REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES FOR BANK-EXECUTED OPERATIONS

SIMPLIFIED COMPETITIVE SELECTION PROCESS

PROJECT NAME: Consultancy to Design and Operationalize MSME Green Growth and Resilience Hub for Jamaica
SELECTION PROCESS #: B260002
SELECTION METHOD: Simplified Competitive
COUNTRY: Jamaica
SECTOR OR DEPARTMENT: PTI/CTI
TC NAME: STRENGTHENING THE NATIONAL QUALITY INFRASTRUCTURE FOR COMPETITIVENESS AND GREEN GROWTH IN JAMAICA
FUNDING – TC #: ATN/OC-21285-JA
LINK TO TC DOCUMENT: https://www.iadb.org/document.cfm?id=EZIDB0001674-550680115-20

Attention Consulting Firms: Important Update Regarding BEO Bidder Portal Registration

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 Country[1] or Territory[2] 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: *August 24, 2026]*, 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.

[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.

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: *Nayaatha Taitt, NAYAATHAT@IADB.ORG*

Inter-American Development Bank
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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 ***[The consultant will support the design and operationalization of an MSME Green Growth and Resilience Hub as a one-stop digital platform to assist Jamaican MSMEs in improving their competitiveness, sustainability, resilience, and export readiness.***

The scope of the consultancy will include the following areas:

- ***MSME Sustainability, Green Growth and Resilience Ecosystem Mapping and Needs Assessment. Assessment of the current ecosystem of services, resources, standards, certification systems, financing mechanisms, and support programs available to MSMEs in Jamaica related to sustainability, green growth, resilience, and competitiveness. The assessment will identify gaps, opportunities, and priority areas for intervention to inform the design of the Hub.***

- ***Development of Digital Learning and Knowledge Resources. Design and development of practical knowledge products and self-paced e-learning content to support MSMEs in navigating their sustainability, green growth, and resilience journeys. Resources should facilitate awareness, capacity building, and adoption of sustainable and resilient business practices.***

- ***Capacity Building for Staff in Key Partner Agencies. Design and delivery of training and knowledge transfer activities to strengthen the capacity of staff in key partner agencies, including the Jamaica Business Development Corporation (JBDC)***

and the Ministry of Industry, Investment and Commerce (MIIC) to support MSMEs in sustainability, resilience, standards adoption, sustainability reporting, certification pathways, and green transition planning.

• ***Monitoring and Evaluation Framework Development. Development of a monitoring and evaluation framework to support the collection, analysis, and reporting of data related to MSME sustainability, green growth, innovation, resilience, competitiveness, and gender outcomes. The framework should strengthen the capacity of partner agencies to monitor progress, inform policy development, and support evidence-based decision-making.***
Project Manager: insert a brief description of the services requested, an estimated timeframe for the performance of such services, and the estimated budget available for the consultancy.]

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: Eighty Thousand United States Dollars (US$80,000.00)

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

1.1. The Technical Cooperation (JA-T1228) seeks to support the National Quality Infrastructure's (NQI) capacity to promote competitiveness, innovation, and green growth among Micro, Small and Medium Enterprises (MSMEs) in Jamaica seeking to export to international markets.

1.2. **Jamaica's Green Economy[1].** Given the economy's vulnerability to climate change impact, the green economy holds potential for economic growth, job creation, environmental preservation and improved resilience to climate change in Jamaica. A 2016 scoping study for Jamaica's Green Economy stated that lower energy costs would increase Jamaica's ability to compete in international, regional and domestic markets, while increasing renewables would make Jamaica's a low carbon, and thus green, economy. Jamaica's updated Nationally Determined Contribution (NDC)[2] captures its commitment to reducing GHG emission levels nationally. It further cites that transfer of technologies that are environmentally sound, and which support low carbon and climate-resilient development is paramount, signaling the need for expertise and financing.

