

REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES**

Selection #: RG-T3815-P001

Selection Method: Simplified Competitive Selection

Country: Regional

Sector: Private Sector Firms

Funding – TC #: ATN/CO-18565-RG

Project #: RG-T3815

TC name: Project Development to Enhance Productivity and Innovation and Enabling Business Environment of Blue Economy Industries

Description of Services: *The general objective of this consultancy is to carry out: (i) the preparation of six (6) Innovation Business Plans (IBPs) to help firms based in the 13 Caribbean countries and in the OECS to access project funding, given CCPF's eligibility and funding guidelines and (ii) the implementation of one (1) pre-incubation program to six shortlisted firms that should include workshop and mentoring sessions for business modeling, product development and market fit, marketing and growth, pitch and presentation skills.*

Link to TC document: <https://www.iadb.org/en/project/RG-T3815>

The Inter-American Development Bank (IDB) is executing the above-mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest. Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations (<http://beo-procurement.iadb.org/home>) by: *July 7th*, 5:00 P.M. (Washington D.C. Time).

The consulting services (“the Services”) include technical support, business coaching and advisory services, and training to the firms for the preparation of the Innovation Business Plans (IBPs). An IBP is a comprehensive business plan that clearly identifies firms value proposition and growth strategies and define new business models for the best use of project funding, designed based on a thorough analysis of the situation on the ground, through consultations with firm stakeholders, firm innovation mapping assessment (Product and processes), research on market problems or opportunities identified, segmentations recommended and/or established, and creative processes to define innovative solutions that can help firms to be more productive and competitive.

Solutions should help firms to enhance their productivity levels through innovation processes and/or product innovation that will allow firms to increase revenue and access to new markets. The IBP should clearly explain what is the problem that the innovation addresses, how the innovation significantly addresses the problem at lower cost in a way that has not been feasible before and how the innovation is more effective at solving the problem than other available options. It should describe the specific innovation and the expected impact on the market and firm's growth and demonstrate why the innovative solution is valuable in terms of market demand and how the firm intends to reach new markets and scale up.

Key Activities

- 1.1.** Conduct desk and field research about firms’ sectors, market research to identify market problems and opportunities, firm’s business evaluation assessment in terms of processes and product, technical capabilities to drive innovation and current financial status to identify strengths and

weaknesses, and key challenges to respond to market demands and further engage in the implementation of the IBP. Work with the firm to compile all the necessary information to produce the IBP in accordance with the Compete Caribbean IBP template.

1.2. Organize consultations with firm stakeholders and conduct a series of workshops that help firms to complete the IBP and learn about the innovation process from the identification of market problems and opportunities to the implementation and scaling up of innovative solutions but most importantly in building a culture of innovation within the organization in which all firm stakeholders are engaged in bringing creative and disruptive solutions into the IBP.

1.3. The Consultant will also:

- Develop relationships with all firm stakeholders to earn trust, understand concerns, identify interests/needs, and encourage collaboration through a participatory approach focused on achieving common objectives.
- Provide coaching and advisory services to firm stakeholders to encourage convergence around IBP based on the market opportunities identified. This includes a methodology to collect missing information and facilitate discussions, helping the firm to articulate their vision, goals, and define an innovative value proposition for the market targeted and growth strategy. The strategy should clearly address gender equality and climate resilience.
- Identify opportunities for firms to digitize their processes and operations and ensure that a proper management system is in place that allows for a data-driven and market-driven approach to decision-making.

1.4. Collect baseline data using the templates provided and help firms to implement a monitoring and evaluation system that is suited to their initiative. Define key Indicators that should be measured in the IBPs.

1.5. Pre-Incubation Workshops:

- Design and implement pre-incubation workshops for the top 6 short-listed proposals. Finalists will undergo a pre-incubation workshop where they will receive personalized mentoring in innovation methodologies, business models, prototyping and pitching.

1.6. Support firms' stakeholders in the elaboration of the IBPs and appendices in the templates provided. Provide appropriate and constructive feedback to the firm stakeholders on the business model underpinning the project and advise on the best use of project funding, given CCPF's eligibility and funding guidelines. The consultant will ensure all sections of the IBP are completed to the satisfaction of the client and the CCPF Facility Coordinating Unit (FCU)

1.7. Submit IBPs to Compete Caribbean. Note that:

- In the implementation plan, the consultant should incorporate activities such as the gender gap analysis of the firms involved, environmental and social considerations, as well as specific actions to ensure effective participation of women in the project.
- The consultancy should also assess climate change risks and incorporate initiatives to enhance climate change resilience and adaptation.
- The consultancy should assess (provide feedback and recommendations) the presentations and pitches for the Investment Panel session.

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-4. All eligible consulting firms, as defined in the Policy may express an interest. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the corresponding documents.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described above in the [draft summary](#) of the intended Terms of Reference for the assignment. Interested consulting firms must provide information establishing that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative.

[Special requirements according to the Donor Trust Fund \(DTF\), if applicable.](#)

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to: [Kayla Grant, kaylag@iadb.org](#)

Inter-American Development Bank

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