

**IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL
ISLAND DEVELOPING STATES (ISLANDS) - GEF 10279**

(Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts and
Nevis, Saint Lucia, Suriname, Trinidad and Tobago)

**Consultancy for the Assessment and Development of Regional Guidance and
Capacity-Building on Sustainable Public Procurement in the Agricultural Sector in the
Caribbean**

(Reference Number: BCRC_#10279_2025_007)

APPENDIX 3 – DOCUMENTATION OF CLARIFICATIONS AND ADDITIONAL INFORMATION

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The following information is provided as a response to requests for clarification on the Call for Proposals for the above-mentioned consultancy. This document will be updated as needed.

Question 1:

What are the non-financial resources to be assigned (incl. course materials, assessment methodologies, etc.) mentioned in the technical proposal structure section?

Response 1:

Non-financial resources to be assigned as part of the technical proposal should include resources that support delivery without incurring a direct monetary expense. These may include, but are not limited to, existing technical tools and methodologies such as survey instruments and pre-owned or pre-licensed software, as well as equipment and infrastructure including video-conferencing platforms, digital collaboration tools, and related operational systems.

Question 2:

Could you please share the FAO-UNEP SPP methodology that is being referred to in the TOR?

Response 2:

The reference in the Terms of Reference to the “FAO-UNEP SPP methodology” is intended to refer to established principles, approaches, and guidance jointly developed and applied by FAO and UNEP in the area of Sustainable Public Procurement. A methodology is expected to be published soon. In the meantime, please find attached a [FAO Global Framework Presentation](#) that was previously shared publicly and that provides an overview of the approach. Bidders are expected to draw on relevant publicly available FAO and UNEP guidance on Sustainable Public Procurement, including [UNEP’s Sustainable Public Procurement Guidelines](#) and FAO’s work related to sustainable procurement in agricultural and food systems.

Question 3:

Will the Consulting Team be responsible for budget for interpretation during the validation workshop on country assessments? And is the expectation to conduct one (virtual) workshop for three countries or three separate ones?

Response 3:

The consulting team will not be responsible for the organization of interpretation as part of regional workshops where both English and Spanish speaking participants are present. However, for national workshops where only the Spanish speaking country is involved, the expectation is that the member of the team with Spanish-speaking capabilities will lead the communication between the parties in attendance.

In terms of the virtual workshop for the three (3) selected countries, reference is made to the Terms of Reference, specifically Page 8, under Section 2 - Duties and Responsibilities, and Page 12, under Section 3 - Deliverables and Timelines. These sections specify the recommended approach for the virtual workshops based on whether it is a National Assessment Workshop or Validation Workshop.

Question 4:

"Expenses incurred from travel (i.e., travel, accommodation, per diem) will be reimbursed by the BCRC-Caribbean by mutual agreement." Could you please clarify whether this reimbursement would be over and above the grant amount (200-250K USD)? Should the travel be included in the budget envelope?

Response 4:

The total budget for this project activity shall not exceed USD 250,000. Within this ceiling, BCRC-Caribbean encourages bidders to submit financial proposals that are competitive, cost-effective, and commensurate with their proposed technical approach, ensuring that all proposed costs fall fully within the specified budget limit.

Question 5:

Can the consulting team submit under one team leader/principal investigator, or would BCRC prefer submission under a registered business in a Caribbean country?

Response 5:

Proposals may be submitted either under a single team leader or through a registered business entity. The BCRC-Caribbean has no objection to either approach, provided that the proposal clearly identifies the lead entity or individual and adheres to the instructions outlined in Section 9 – Application Procedures, on page 18 of the Terms of Reference.

Question 6:

Under Notes, Language, x, it states:

'The working languages of the GEF 10279 Project are English and Spanish. As such project correspondence, outputs, and consultations are expected to be conducted with English/Spanish interpretation and translated resources; the ability to communicate in Dutch will be regarded as an asset.'