1.3. **Promoting green innovation and adoption of green technology.** Incentivizing the adoption of green technologies and green innovation through public policy interventions is important to achieving environmental sustainability goals. The 2020 Innovation, Firm Productivity, and Gender survey (IFPG) reveals, on average, that firms in Jamaica, compared to the Caribbean regional average, have performed relatively well in the last three years in terms of environmental innovations resulting from the adoption of new technologies. In the past three years, Jamaican firms surveyed indicate the following top three environmental improvements: (i) recycle waste, water or materials (38.19% versus regional average of 28.39%); (ii) reduced energy use per unit of output (36.31% versus a regional average of 24.84%); and (iii) reduced material use per unit of output (35.97% versus a regional average of 23.3%). The main reason for environmental innovations amongst surveyed Jamaica firms was voluntary codes or agreements for environmental good practice within their sector, followed by current/expected market demand from customers for environmental innovations and existing environmental regulations or taxes on pollution. These findings signal the important role that the NQI can play in promoting green growth, resilience, sustainability, and green innovation among MSMEs, and provide a strong rationale for establishing an MSME Green Growth and Resilience Hub to support firms in their green growth trajectory.

2. Objectives

2.1. To design and operationalize an MSME Green Growth and Resilience Hub as a one-stop platform that supports Jamaican MSMEs in improving their competitiveness, sustainability, resilience, and participation in the green economy through access to information, tools, standards, training, and advisory resources. The Hub will serve as a strategic mechanism to strengthen firm capabilities, promote the adoption of sustainable and resilient business practices, facilitate green innovation and technology adoption, and enhance the ability of MSMEs to respond to evolving market, regulatory, and environmental demands.

3. Scope of Services

3.1. The consultant will support the design and operationalization of an MSME Green Growth and Resilience Hub as a one-stop digital platform to assist Jamaican MSMEs in improving their competitiveness, sustainability, resilience, and export readiness.

3.2. The scope of the consultancy will include the following areas:

- **MSME Sustainability, Green Growth and Resilience Ecosystem Mapping and Needs Assessment.** Assessment of the current ecosystem of services, resources, standards, certification systems, financing mechanisms, and support programs available to MSMEs in Jamaica related to sustainability, green growth, resilience, and competitiveness. The assessment will identify gaps, opportunities, and priority areas for intervention to inform the design of the Hub.

- **Development of Digital Learning and Knowledge Resources.** Design and development of practical knowledge products and self-paced e-learning content to support MSMEs in navigating their sustainability, green growth, and resilience journeys. Resources should facilitate awareness, capacity building, and adoption of sustainable and resilient business practices.

- **Capacity Building for Staff in Key Partner Agencies.** Design and delivery of training and knowledge transfer activities to strengthen the capacity of staff in key partner agencies, including the Jamaica Business Development Corporation (JBDC) and the Ministry of Industry, Investment and Commerce (MIIC) to support MSMEs in sustainability, resilience, standards adoption, sustainability reporting, certification pathways, and green transition planning.

- **Monitoring and Evaluation Framework Development.** Development of a monitoring and evaluation framework to support the collection, analysis, and reporting of data related to MSME sustainability, green growth, innovation, resilience, competitiveness, and gender outcomes. The framework should strengthen the capacity of partner agencies to monitor progress, inform policy development, and support evidence-based decision-making.

4. Key Activities

4.1. MSME Sustainability, Green Growth and Resilience Ecosystem Mapping and Needs Assessment

- Conduct a desk review of relevant policies, strategies, standards, certification systems, sustainability reporting frameworks, ESG requirements, financing mechanisms, and MSME support programs related to sustainability, green growth, resilience, and competitiveness in Jamaica.

- Benchmark international good practices and comparable initiatives, including SME sustainability hubs, green growth support programs, sustainability reporting support initiatives, and resilience-building programs for MSMEs.

- Undertake stakeholder consultations with relevant public sector agencies, private sector organizations, financial institutions, business support organizations, standards bodies, academia, and MSMEs.

- Assess the current ecosystem of services, resources, tools, training programs, standards support, certification assistance, sustainability reporting support, and financing opportunities available to MSMEs.

- Identify gaps, opportunities, priority needs, and potential areas for intervention to inform the design and operationalization of the MSME Green Growth and Resilience Hub.

4.2. Development of Digital Learning and Knowledge Resources

- Develop the conceptual framework and content architecture for the MSME Green Growth and Resilience Hub.

- Design and develop practical knowledge products and resource materials to support MSMEs in their sustainability, resilience, and green growth journeys.

- Develop a suite of self-paced e-learning modules to be hosted on the counterpart institution's digital learning platform.

- Develop supporting materials including participant resources, assessments, facilitator guides, practical toolkits, self-assessment tools, case studies, and guidance documents.

