

REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES FOR BANK-EXECUTED OPERATIONS
SIMPLIFIED COMPETITIVE SELECTION PROCESS

PROJECT NAME: OPERATIONAL AND FIDUCIARY SUPPORT TO UCP

SELECTION PROCESS #: HA-T1340-P001

SELECTION METHOD: Simplified Competitive

COUNTRY: HAITI

SECTOR OR DEPARTMENT: SCL/EDU

TC NAME: HA-T1340

FUNDING – TC #: ATN/GP-21526-HA

LINK TO TC DOCUMENT: [HTTPS://WWW.IADB.ORG/EN/PROJECT/HA-T1340](https://www.iadb.org/en/project/HA-T1340)

Attention Consulting Firms: Important Update Regarding BEO Bidder Portal Registration

Effective July 1, all consulting firms, both new and previously registered in the [BEO Portal](#), **must add their Business Partner Number (BP Number)** to their organization's profiles to participate or continue participating in a BEO procurement process.

Please refer to the [FAQs](#) in the Portal for more details on **"How to Find or Obtain Your BP Number"**.

Avoid delays by not waiting until the last moment to complete this update. This process may take up to **48 hours** to complete and could prevent your organization from participating in a BEO Process.

For further questions or assistance, use the [live chat](#) on the BEO Bidder Portal page or email us at ocs.procurement@iadb.org

The Inter-American Development Bank (the Bank) was established in December of 1959 to help accelerate economic and social development in Latin America and the Caribbean. Today, the Bank is a major catalyst in mobilizing resources for the region (For more information about the Bank, please refer to the Bank's website at www.iadb.org.)

Section 1. Purpose of this Request for Expression of Interest

1.1 The Bank is executing the above-mentioned project. The Bank intends to contract consulting services described in this Request for Expressions of Interest (REOI). The purpose of this REOI is to obtain sufficient information to enable the Bank to evaluate if the eligible consulting firms (CF) have the experience and qualifications relevant to provide the consulting services requested by the Bank.

1.2 As defined in the Corporate Procurement Policy ([GN-2303-33](#)), participating CF must be from a Bank's Member Country¹ or Territory² to be eligible to submit an Expression of Interest (EOI). CF with the required experience relevant to the assignment shall be assessed. The Bank will conduct the assessment and ranking of the EOI submitted by the CF that expressed interest. The Bank will invite CF to submit a proposal in the order in which the ranking is established. If the proposal of the first-ranked CF is acceptable, the CF will be invited to negotiate a Contract. If the negotiations with the first-ranked CF fail, the next-ranked CF may be invited to submit a proposal and negotiate.

1.3 This REOI is not to be construed as either an RFP or an offer to contract and in no way obligates the Bank to contract anyone. The Bank reserves the right to reject any and all participating CF for any or no reason without having to provide an explanation. The Bank does not bind itself in any way to select any participating consulting firm. No debrief will be provided as to why CF have or have not been shortlisted.

Section 2. Instructions to the eligible consulting firms

2.1 Expressions of interest must be delivered using the *Bidder Portal for the Selection and Contracting of Consulting Firms for Bank-Executed Operations* (the Portal) (<http://beo-procurement.iadb.org>) by: **April 25th, 2025**, 5:00 P.M. (**Washington, D.C., Time**) in PDF format only (Max. 45MB).

2.2 To access the Portal, the CF must generate a registration account, including **all** the data requested by the Portal. If any of the information requested is not included, the consulting firm will not be able to participate in this or any other Bank-executed selection process for operational work. If the consulting firm has been previously registered, please validate that you have **all** the consulting firm's information updated and complete before submitting an EOI.

2.3 Eligible CF may partner in the form of a Consortium/joint venture (JV) to enhance their qualifications. Such Consortium/JV shall appoint one of the CF as the representative responsible for the communications, the registration in the Portal, and the submission of the corresponding documents.

2.4 Interested CF may obtain further information during office hours, 09:00 AM to 05:00 PM (**Washington, D.C. Time**), by sending an email to: Jeff Schleiden Colo, jeffc@iadb.org
Inter-American Development Bank

¹ **Member Countries:** Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, Uruguay and Venezuela.

² **Eligible Territories:** a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France; b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA; c) Aruba – as a constituent country of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Netherlands; d) Hong Kong – as a Special Administrative Region of the People's Republic of China.



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2.5 The Bank hereby invites eligible CF to indicate their interest in providing the services described below in the draft Terms of Reference for the consulting services. Interested CF must provide information establishing that they have the necessary experience and are qualified to perform the services. So that all responses may be properly evaluated, eligible CF must include in their submissions the information requested in the following section, with full and clear explanations.

Section 3. Consulting Services

3.1 The consulting services include (i) conducting an analysis of institutional capacities for the implementation of the new HA-G1061 project and propose an implementation scheme based on existing staff and additional workload; (ii) updating the UCP Operations Manual to reflect this new project; (iii) providing technical assistance to the procurement team in the preparation of documents until contract signature; and (iv) providing technical assistance to financial management, particularly in the process of archiving documents and justification; during 12 months.

3.2 Although there is no standard format for presenting an Expression of Interest, eligible CF must submit an EOI containing the following information:

- 1) Basic Information—Provide the official name of CF, the contact's name, email address, phone numbers, and office address (es) of the key contact (s) responsible for the EOI.
- 2) Background—Provide a description of the CF. The CF may include brochures or documents that provide information about its organization, history, mission, structure, and number of staff.
- 3) Experience related to the requested consulting services—Provide all kinds of evidence the CF considers appropriate to show its experience and expertise in delivering services similar to those described in Annex A, Terms of Reference (e.g., brochures, reports, studies, description of similar assignments, references to cases in which it has provided similar services, experience in similar conditions, availability of appropriate skills among staff, etc.)

