

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES

Selection # as assigned by e-Tool: RG-T3520-P001

Selection Method: Framework Agreement

Country: Regional

Sector: SME Development

Funding – TC #: ATN/CO-17734-RG

Project #: RG-T3520

TC name: *Improving the Business and Innovation Climate and Capacity to Attract Investment in OECS Member Countries*

Description of Services: *To provide a suite of services dedicated to the Establishment of One-Stop-Shops in Organization of Eastern Caribbean States (OECS).*

Link to TC document: [TC Document](#)

The Inter-American Development Bank (IDB) is executing the above-mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest. Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations (<http://beo-procurement.iadb.org/home>) by: February 12th, 5:00 P.M. (Washington D.C. Time).

The consulting services (“the Services”) will be focused on creating a more enabling business environment by working in the OECS region to improve the performance of the member states with respect to business registration and to impact the members states’ WB DB Scores and rankings with respect to Starting a Business. To achieve this objective, the Services will focus on (i) developing baselines assessment to determine readiness of the business registries and partner agencies with roles in the registration process in Dominica, Antigua & Barbuda, Grenada, and St. Vincent & the Grenadines to collaborate in providing business/company registration services online using best practices, including sharing corporate data electronically; (ii) (Establish an automated online one-stop-shop for business registration for each beneficiary (Antigua and Barbuda, Grenada, and St. Vincent and the Grenadines) and (iii) Draft legislation or regulations required to support the implementation of One-Stop-Shop solutions in all of the beneficiary countries.

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-1. All eligible consulting firms, as defined in the Policy may express an interest. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the corresponding documents.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described below in the [draft summary](#) of the intended Terms of Reference for the assignment. Interested consulting firms must provide information establishing that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy

agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative.

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to: spereira@iadb.org, cc'd to competecaribbean@iadb.org.

Inter-American Development Bank

Division: *Competitiveness, Technology and Innovation*

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Summary of Services required:

- (i) Conduct a baseline assessment to determine readiness of the business registries and partner agencies with roles in the registration process in Dominica, Antigua & Barbuda, Grenada, and St. Vincent & the Grenadines to collaborate in providing business/company registration services online using best practices, including sharing corporate data electronically. The assessment will address all relevant issues: legislative framework and organizational capacity (leadership, management, and accountability; business processes; computer hardware and software, and network connectivity; records management, including progress towards digitization of paper records; and structure, staffing and skills, including requirements for system support and maintenance). The assessment will also take into consideration related initiatives, either recently completed, ongoing or planned (e.g.; document management, e-payment, and digital identification platforms).
- (ii) Establish an automated online one-stop-shop for business registration for each beneficiary (Antigua and Barbuda, Grenada, and St. Vincent and the Grenadines) by:
 - mapping, re-engineering and automating business processes, including those related to post-registration, licensing, and generation of certificates, notices and letters by the system.
 - providing guidance on “soft” changes (organizational structure, staffing, skills management style, service culture, etc.) which must accompany the above “hard” or technical changes.
 - providing support to the registries with managing the launch of the online services, and for at least 1-year post-launch.
- (iii) Draft legislation or regulations required to support the implementation of One-Stop-Shop solutions in all of the beneficiary countries.