- Develop practical guidance to assist MSMEs in understanding and navigating sustainability-related standards, certification systems, sustainability reporting requirements, and market expectations relevant to competitiveness, export readiness, and market access. Guidance should include relevant international standards and frameworks (e.g., such as ISO 14001 Environmental Management Systems, ISO 50001 Energy Management Systems, ISO 22301 Business Continuity Management Systems, ISO 14064 Greenhouse Gas Accounting, ISO 20400 Sustainable Procurement, ESG-related frameworks, carbon footprint measurement and reporting, and sustainability reporting requirements applicable to MSMEs).

- Ensure that learning resources address key topics including sustainability and competitiveness, green growth, resource efficiency, green innovation, climate resilience, business continuity planning, sustainability reporting, ESG considerations, standards and certification pathways, carbon management, sustainable procurement, environmental management systems, and sustainable finance.

- Develop a roadmap for the phased operationalization of the MSME Green Growth and Resilience Hub, including recommendations for governance arrangements, institutional ownership, content management, maintenance and updating of resources, stakeholder roles and responsibilities, monitoring and evaluation, sustainability mechanisms, resource requirements, and future expansion of services and functionalities.

4.3. **Capacity Building for Staff in Key Partner Agencies**

- Design a capacity-building programme for staff of key partner agencies, including the Jamaica Business Development Corporation (JBDC) and the Ministry of Industry, Investment and Commerce (MIIC).

- Develop training materials including presentations, facilitator guides, videos, reference materials, and practical advisory tools.

- Deliver training sessions aimed at strengthening the ability of partner agency staff to support MSMEs in sustainability, resilience, standards adoption, certification pathways, sustainability reporting, ESG requirements, and green transition planning.

- Facilitate knowledge transfer to enable partner agencies to manage, maintain, and utilize the Hub as an ongoing support mechanism for MSMEs.

4.4. **Development of a Monitoring and Evaluation Framework for Green Growth, Innovation and Resilience**

- Assess existing data collection mechanisms and information systems relevant to measuring MSME performance in relation to sustainability, green growth, innovation, resilience, and competitiveness.

- Review international good practices, methodologies, indicators, and frameworks for measuring green growth, innovation, sustainability, and resilience at the firm level.

- Develop a monitoring and evaluation framework to support the collection, analysis, and reporting of data related to MSME sustainability, green growth, innovation, resilience, and competitiveness outcomes.

- Identify a set of indicators, data sources, collection methodologies, reporting arrangements, and institutional responsibilities to support ongoing monitoring and evaluation.

- Develop recommendations for the integration of gender-disaggregated and inclusion-related data, including indicators related to women-owned and women-led enterprises.
- Develop practical tools, templates, and guidance to support data collection, reporting, and utilization by partner agencies.

- Provide recommendations for the institutionalization and long-term sustainability of the monitoring and evaluation framework.

5. <u>Expected Outcome and Deliverables</u>

5.1. The expected outcomes and deliverables under this assignment are the following:

5.2. ***Deliverable 1 – Inception Report and Work Plan.*** The inception report and work plan will set out the agreed implementation plan for the consultancy, including task sequencing, timelines and milestones, reporting arrangements, roles and responsibilities, coordination mechanisms with the IDB and the Government of Jamaica, resource allocation, data access arrangements, and an initial risk register with proposed mitigation measures related to implementation, coordination, and timing.

5.3. ***Deliverable 2 – MSME Sustainability, Green Growth and Resilience Ecosystem Mapping and Needs Assessment Report.*** The MSME Sustainability, Green Growth and Resilience Ecosystem Mapping and Needs Assessment Report will assesses Jamaica's MSME ecosystem with respect to sustainability, green growth, resilience, and green innovation. The report shall map existing support services, standards and certification systems, sustainability reporting frameworks, green financing mechanisms, technical assistance programs, and institutional actors supporting MSMEs in their green transition journeys. The report shall identify current capabilities, gaps, barriers, opportunities, and priority needs among Jamaican MSMEs related to the adoption of sustainable business practices, green technologies, resilience-building measures, sustainability reporting, and compliance with evolving environmental and market requirements. The report shall also include benchmarking of relevant international good practices and recommendations to inform the design and operationalization of the MSME Green Growth and Resilience Hub.

