Google Hangouts, Microsoft Teams, Webex, Go to Meetings, etc.
- 4.3.5. Aptitude to manage competing messages and priorities with multiple audiences.

- 4.3.6. Ability to translate complex ideas from various fields into unified, clear guidance.
- 4.3.7. Training and experience in project management would be an asset.
- 4.3.8. Experience using data collection and analysis tools to gather information on diverse stakeholder groupings (including Google forms, JotForm and Survey Monkey, MS Excel)
- 4.3.9. Strong research and analytical skills.
- 4.3.10. Strong written and oral communication skills.
- 4.3.11. Ability to build and maintain meaningful working relationships.

5. SCHEDULE OF KEY DELIVERABLES AND MILESTONES

5.1. The project is expected to begin upon contract signing and be completed six (6) months thereafter. The indicative timing of the expected deliverables is presented below.

Deliverable	Schedule – Deadline from the signing of the contract
1. Deliverable 1 - Draft Inception Report: within three weeks after contract signing, including Work Plan (described at 3.1.2)	3 weeks
2. Deliverable 2 (Ongoing) - Concise Monthly Progress Reports submitted on the last working day of each month for the duration of the contract and commencing from the second month after contract signing.	By the final working day of each month starting from month two (2)
3. Deliverable 3 - Development and dissemination of first digital publication. (Described in 4.21)	6 weeks
4. Deliverable 4 - Brief event report outlining activities undertaken at first event.	9 weeks
5. Deliverable 7 - Development and dissemination of second digital publication. (Described in 4.21)	12 weeks
6. Deliverable 2 - Brief event report outlining activities undertaken at second event.	18 weeks
7. Deliverable 8 - Final Activity Report within three weeks of the completion of the green ecosystem development capacity building activity outlining recommendations to develop and sustain the business ecosystem to support green businesses.	24 weeks

6. SCHEDULE OF PAYMENTS

- 6.1. Monthly payments will be made against the total contract amount upon acceptance of monthly report and invoice submitted by the Consultant, as outlined in Deliverable 2 under section 5 of this Terms of Reference.

7. TRAVEL

- 7.1. Travel may be required for face-to-face activities.

GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST

Individual Consultants are invited to indicate their interest in providing the services. Interested Consultants must provide information on their capability and suitability to undertake the assignment.

Consultants interested in undertaking the prescribed Services are to email an Expression of Interest to include:

1. Information on the Consultant's qualifications to perform the services, experience and competence relevant to the assignment, including a Curriculum Vitae.
2. A concept note on the planned framework for undertaking the assignment

The Consultant shall bear all costs associated with the preparation and submission of his/her Expression 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 Consultants.

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

Jenna Flavien
Procurement Officer
OECS Commission Morne Fortuné
P.O. Box 1383
Castries
Saint Lucia
Telephone:
Email: procurementbids@oecs.int
Copied to: kwesi.roberts@oecs.int

An Individual Consultant will be selected in accordance with the Consultant's Qualifications (CQS-IC) Selection Method as detailed in the procedures set out in the Procurement Manual of the OECS, dated November 2013 revised June 2017.

The criteria to evaluate the Expressions of Interest received in relation to this assignment will include:

- Technical competence in undertaking the assignment;
- Academic qualifications;
- Experience in undertaking similar assignments; and
- Planned framework submitted for undertaking the assignment.

The Expressions of Interest will be evaluated and the Individual Consultant with the most relevant experience, qualifications and technical competence will be selected and requested to submit a fee proposal, which will be the basis for negotiations leading to a contract.

It is expected that the services will be conducted for a maximum period of eight (8) months, in keeping with the terms outlined in the Reporting Requirements above.

An electronic copy of the Expressions of Interest should be submitted by **June 7, 2023**, addressed to:

Ms. Jenna Flavien, Procurement Officer

At the following email address:

procurementbids@oecs.int

copied to kwesi.roberts@oecs.int

The email submissions should include the name and address of the Individual Consultant and shall be clearly marked in the subject line as "Expression of Interest – ***Consulting Services for Green Business Ecosystem Development***"