3.3 Estimated budget: USD 86,000.00

Annex A. Draft Terms of Reference

Please note that the attached Terms of Reference may be subject to changes by the Bank. The CF that have been shortlisted will be notified of these changes.

ANNEX A – Terms of reference

1. Background and Justification

The Inter-American Development Bank, through funding from the Global Partnership for Education, is developing a new project to benefit the Haitian education sector in collaboration with MENFP. Since the UCP managing the new project already has other projects in progress, it is necessary to assess available staff and offer fiduciary support during the preparation and the first year of execution.

2. Scope of Services

2.1. The beneficiary of this consultancy is the IDB and the Government of Haiti. The results will serve to gauge the successes of the operation and make decisions for the upcoming education sector operation.

2.2. The Consultant team will work closely with the PCU and relevant stakeholders to:

- Assist in the preparation and review of procurement plans, bidding documents, contracts, and financial reports.
- Ensure that procurement and financial activities comply with IDB/WB guidelines and national laws.
- Support the design and implementation of internal control systems.
- Assist with financial reporting, disbursement requests, and audit responses.
- Develop work plans and ensure alignment with project objectives.
- Support in preparing project progress reports and implementation status updates. Identify capacity gaps within the PCU and propose tailored training or mentoring.
- Develop manuals, templates, and tools to strengthen operational and fiduciary procedures.
- Support knowledge transfer and institutional learning.

3. Objectives

This consultancy has the following objectives : (i) conduct an analysis of institutional capacities for the implementation of the new HA-G1061 project and propose an implementation scheme based on existing staff and additional workload; (ii) update the UCP Operations Manual to reflect this new project; (iii) provide technical assistance to the procurement team in the preparation of

documents until contract signature; and (iv) provide technical assistance to financial management, particularly in the process of archiving documents and justification.

4. Key Activities

- 4.1. Perform an organizational analysis of the UCP-MENFP, establishing - for the key technical areas and functions to be strengthened - its organizational structure, functions and the availability and profile of its human resources. The analysis will include an identification of the human resources gaps required for successful project implementation.
- 4.2. Review HA-G1061 project documents to update the UCP-MENFP operations manual.
- 4.3. Provide technical assistance to UCP Procurement team in the preparation of bid documents, analysis of bids, preparation of analysis reports, etc.
- 4.4. Participate in setting up the UCP financial system for the eligibility of the new project.
- 4.5. Support UCP Financial Management team specifically in (i) archiving of justification documents; (ii) preparing monthly justifications, and (iii) preparing disbursement requests.

5. Expected Results and Products

	<u>Outcomes and deliverables</u>	<u>Timeline</u>
1	Institutional capacity analysis report	May 1, 2025
2	Operation manual updated	September 1, 2025
3	Report on setting up the financial system for project eligibility	December 1, 2025
4	Trimestral progress report on procurement processes.	Every three months from contract signature.
5	Trimestral progress report on financial management support	Every 3 months once the project start.

6. Acceptance Criteria

The IDB project leader is responsible for the approval of deliverables presented by the firm. The Delivery of deliverables and reports are the sole responsibility of the firm.

7. Reporting Requirements

The outputs will be in French or English.

8. Project Schedule

The duration of the consultancy is 12 months from the contract signing date.

9. Consulting Firm and Team Requirements

- A minimum of 4 years of experience in consulting services, fiduciary support, and capacity building for Project Coordination Units (PCUs) of the Haitian Government funded by international donors (IDB, World Bank), with at least three years of experience or collaboration specifically with the PCU of the Ministry of National Education and Vocational Training (MENFP).
- Proven experience working in fragile contexts.
- At least 5 years of experience collaborating with government entities, particularly Project Coordination Units (PCUs), local NGOs, and international agencies (especially the IDB and the World Bank).
- The team must include at least one certified professional in institutional capacity building
- The team must include at least one legal expert specialized in business law with proven experience working with international donors, particularly the IDB.
- The team must also include at least one certified professional (by the IDB or the World Bank) in institutional capacity assessment and strengthening systems or who has completed structured training programs in these fields and demonstrated competence in applying IDB methodologies and tools for public sector reform and project implementation.
- Relevant experience working with the IDB in:
 - Establishing financial systems for project eligibility;
 - Preparing project implementation reports;
 - Institutional capacity analysis and strengthening;
 - Project evaluation (PMR).
 - Valid legal documents (Business License, Tax Clearance Certificate, CIP).
 - Excellent writing skills and the ability to present documents effectively.

10. Other Requirements

All documents must be sent by email to the IDB in MS Word, MS PowerPoint, MS Excel, PDF format where applicable. IDB requirements must be followed.

11. Supervision and Reporting

The consultancy will be coordinated with the team leader assigned to this consultancy.

12. Schedule of Payments

Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

	<u>Deliverables</u>	<u>Percentage</u>	<u>Timeline</u>
1	Institutional capacity analysis report	15%	May 1, 2025
2	Operation manual updated	15%	September 1, 2025
3	Report on setting up the financial system for project eligibility	30%	December 1, 2025
4	Trimestral progress report on procurement processes.	5% for each report up to 20% for one year	Every three months from contract signature.
5	Trimestral progress report on financial management support	5% for each report up to 20% for one year	Every three months once the project has been started.