

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

PROJECT NAME: Consultancy to Design and Implement the MSME Climate Action and Engagement Programme in Saint Kitts and Nevis

SELECTION PROCESS #: RG-T4859-P002

SELECTION METHOD: Full Competitive

COUNTRY: Regional (Saint Kitts and Nevis)

SECTOR OR DEPARTMENT: Productivity, Trade and Investment Department / Competitiveness, Technology, and Innovation Division (PTI/CTI)

TC NAME: Operationalization of the National Conservation and Environmental Management Act (NCEMA) for a Sustainable Island State of St. Kitts and Nevis

FUNDING – TC #: ATN/CO-22313-RG-T4859

LINK TO TC DOCUMENT: www.iadb.org/en/project/RG-T4859

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 Country¹ or Territory² to be eligible to submit an Expression of Interest (EOI). *For this procurement process, as stated in the Compete Caribbean+ Trust Fund Proposal (GN-2851-2), CF from countries recognized as eligible by the donors of the Facility — namely the Government of Canada, the United Kingdom (FCDO), and the Caribbean Development Bank (CDB) — in addition to Bank Member Countries, are eligible to submit an EOI.* The Bank will conduct the shortlisting process of the CF that expressed interest. The shortlisted CF will then be invited to continue further in the procurement process.

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: **Monday 17th August 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. In the event that 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, Sint Maarten, 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: *Sandra Lopez*, sandral@iadb.org.

Inter-American Development Bank

Division: *Productivity, Trade and Investment Department / Competitiveness, Technology, and Innovation Division (PTI/CTI)*

Attn: *Sandra Lopez, Team Leader*

1300 New York Ave, NW

Washington DC, 20577

Tel: +12023124213

E-mail: sandral@iadb.org

Web site: www.iadb.org

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 end-to-end design, management, and implementation of the MSME Climate Action and Engagement Programme in Saint Kitts and Nevis. The firm will (i) design and launch a Green Business Knowledge Platform and a multi-channel Communication and Engagement Plan; (ii) design and deliver a training curriculum and two (2) capacity-building workshops for at least 100 MSME representatives; (iii) conduct sustainability assessments and produce a national MSME Sustainability Audit Report; and (iv) design, manage, and disburse the Local Enterprise Adaptation Programme (LEAP), including five (5) technical assistance awards of US\$5,000 each to pilot MSMEs. The consultancy is expected to be implemented over twenty-four (24) months from contract signature.

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: US\$100,000 (inclusive of US\$25,000 for LEAP technical assistance delivery to five MSME beneficiaries)

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.** Saint Kitts and Nevis is advancing a critical reform of its environmental governance framework through the passage of the National Conservation and Environmental Management Act (NCEMA) in October 2025. This Act replaces the outdated National Conservation and Environment Protection Act (NCEPA) of 1987, providing a revitalized and comprehensive framework for managing the environment and promoting sustainable development under the Sustainable Island State Agenda (SISA).
- 1.2.** However, the institutional mechanisms, technical capacity, and coordination systems necessary to operationalize the newly passed Act are not yet in place. Existing governance arrangements remain fragmented, with overlapping mandates, outdated provisions, and limited data systems, constraining effective implementation. Key agencies, including the Department of Environment (DoE), face gaps in technical expertise, human resources, and financial planning, leading to policy fragmentation between the national government and the Nevis Island Administration.
- 1.3.** The Government of Saint Kitts and Nevis, through the Ministry of Environment, Climate Action, and Constituency Empowerment, has requested technical cooperation to strengthen this institutional readiness. This project will enable the creation of an enabling environment in which government institutions, the private sector, and communities can collectively drive national climate and sustainability outcomes.
- 1.4.** The overall Technical Cooperation (TC) aims to achieve this through three mutually reinforcing components:
 - Component 1: Institutional Operationalization and Governance Framework: Will establish the functional institutional systems, coordination mechanisms, and operational tools necessary for effective environmental governance under the NCEMA.

- Component 2: MSME Climate Action and Engagement Programme: Will design and implement a program to mobilize Micro, Small, and Medium-sized Enterprises (MSMEs) as active partners in climate adaptation and green innovation.
- Component 3: NDC Integration, Consultation, and Submission Mechanism: Will support the technical review, stakeholder validation, and submission of the updated Nationally Determined Contribution (NDC).

This Terms of Reference (TOR) pertains exclusively to Component 2: MSME Climate Action and Engagement Programme. This component is designed to bridge the gap between national climate goals and private sector action, mobilizing MSMEs as key partners in the sustainable transition.

2. Objectives

- 2.1.** General Objective - The overall objective of this consultancy is to design, launch, and implement the MSME Climate Action and Engagement Programme to mobilize local businesses as partners in climate adaptation, innovation, and sustainability, thereby advancing the economic goals of the Sustainable Island State Agenda (SISA).
- 2.2.** Specific Objectives - Specifically, this consultancy aims to design, develop, and launch a Green Business Knowledge Platform and a supporting Green Business Communication and Engagement Plan to raise awareness and share resources; implement a comprehensive MSME Climate Action Programme, including two (2) capacity-building workshops, to deliver training on sustainability auditing, resource efficiency, and climate-smart innovation; successfully recruit, engage, and train at least 100 MSME representatives through the programme's activities; design, manage, and disburse the Local Enterprise Adaptation Programme (LEAP), providing five (5) small technical assistance support (US\$5,000 each) to MSMEs to pilot and adopt green business models.