5.4. ***Deliverable 3 – Design Specifications and Operationalization Framework for the MSME Green Growth and Resilience Hub.*** The consultant shall prepare the Design Specifications and Operationalization Framework for the MSME Green Growth and Resilience Hub. The deliverable shall include the conceptual framework and content architecture for the Hub, recommendations regarding governance arrangements, institutional ownership, stakeholder roles and responsibilities, monitoring and evaluation, content management, maintenance and updating of resources, and sustainability mechanisms. The deliverable shall further include a roadmap for the phased operationalization of the Hub, including recommendations for resource requirements, implementation arrangements, and future expansion of services and functionalities. In addition, the deliverable shall provide the framework for the knowledge resources, standards and certification guidance, sustainability reporting resources, and other content to be incorporated into the Hub.

5.5. ***Deliverable 4 – E-Learning Materials and Staff Capacity Building Package.*** The E-Learning Materials and Staff Capacity Building Package shall support the implementation of the MSME Green Growth and Resilience Hub and include a suite of self-paced e-learning modules for deployment through the counterpart institution's digital learning platform. The deliverable shall include participant resources, facilitator guides, assessments, practical toolkits, case studies, self-assessment tools, and guidance materials covering key topics related to sustainability, green growth, resilience, green innovation, sustainability reporting, ESG requirements, standards and certification pathways, resource efficiency, climate resilience, environmental management systems, carbon management, sustainable procurement, and sustainable finance. The deliverable shall also include practical guidance and learning resources to support MSMEs in understanding and navigating relevant sustainability standards, certification systems, sustainability reporting requirements, and market expectations, including internationally recognized standards and frameworks where appropriate. The deliverable shall further include the design and delivery of a training programme for staff of key partner agencies, including JBDC and MIIC, aimed at strengthening their capacity to support MSMEs in sustainability, resilience, standards adoption, certification pathways, sustainability reporting, ESG requirements, and green transition planning. Training materials, presentations, recordings, and knowledge transfer resources shall be provided to enable future use and scaling.

5.6. ***Deliverable 5 – Monitoring and Evaluation Framework and Final Report.*** The Monitoring and Evaluation Framework and Final Report shall provide a practical framework for the collection, analysis, and reporting of data related to MSME sustainability, green growth, innovation, resilience, and competitiveness outcomes. The deliverable shall include recommended indicators, data sources, collection methodologies, reporting arrangements, institutional roles and responsibilities, and guidance to support ongoing monitoring and evaluation. Particular attention shall be given to the collection and analysis of gender-disaggregated data, including indicators related to women-owned and women-led enterprises. The deliverable shall also include practical tools, templates, and recommendations to support implementation and long-term sustainability of the framework. In addition, the deliverable shall include a Final Report summarizing activities undertaken, key findings, lessons learned, recommendations, and proposed next steps for the implementation and future expansion of the MSME Green Growth and Resilience Hub.

6. Project Schedule and Milestones

6.1. The consultancy will be implemented over a period of nine (9) months and will be structured around key milestones, as defined in the first deliverable (Inception Report and Work Plan), to ensure timely and effective delivery. At least one (1) mission is anticipated, and all related travel costs should be included in the consulting firm's budget.

7. Reporting Requirements

7.1. Every report must be submitted to the Bank in an electronic file for review and dissemination to the project steering committee. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

7.2. The consulting firm will adhere to a strict reporting schedule to maintain transparency and accountability throughout the project's duration. These reporting requirements include:

- **Close Collaboration**: The firm will work closely with the Competitiveness, Technology, and Innovation Division (CTI) of the IDB as well as the partner agencies, JBDC and MIIC.
- **Monthly Updates and Final Presentation**: Monthly updates will be provided to CTI, JBDC, and MIIC, detailing progress, challenges, and any necessary adjustments. The consultancy will conclude with a final presentation of the work undertaken and a comprehensive report that incorporates stakeholder feedback**.**
- **Feedback Integration**: Systematic integration of feedback from CTI and other stakeholders will be crucial. The firm will document how this feedback has influenced the project deliverables and outline any project scope adjustments resulting from stakeholder insights.