- a) In the assessment phase would all documents from all nine (9) countries be required to be submitted in English and Spanish? Or would the assessment of the Spanish speaking countries (such as Dominican Republic) and summary reports specifically on Dominican Republic be in English and Spanish. For example, would the assessment report of Barbados need to be in both English and Spanish? Or would a summary report of all nine (9) countries be the only documents in both English and Spanish?
- b) Would the minutes of meetings of important correspondence that influenced the project be required to be in both Spanish and English.
- c) We should have a native Dutch speaker from agriculture academia on our team. Additionally, we will be hiring a company to translate the presentations and meetings with stakeholders etc. and reports in Dutch for countries such as Suriname. Would it be required to translate the Dutch speaking country assessment to both English, and Spanish?
- d) In the event that a Dutch, Spanish, and English-speaking country is chosen for the in-depth assessment, will all the assessments reports be required in all three languages? In the case of regional reports that are applicable to multiple countries, the document shall be prepared in both English and Spanish.

Response 6:

- a) Where a report is national in scope and specific to the Dominican Republic, it shall be prepared in Spanish, with a corresponding version in English also being provided. Regional reports applicable to multiple countries shall be prepared in both English and Spanish.
- b) Apart from the key deliverables explicitly identified in the Terms of Reference, supporting documents such as minutes of meetings and project-related correspondence shall primarily be prepared in English, while correspondence directed to Spanish-speaking countries shall be prepared in Spanish. This applies

regardless of the type or format of document being shared, provided such documents do not constitute key activity deliverables as defined in the Terms of Reference.

- c) As indicated in the “Notes” section of the Terms of Reference; the working languages of the GEF 10279 Project are English and Spanish, and the ability to communicate in Dutch will be regarded as an asset. The consulting team may therefore exercise its discretion in determining how Dutch language capacity is utilized, consistent with the project requirements.
- d) As indicated in the Terms of Reference, the working languages of the project are English and Spanish. Where regional reports are applicable to multiple countries, such reports are required to be prepared in English and Spanish only. Potential bidders are encouraged to use their professional discretion in this regard, consistent with the project’s language requirements.

Question 7:

Under (c) Development and Delivery of Capacity Building and Training Tools:

ii) Conduct at least three (3) targeted regional training workshops (can be hybrid) to disseminate knowledge and training using the training tools developed with particular attention to policy makers and procurement officers. At least one (1) representative group from each of the nine (9) participating countries shall participate in a regional workshop.

Seeking clarification that one (1) representative group for this section specifically refers to either a representative from the policy maker group or procurement officer group.

Response 7:

The reference to a “representative group” is intended to mean participation by relevant stakeholders identified from each participating country. This requirement is to ensure that each of the nine (9) countries is represented in at least one of the regional training workshops. The specific stakeholders participating may vary by country and are not limited to the examples identified, provided that appropriate national representation is achieved.

Question 8:

Does the consultancy include assessment of the 9 countries' procurement of agricultural inputs other than pesticides, such as fertilizers and irrigation equipment? This is asked because fertilizers are mentioned on Page 3 (see iii) and an Advanced Degree in Engineering is included as a possible option under Education on Page 15.

Response 8:

This project activity is specifically focused on pesticides, with particular emphasis on the promotion and procurement of safer alternatives through public procurement, notably biopesticides, as well as agricultural products produced using such alternatives. Within this scope, the Centre does not intend to prescribe or further limit the assessment approach at this stage. The consulting team is therefore expected to propose an appropriate and technically sound approach aligned with these objectives and the overall Terms of Reference.

Question 9:

The TOR prioritizes public procurement, which is presumed to be Government Ministries and agencies. However, in most countries, procurement of pesticides is mainly by private sector importers and distributors. Is the scope of the consultancy limited to public sector procurement (e.g., government agencies), or does it also include state-supported programmes and the private sector?

Response 9:

The consultancy is primarily focused on public procurement as outlined in the Terms of Reference. However, the role of the private sector, as referenced in the Terms of Reference, is also recognized and may be engaged as appropriate. The Centre does not intend to overly restrict the scope at this stage and encourages prospective bidders to use their expertise and professional judgment in determining an appropriate approach, while maintaining a clear emphasis on public procurement.

Question 10:

On page 10, under "Development and Delivery of Capacity Building and Training Tools" – "All products developed and delivered under this consultancy must be compatible with the FAO e-learning Academy and designed in a sustainable manner. All deliverables will be subject to review by the NWGs of GEF 10279, key national stakeholders, the FAO and the BCRC-Caribbean, and feedback will be incorporated where feasible."

