



**Posted on:** 9 February 2018

**DB Reference N°:** IDB168-02/18

**Country:** Barbados

**Institution:** Inter-American Development Bank

**Sector:** Gas / Oil/Consulting Services

**Deadline:** 23 March 2018

**Status:** Published

**Loan N°./Financing:** 3843/OC-BA

**Project:** Deployment of Cleaner Fuels and Renewable Energies in Barbados Project

**Title:** Consultancy Services for the Implementation of Employee Integration Programmes for Newly Formed company

## REQUEST FOR EXPRESSION OF INTEREST

### DEPLOYMENT OF CLEANER FUELS AND RENEWABLE ENERGIES IN BARBADOS

LOAN NUMBER: 3843/OC-BA

#### Consultancy Services for the Implementation of Employee Integration Programmes for Newly Formed company

1. The Government of Barbados (GOB) through the National Petroleum Corporation (NPC) as Executing Agency has received financing (hereinafter called "funds") from the Inter-American Development Bank (hereinafter called "the Bank") toward the cost of the **Deployment of Cleaner Fuels and Renewable Energies in Barbados Project**. The GOB intends to apply part of the proceeds of the funds to eligible payments under the Contract for which this Request for Expression of Interest is issued.
2. The GOB has mandated the merger of the NPC and the Barbados National Oil Company Limited (BNOCL) as such, the consultancy will seek to ensure the seamless integration of the NPC and the BNOCL workforces to enable a high performance culture and results. The duration of this consultancy is estimated at five (5) months.
3. The overall objective of the consultancy is to identify and propose strategies to address the cultural, behavioural and other people-related factors that can be affected by the integration including the preparation of a Change Management Plan to mitigate any negative impacts of the merger. Specific objectives of the consultancy must include the provision of the following reports:
  - Inception Report – Which includes the Consultant's understanding of the assignment, work plan, methodology and key outcomes.
  - Progress Report 1: Inclusive of findings on key issues, challenges, risks, enablers and critical success factors associated with the integration and related recommendations and solutions.
  - Progress Report 2: This must include the design of the integration operational model, action plans for cultural integration/transformation and the leadership action plan(s) to assist the leadership in operationalizing the integration in a successful manner.
  - Progress Report 3 – This will include the findings related to change resistance, recommendation of strategies, plans, mechanisms for the management of resistance. It will also define a detailed benefits tracking and sustainability framework that facilitates the monitoring of the integration process.
  - Final Report – This will incorporate all three of the progress reports including the feedback that has been provided.
  - Monthly Progress Report – Inclusive of but not be limited to work completed, issues faced and resolutions, provide an update on the schedule and deliverables, plans for the following months and any approved scope changes and possible impact.
4. In this regard the NPC now invites eligible **firms** to submit their Expressions of Interest with respect to providing the referenced consultancy services.
5. Interested consulting firms must provide the following documentation/information to establish or to illustrate their competence in the performance of the services required:
  - General background of the consulting firm;
  - Proficiency in Global and Cultural effectiveness – ability to recognize the global and cultural factors and differences in opinions and approaches that affect change;
  - Strong business Acumen – strong knowledge of and experience in the oil & gas industry and business;
  - At least ten years' experience in change management services in a company of over two hundred employees including the facilitation of integration and change management services for merged operations. Experience in managing change in companies in the oil and gas sector would be an asset.



- sector would be an asset;
- Evidence to show general experience in Consultancy services over the last five (5) years and specifically, experience in consultancy services of a similar nature over the last three (3) years, with at least two (2) references from clients who have received these services. The reference information must contain full contact details for each reference inclusive of names, addresses and phone numbers.
  - Availability of the relevant qualified staff supported by curriculum vitae and a responsibility matrix; and
  - Financial capability
6. Selection of the Consultant will be undertaken through the Consultant's Qualifications (CQS) method in accordance with the procedures set out in the Inter-American Development Bank: Policies for the **Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9 (March 2011)** and is open to all eligible bidders as defined in the policies.
  7. All Corporate Applicants should include with their application a copy of the company's Certificate of Incorporation as evidence that the company is an existing registered company as at the date of application. The Certificate must be in the name of the applicant.
  8. Where the Certificate of Incorporation has not been submitted at the date of the opening, the applicant will be given a maximum of one (1) week to meet this obligation. Failure to submit the Certificate of Incorporation within the extended period would render the application **void**.
  9. Local applicants are advised that the Certificate of Incorporation referred to at Paragraph 5 above means a Certificate of Incorporation issued under the 1985 Companies Act of Barbados or where applicable a Certificate of Amendment. Certificates must be dated after December 31, 1984.
  10. Any firm incorporated outside of Barbados which is awarded a contract, will be required to be registered in Barbados as an External company under the 'Companies Act of Barbados' CAP. 309, found at <https://www.investbarbados.org/docs/Companies%20Act%20-%20CAP%20308.pdf> prior to the commencement of the contract.
  11. Applicants should be aware that the Labour Clauses (Public Contracts) Act Cap.349 shall, in so far as is applicable to the tenderer, apply to any contract made in respect of the tender. Full details of the conditions of this Act, Cap.349 may be obtained from the Chief Labour Officer, Warrens Office Complex, Warrens, St. Michael or via the ILO database of labour legislation website [http://blue.lim.ilo.org/cariblex/browse\\_country\\_barbados.shtml](http://blue.lim.ilo.org/cariblex/browse_country_barbados.shtml). Tenderers should submit the certificate required by paragraph 3 of the schedule to the Act with their tender.
  12. Interested eligible **firms** may request further information on the objectives and the characteristics of the consultancy at the following address during the hours of 8:30 a.m. to 4:30 p.m. (Barbados time), **Monday** through **Friday**, except on public holidays.

**Project Manager**

**Project Execution Unit**

**National Petroleum Corporation**

**Wildey, St. Michael**

**BARBADOS BB 14007**

**Tel. No. (246) 434-4000**

**Fax No: (246) 426-4326**

**Email: [pmo@npc.com.bb](mailto:pmo@npc.com.bb)**

13. The original and four hard copies of the Expression of Interest must be submitted in a sealed envelope clearly marked **Loan 3843/OC-BA: Deployment of Cleaner Fuels and Renewable Energies in Barbados (PP 3.1.5.1) Expression of Interest - Consultancy Services for the Implementation of Employee Integration Programmes for Newly Formed Company** and placed in the Tenders Box located at the address stated above no later than 4:30 p.m. Barbados Time **March 23, 2018**. All information must be submitted in English to the address listed at 12, Electronic submissions **will not** be accepted.
14. The Purchaser will select the consultant with the most appropriate qualifications and references. This firm will be asked to submit a combined technical-price proposal, then invited to negotiate in accordance with **GN-2350-9 (March 2011)**.
15. Late submissions will not be accepted and will be returned unopened.
16. Applicants will be advised of the results of their applications in due course.
17. No application will be considered unless it complies with conditions set out in this notice.
18. The Project Execution Unit will not be responsible for any costs or expenses incurred by applicants in connection with the preparation or delivery of the expressions of interest.