3. Scope of Services

- 3.1.** The consulting firm will provide end-to-end design, management, and implementation services for the entire MSME Climate Action and Engagement Programme. The scope covers four distinct but integrated pillars of work, all aimed at mobilizing MSMEs as active partners in climate adaptation and innovation.
- 3.2.** First, the firm will be responsible for all technical and creative aspects of designing and launching a digital Green Business Knowledge Platform and a multi-channel Green Business Communication and Engagement Plan to engage the MSME community.
- 3.3.** Second, the firm will design and execute the full capacity-building program. This includes developing the curriculum for sustainability auditing and innovation, securing expert trainers, managing all workshop logistics, and successfully recruiting and training 100 MSME representatives.
- 3.4.** Third, the firm will serve as the manager for the Local Enterprise Adaptation Programme (LEAP). This includes designing the application and selection criteria, managing the call for proposals, performing due diligence, delivering the five (5) technical assistance awards, and providing technical oversight and M&E for the pilot projects.
- 3.5.** Finally, as part of the capacity-building program, the firm will be responsible for conducting sustainability assessments with participating MSMEs to produce a national

MSME sustainability audit report.

4. Key Activities

The consulting firm will be responsible for all technical, logistical, and administrative tasks required to deliver the outputs, in close coordination with the Ministry of Environment, Climate Action, and Constituency Empowerment and the Ministry-designated Focal Point. The activities are grouped into the following sub-components:

4.1. Green Business Platform and Communication Plan

- Designing, developing, and launching a user-friendly, accessible Green Business Knowledge Platform. This platform will serve as the central hub for the programme, hosting training materials, sustainability toolkits, LEAP application information, best-practice case studies, and other resources.
- Developing and executing a comprehensive Green Business Communication and Engagement Plan using multiple channels (e.g., social media, radio, press, industry associations) to promote the programme, recruit MSME participants, and disseminate results.

4.2. MSME Climate Action Programme Implementation

- Designing the comprehensive training curriculum for the workshops. This curriculum must be practical and cover, at a minimum: sustainability auditing, resource efficiency, and climate-smart innovation.
- Organizing, managing, and delivering two (2) main capacity-building workshops (which may be virtual, in-person, or hybrid) as the central delivery mechanism for the programme, using the finalized curriculum.
- The firm will be responsible for all event logistics, including securing expert trainers, managing invitations, and preparing all materials.

4.3. MSME Training and Sustainability Assessment

- Conducting all outreach and engagement (in coordination with the Communication Plan) required to recruit, register, and successfully train at least 100 unique MSME representatives through the workshops and associated activities, ensuring gender disaggregation in reporting.
- Developing the methodology and tools for conducting sustainability assessments with the participating MSMEs.
- Consolidating the findings from these assessments into a national MSME sustainability audit report, which will identify common challenges, opportunities, and policy recommendations.

4.4. Local Enterprise Adaptation Programme (LEAP)

- Designing and launching the LEAP facility, including developing the complete Operations Manual, eligibility criteria, application forms, and a transparent, points-based evaluation methodology.
- Managing the full call for proposals process, including providing technical assistance to applicants and leading the evaluation process to select five (5) MSME pilot projects (US\$5,000 each) for adopting green business models.
- Managing the technical support process, including the preparation of agreements and all financial controls.

- Providing technical oversight, mentorship, and monitoring and evaluation (M&E) to the five LEAP recipients to ensure successful implementation of their pilot projects and documentation of lessons learned.

5. **Expected Outcome and Deliverables**

- 5.1.** The expected outcome of this consultancy is to equip the government with a new, gender-responsive institutional tool the MSME Climate Action and Engagement Programme as sustainable mechanism to engage the private sector, fostering climate-smart and competitive business practices.

The main deliverables of this consultancy are directly aligned with the project's four (4) key outputs. The firm will be responsible for producing:

- The final, launched Green Business Knowledge Platform and the validated Green Business Communication and Engagement Plan.
- A Workshop Completion Report for the two (2) MSME workshops, including the finalized curriculum and all training materials.
- A final consolidated report verifying at least 100 MSMEs trained (disaggregated) and the National MSME Sustainability Audit Report.
- The complete LEAP Final Report documenting the five (5) selected pilot projects.
- A Final Completion Report and executive presentation in PowerPoint (PPT) format summarizing the consultancy's key findings, deliverables, lessons learned, and recommendations for sustainability.

6. **Project Schedule and Milestones**

- 6.1.** The consultancy is expected to be implemented over a period of **24 months** from contract signature. The indicative schedule below presents the proposed sequence of activities and deliverables. The specific timeline may be refined during project inception, subject to endorsement by the Ministry-designated Project Focal Point.

Milestone / Deliverable	Description	Schedule
Inception Report	The firm's detailed work plan, methodology, risk register, and implementation schedule for all outputs.	Month 1
Platform & Comms Plan	The Green Business Knowledge Platform is launched, and the Communication Plan is active and validated, as described in activity 4.1.	Month 6
LEAP Facility Launch	The LEAP operations manual is approved, the call for proposals is launched, and the 5 MSME beneficiaries are selected, as described in activity 4.4.	Month 8
First Workshop Report	Report on the completion of the first MSME Climate Action Programme workshop, as described in activity 4.2	Month 12
Second Workshop Report	Report on the completion of the second MSME Climate Action Programme workshop, as described in activity 4.2	Month 18
Final Training & Audit Report	Final report verifying 100 MSMEs trained (disaggregated) and the MSME Sustainability Audit Report, as described in activity 4.3	Month 20
LEAP Final Report & Final Project Report	Final report on the 5 pilot projects' completion, and the overall consultancy Final Completion Report accompanied by a final executive presentation in PPT format, as described in activity 4.4	Month 23