Will the FAO be leading the review of the training materials?

Response 10:

As stated in the Terms of Reference, all deliverables will be subject to review by multiple parties, including the National Working Groups of GEF 10279, key national stakeholders, FAO, and BCRC-Caribbean.

Question 11:

Will the consulting team have access to existing datasets, reports, or internal BCRC documents (for example, biopesticide project reports)?

Response 11:

Yes. Where available and relevant, deliverables developed under the ISLANDS Programme and other related projects led by BCRC-Caribbean may be shared with the consulting team for reference and use in carrying out the assignment

Question 12:

Will BCRC facilitate introductions to National Working Groups (NWGs) of GEF 10279 and other key stakeholders in each country?

Response 12:

Yes. BCRC-Caribbean will facilitate introductions to the National Working Groups (NWGs) of GEF 10279 and other key stakeholders. This will be initiated at the Inception Workshop and supported through the provision of relevant contact information for all NWGs to facilitate the execution of the consultancy.

Question 13:

The TOR refers to coordination with a UNEP consultancy under Output 1.5. What is the scope of that consultancy, and how will coordination be managed? Are there other regional initiatives we should consider or coordinate with?

Response 13:

The scope of the UNEP consultancy under Output 1.5 is outlined in the GEF ISLANDS CEO Endorsement document referenced in footnote 1 of the Terms of Reference. Prospective bidders are encouraged to review this document, which provides details on the UNEP-implemented activities under Output 1.5 and the broader context for coordination. Coordination between these consultancies will be undertaken as appropriate through

meetings and information sharing, to ensure alignment and complementarity, in accordance with the roles and responsibilities specified.

Question 14:

Could you kindly clarify what is envisaged under “hybrid” delivery for the three regional training workshops? In particular, should proposals assume in-person participation from representatives of each country, supplemented by virtual participation, or a more limited in-person component? Any guidance on expected travel requirements for the consulting team would be appreciated.

Response 14:

Hybrid refers to the modality of the workshop where there is both in-person and virtual participation available. As outlined in the Terms of Reference, the options for the modality of each workshop are identified, and we therefore ask that this be considered by the consulting team when preparing their financial and technical proposal. In terms of the travel requirements, the expectation is that at least one member of the consulting team be present in person to support with leading the workshops.

Question 15:

The TOR indicates participation from each of the nine countries. Could you confirm whether there is an anticipated range or indicative number of participants (for example, per country and/or per workshop) that should inform the design and costing of the training package?

Response 15:

For regional workshops, the Centre engages with the relevant national authorities and requests the nomination suitably qualified representatives, generally in the range of 2–3 participants per country. For the host country, participation is usually higher, approximately 4–7 representatives, given the absence of travel requirements. For national workshops, participation is drawn from relevant designated institutions and stakeholders within the country and is therefore broader to ensure appropriate national representation.

Consultants are advised to take this general framework into consideration when designing and costing the training package.

Question 16:

Would the evaluation criteria for the Terms of Reference be provided?

Response 16:

The evaluation criteria can be viewed here:

CRITERIA	DESCRIPTION	POINTS	MINIMUM
Technical Competency (50 points)	a. Demonstrates a thorough understanding of the scope of work which is reflected in a sound technical approach and methodology to the task.	40	30
	b. Provides a detailed work-plan which effectively illustrates the implementation of the project during the consultancy period.	10	7.5
Relevant Experience (33 points)	a) Displays the adequacy of the team for the assignment by providing a breakdown of the relevant roles and responsibilities.	8	6
	b) Demonstrates relevant qualifications of the consultant/or team of consultants.	18	13.5
	c) Demonstrates experience within the region or SIDS.	7	5.25
Communication Skills (17 points)	a) Entire submission uses good grammar and indicates excellent written communication skills.	3	2.25
		5	3.75
	b) Evidence of Spanish/ Dutch competency	5	3.75
	c) Submission documents are well-formatted and presented.	2	1.5
	d) Gender mainstreaming considerations	2	1.5
	TOTAL SCORING	100	
	Minimum required for eligibility		75

Question 17:

How will the different sources of information be provided to conduct the regional assessment?

