

IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS)

Reference number: BCRC_ISLANDS+_2023_005_V02

Date: July 29, 2024

**SUBJECT: Request for Proposals (RFP): “Consultancy for the Development of
a Digital Learning Hub”**

Dear Bidder,

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) hereby invites the submittal of proposals towards the execution of the “Consultancy for the Development of a Digital Learning Hub (DLH)”. The bid should be in accordance with the approach described in the documents attached as Appendices 1 to 5.

1. BACKGROUND

To ensure consideration, please provide the completed proposal package in accordance with the guidelines, by **11:59 pm (Trinidad and Tobago, GMT-4) on Sunday September 15th, 2024**. Proposals received after the aforementioned deadline will not be rejected immediately.

2. GENERAL

- a.** This RFP is for the complete package of technical services with necessary supervision, backstopping and training. It covers the total organizational responsibility as required by the Terms of Reference (ToR) which is attached as Appendix 1 and the project briefs outlined in Appendix 2.
- b.** The proposals submitted by the bidder should be comprehensive and provide sufficient detail to indicate that the bidder has the requisite

capability, experience, expertise, financial resources and required capacity to perform the work specified satisfactorily.

- c. Instructions for the preparation of the technical proposal and breakdown of financial proposal are provided at Appendix 3.
- d. A draft template of the Contractual Agreement for engagement with the successful bidder can be found at Appendix 6.

We look forward to receiving your proposal.

Sincerely,

The BCRC-Caribbean

List of Attachments

Appendix 1 – Terms of Reference

Appendix 2 – Project Briefs

Appendix 3 – Instructions for the preparation of technical and financial proposals

Appendix 4 – Eligibility of Consultants Form

Appendix 5 – Bill of Quantities (Template)

Appendix 6 – Draft Sample of the Contractual Agreement