8. Acceptance Criteria

8.1. The acceptance of deliverables will be based on specific criteria to ensure clarity and mutual understanding between all parties:

- **Criteria for Evaluation**:
  - **Compliance with Specifications**: Each deliverable must adhere to the specifications outlined in the TOR.
  - **Quality of Content**: The content should be clear, comprehensive, and practical for effective implementation.
  - **Incorporation of Feedback**: Deliverables must integrate feedback from the IDB and other stakeholders effectively.
- **Process for Acceptance**:
  - **Initial Review**: The IDB’s Competitiveness, Technology, and Innovation Division will review each deliverable for compliance with the established criteria.
  - **Revisions and Resubmission**: Necessary revisions will be communicated to the consulting firm, which will have a specified timeframe to address and resubmit.
  - **Final Approval**: Deliverables that meet all criteria and revisions will receive final approval from the designated authority within the IDB.
- **Authorization for Acceptance**:
  - The Project Team Leader or a designated authority from the IDB’s CTI division will formally accept the work by signing off on each deliverable, confirming it meets all requirements and expectations.

9. Consulting Firm and Team Requirements

9.1. The consulting firm shall demonstrate substantial experience in the design and implementation of sustainability, green growth, resilience, innovation, and MSME development initiatives. The firm should have a proven track record in the development of digital learning solutions, capacity-building programs, knowledge management platforms, sustainability and resilience advisory services, and institutional strengthening initiatives for public sector agencies, business support organizations, or private sector development programs.

9.2. The consulting firm should demonstrate experience in one or more of the following areas:

- Sustainability, green growth, and climate resilience strategies for MSMEs.
- Green innovation, technology adoption, and sustainable business transformation.
- Design and development of digital learning platforms, e-learning content, and knowledge products.
- Sustainability reporting, ESG frameworks, and environmental performance management.
- Standards, certification systems, and NQI related initiatives.
- MSME competitiveness, productivity, and export development.
- Stakeholder engagement, training, and institutional capacity building.
- Monitoring and evaluation frameworks.

9.3. The consulting firm shall propose a multidisciplinary team with expertise appropriate to the scope of the assignment. At a minimum, the proposed team should include the following key experts:

- **Team Leader / Sustainability, Green Growth and Resilience Specialist**. The Team Leader shall possess an advanced degree in Business, Economics, Sustainable Development, Environmental Management, Public Policy, Engineering, or a related field and have at least ten (10) years of relevant professional experience. The Team Leader should demonstrate expertise in sustainability, green growth, resilience, MSME competitiveness, innovation, private sector development, and institutional strengthening. Experience leading multidisciplinary assignments involving multiple stakeholders and designing or implementing sustainability, resilience, competitiveness, or MSME support initiatives is required. Familiarity with sustainability reporting, ESG frameworks, standards adoption, and certification pathways will be considered an asset.

- **Digital Learning and Capacity Building Specialist**. The Digital Learning and Capacity Building Specialist shall possess demonstrated experience in instructional design, adult learning methodologies, digital learning platforms, and the development of e-learning content and knowledge products. Experience designing and delivering training programs, capacity-building initiatives, and learning resources for MSMEs, public sector institutions, or business support organizations is required. Experience supporting the development of online learning platforms and digital knowledge hubs will be considered an asset.

- **Monitoring and Evaluation Specialist.** The Monitoring and Evaluation Specialist shall possess demonstrated experience in the design and implementation of monitoring and evaluation frameworks, results measurement systems, indicator development, and performance monitoring. Experience developing frameworks and indicators related to innovation, competitiveness, sustainability, green growth, resilience, MSME development, or private sector support programs will be considered an asset. Experience supporting the collection and reporting of gender-disaggregated data and developing practical monitoring tools, templates, and reporting mechanisms for public sector institutions and development programs is highly desirable.

10. Experience working in Jamaica or the Caribbean region and familiarity with the opportunities and challenges facing MSMEs in Small Island Developing States (SIDS) will be considered an asset.

11. Supervision and Reporting

11.1. The consulting firm will operate under the close supervision of the IDB's CTI Division, which will provide ongoing guidance, review deliverables, and approve modifications as necessary to meet the project's objectives. The Consultancy will also be expected to work closely with the GOJ in ensuring alignment with the Government's strategies and priorities.

12. Schedule of Payments

12.1. 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.

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

Payment Schedule	
Deliverable	**%**

Deliverable 1 - *Inception Report and Work Plan*	20%
Deliverable 2 - *MSME Sustainability, Green Growth and Resilience Ecosystem Mapping and Needs Assessment Report*	20%
Deliverable 3 - *Design Specifications and Operationalization Framework for the MSME Green Growth and Resilience Hub*	20%
Deliverable 4 - *E-Learning Materials and Staff Capacity Building Package*	20%
Deliverable 5 – *Monitoring and Evaluation Framework and Final Report*	20%
TOTAL	**100%**