

REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANCY SERVICES

In the provision of

Monitoring and Evaluation Training and the development of a Monitoring and Evaluation Toolkit

Project: Institutionalizing Performance, Monitoring and Evaluating in OECS
Countries in the CARICOM Region

Sector: The Public Service

Grant No. TF096316-60

The Caribbean Centre for Development Administration has received financing from the World Bank toward the cost of the project: **Institutionalizing Performance, Monitoring and Evaluating in OECS Countries** and intends to apply part of the proceeds for consultant services.

One of the main objectives of this project is to build the capacity of a cadre of trainers within CARICAD and identified member countries, in the delivery of Monitoring and Evaluation Training. In so doing preparing and making available, 20 training manuals in hard and soft formats to be used by trainers for skills development in M+E.

The above will be supported by the development and availability of an M+E toolkit to be made available in order to ensure that all practitioners have access to the latest M+E tools and techniques.

In fulfilling the mentioned objective the following tasks will be necessary:

- (i) A capacity assessment of the target audience undertaken to ascertain the level of training necessary
- (ii) Preparation of course objectives in collaboration with the project implementation team.
- (iii) Production of a course outline including:
 - (a) Overall course objective and specific learning objectives;
 - (b) Proposed modules and sessions, for which material is to be prepared;

- (iv). Production of (a) a trainers' manual; (b) a participants' handbook for use at the local/country level and (c) a participants' handbook for use by CARICAD staff.
- (v) Preparation of a toolkit on Monitoring and Evaluation to ensure that all practitioners have access to a standard set of tools and techniques being used across the Caribbean region. The toolkit should be adaptable for various media and in particular, should be able to be published on the internet and available through the web space provided by the project implementation team.

The Caribbean Centre for Development Administration now invites eligible consultants to indicate their interest in providing the services. **Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).** Consultants may associate to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (current edition).

Interested consultants may obtain further information at the address below during office hours **8:30am to 4:30pm.**

Expressions of interest must be submitted to the address below by August 13th 2010.

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