THE CARIBBEAN EXAMINATIONS COUNCIL

(FACILITATING ENVIRONMENTAL CHANGE THROUGH ACCESSIBLE LEARNING RESOURCES – GA 192/REG)  PROJECT

CONSULTANCY SERVICES FOR (INDEPENDENT REVIEW FOR CXC ENVIRONMENTAL SCIENCE DIGITAL TOOLKIT)

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Examinations Council (CXC) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to US$427, 812.00 towards the cost of Facilitating Environmental Change Through Accessible Learning Resources – GA 192/REG Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of Caribbean Examinations Council (CXC) and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than Caribbean Examinations Council (CXC) shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

Caribbean Examinations Council (CXC), the Executing Agency, now wishes to procure consultancy services for three individual consultants to participate on the Independent Review Panel for the Consultancy Services For (Independent Review For CXC Environmental Science Digital Toolkit). The three individual consultants are:

1. a subject matter specialist who is teaching Environmental Science or a related subject at the tertiary level;
2. two practicing teacher of CAPE Environmental Science in a secondary school;
3. a subject matter specialists or practicing teacher who has had no direct involvement with CXC.

The objective of the consultancy are to:

(a) vet the toolkit in relation to the appropriateness of the resources to support the implementation and assessment of the Syllabus;
(b) comment on the accuracy of the content;
(c) recommend changes based on issues raised;
(d) be available for consultations with CXC® personnel between meetings on issues related to the
  Toolkit as necessary;
(e) assist in the evaluation of the development activity; and,
(f) liaise with CXC® officers for the subject in responding to subject specific matters referred to the
  panel.

The duration of the assignment is expected to be for five days over the period of two weeks in May 2020.
The meetings will be facilitated online.

The Caribbean Examinations Council (CXC®) now invites interested eligible individual consultants to
submit Expressions of Interest indicating qualifications and experience required to provide these
consultancy services.

Individual Consultants shall be eligible to participate if:

(a) the persons are citizens or bona fide residents of an eligible country; and,

(b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements,
  whereby any substantial part of the net profits or other tangible benefits of the contract will
  accrue or be paid to a person not a citizen or bona fide resident of an eligible country.

Eligible countries are member countries of CDB

The attention of interested Individual Consultants is drawn to paragraph 1.9 of CDB’s Guidelines for the
Selection and Engagement of Consultants (2011), setting forth CDB’s policy on conflict of interest.

In the assessment of submissions, consideration will be given to technical competence, qualifications and
experience on similar assignments by each individual consultant. All information must be submitted in
English. Further information may be obtained from the first address below between 8:30 am and 4:30 pm
hours Monday to Friday.

*Expression of Interest may be submitted hard copy or by email as per the instructions below:*
1. **One** hard copy of the Expressions of Interest must be received at the first address below no later than 4:30 p.m. on **Friday, April 3, 2020** and one hard copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked “**Expression of Interest – Consultancy Services For (Independent Review For CXC Environmental Science Digital Toolkit)**”.

OR

2. Expressions of Interest saved as PDF (Portable Document Format) files may be emailed to tenders@cxc.org and copied to procurement@caribank.org. The subject of the email must be “**Expression of Interest – Consultancy Services For (Independent Review For CXC Environmental Science Digital Toolkit)**”. All emails must be received no later than 4:30 p.m. on **Friday, April 3, 2020**.

Following the assessment of submissions, a short-list of not less than three and not more than six applicants will be provided with full terms of reference and invited to submit technical and financial proposals to undertake the assignment. Caribbean Examinations Council reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1. **Address 1**
   
   Dr Wayne Wesley  
   Chief Executive Officer  
   Caribbean Examinations Council  
   Prince Road, Pine Plantation  
   BARBADOS, W.I.  
   Email: tenders@cxc.org

2. **Address 2**
   
   Procurement Officer  
   Caribbean Development Bank  
   P.O. Box 408, Wildey, St. Michael  
   BARBADOS, W.I.  
   Email: procurement@caribank.org