CONTRACT AWARD INFORMATION – CONSULTANCY SERVICES

IMPLEMENTATION OF DEVINFO AND STRENGTHENING CAPACITY TO MANAGE FOR RESULTS

DEVELOPMENT OF COMPREHENSIVE DEVINFO IMPLEMENTATION PLANS

1. **Summary of Scores:**

| Names of Shortlisted Consultants | Country | Technical Proposal Scores | | | | | | Financial Proposal Prices | | Total Combined Score | Final Rank |
		Specific Experience ( )%	Methodology (40)%	Key Experts (60)%	Knowledge Transfer ( )%	National Experts Participation ( )%	Total (100%)	Submitted Price (US $)	Evaluated Price (US $)		
Caribbean DMS, in association with Community Systems Foundation	Trinidad and Tobago	-	31.00	53.33	-	-	84.33	110,090.00	110,090.00	87.46	1
UWI Consulting Ltd. Consultant	Jamaica	-	29.33	35.00	-	-	64.33	Not opened		-	N/A

2. **Name of Successful Consultant:**   Caribbean DMS, in association with Community Systems Foundation

3. **Successful Proposal's Price:**   US$110,090.00

4. **Commencement Date of Contract:**   June 11, 2015

5. **Duration of Contract:**   The estimated duration of the project is 8 calendar months with an estimated level of effort of 108 person-days.

6. **Summary Scope of Contract:**

The contract provides for the preparation of a comprehensive DevInfo implementation plan for Anguilla, Barbados, Grenada, Montserrat and St. Lucia (the Participating Countries) and the OECS Secretariat. The implementation plans would be based on consultation with key stakeholders within the national statistical system and informed by the BMC's development priorities.

The scope of services required is understood to cover all activities necessary to accomplish the stated objective of the consultancy including, but not limited to, the following tasks and/or activities:

Implementation Planning

Phase 1 - Preparation of Templates

(a)   review the latest status of DevInfo implementation in each BMC, in the CARICOM Secretariat and in the OECS Secretariat, paying particular attention to the challenges being encountered, the approaches which are being or have been taken to address these challenges and the implications for the ongoing implementation and effectiveness of DevInfo;

(b)   prepare a draft self-assessment instrument that allows key agencies within the national statistical system to assess BMCs' readiness to implement, or progress made in implementing DevInfo as a national knowledge dissemination tool; and determine implementation support needs;

(c)   finalise the self-assessment instrument based on comments from the CARICOM Secretariat, CDB and UNICEF on the draft instrument; and

(d)   prepare draft workshop outlines for national DevInfo Stakeholders' Workshops designed to produce the following outcomes:

    (i)   a shared vision for DevInfo as a national knowledge dissemination tool;

    (ii)   an estimate of the resources required to support the implementation of DevInfo to achieve the common vision;

    (iii)   estimates of timeframes for achieving the common vision, milestones, and clarification of the roles and responsibilities of the key stakeholders; and

    (iv)   a project organisation structure for effective DevInfo implementation, inclusive of a Project Steering Committee and Project Implementation Team (PIT).

(e)   finalise workshop outlines for the national DevInfo Stakeholders' Workshops based on CDB's comments; and

(f)   prepare workshop presentations based on the finalised workshop outline.

Phase 2 - Preparation of National DevInfo Implementation Plans

(a)   distribute the self-assessment instrument to key agencies within the national statistical system for completion prior to the national DevInfo Stakeholders' Workshop;

(b)   coordinate the logistics for the workshops through the Director/Head of the central statistical office and/or the DevInfo Project Coordinator in each country;

(c)   facilitate the national DevInfo Stakeholders' Workshops using the approved workshop outline;

(d)   prepare the draft national DevInfo Implementation Plans based on the outcome of the Stakeholders' Workshops and established best practices. The plans must detail among other things, the project vision, outputs, activities, timelines, resource requirements (including the computer hardware and software needs of the NSOs and key Line Ministries and agencies), budget, roles, responsibilities and major assumptions;

(e)   present and discuss, by teleconference, each draft DevInfo Implementation Plan with the PIT referenced at item (d) (iv) of Phase 1; and

(f)   finalise the DevInfo Implementation Plan based on feedback from the Director of each NSO, PIT, other national stakeholders, CARICOM Secretariat, CDB and UNICEF.

Notes: Method of Evaluation:

1. The method of selection was **QCBS**.
2. Minimum Technical Proposal Score required to open Financial Proposal**:**
   - The minimum technical score for qualification for the financial evaluation was **80 points**.