Response 17:

Reference is made to Page 6 of the Terms of Reference, which indicates that the regional assessment shall be done based on a desktop review. Data can also be collected through other reports developed under the GEF ISLANDS Caribbean projects which will be made available for your reference, as well as consultations with the project National Working Groups.

Question 18:

Would a list of pesticides, including those used in the past and at present, as well as hazardous chemicals, be made available for the three countries identified for in-depth analysis?

Response 18:

The Centre does not maintain a compiled list of pesticides or hazardous chemicals, whether past or present, for the countries participating in the project. Consultants are therefore expected to undertake this task as part of their assessment, should such a list be considered necessary for the scope of work.

Question 19:

Would the stakeholder categories identified for consultations be coordinated and facilitated by the respective countries, or would the consulting team be responsible for identifying and engaging with these stakeholders?

Response 19:

The consultant will be responsible for identifying and developing a comprehensive list of key stakeholders relevant to the objectives and scope of the assignment. This should include stakeholders across pertinent sectors and institutions whose participation is necessary to ensure the effective delivery of project activities. With respect to stakeholder engagement, the BCRC-Caribbean will provide a list of the National Working Group for each participating country to facilitate outreach by the consulting team as needed.

Question 20:

Would templates or standard formats be made available for the preparation of the required reports?

Response 20:

The relevant reporting templates aligned with the GEF ISLANDS Programme requirements will be provided to guide the preparation of the required deliverables.

Question 21:

Are there any eligibility criteria applicable to the firms interested in participating? If so, we would appreciate it if you could specify them.

Response 21:

Eligibility criteria for all prospective bidders are outlined in the Terms of Reference (TOR) under Section 4, **Required Qualifications and Experience**. All bidders must demonstrate that the combined expertise of their proposed personnel meets the specified requirements.

Question 22:

Geographic Location/Registration of the Consulting Team: Should the consulting firm, consortium, or lead organization be registered or based in one of the nine project countries (Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts and Nevis, Saint Lucia, Suriname, or Trinidad and Tobago)? Or are we free to be based anywhere internationally, provided we meet the qualification requirements and include at least one Caribbean regional expert?

Response 22:

There are no geographic restrictions regarding the location or registration of the consulting team or firm. Consulting firms, consortia, or teams may be based internationally, provided that the proposed team composition meets the requirements outlined in the Section 4, **Required Qualifications and Experience** of the Terms of Reference.

Question 23:

Payment and Documentation Requirements: Section 6 of the ToR states that payment will be made in installments based on key deliverables. Could you please clarify:

- What specific documentation will be required to process each payment installment?
- Will invoices, delivery receipts, or evidence of deliverable completion be sufficient?
- Are there any specific templates or formats the BCRC-Caribbean requires for payment processing?

Response 23:

Payments will be linked to the submission and acceptance of deliverables, with further administrative details to be clarified during the project kick-off. Specific details are as follows:

- Payments are processed upon receipt and acceptance of the final deliverables, together with the corresponding invoice.
- An invoice, submitted alongside the finalized deliverables, will be required to initiate payment processing. The deliverables themselves serve as the primary evidence of completion.
- During the administrative kick-off meeting with the selected consultants, further guidance will be provided on any required templates, formats, and supporting information needed for payment processing.

Question 24:

Are the costs of in-person workshops included, such as participants' lunches, venue rental, handouts?

Response 24:

The BCRC-Caribbean will be responsible for organizing and funding hybrid workshops mutually agreed upon by the parties under the contract, including covering all costs associated with participants' in-person attendance. As an environmentally focused organization, the Centre encourages a paperless approach for meetings wherever possible; however, printing workshop materials can be facilitated if required.

Question 25:

Clarification is sought on how the Financial Proposal is evaluated, given that it is not explicitly reflected in the evaluation criteria?

Response 25:

Bids that are accepted to continue into the process of financial evaluation will be rated against the lowest proposal:

Where: the Proposal with the lowest total fees + expenses receives 100 points.

The others are awarded points by means of the following formula:

Financial score = (lowest total fees + expenses/total fees + lump sums of the tender being considered) x 100