

GOVERNMENT OF ST. LUCIA

Request for Expression of Interest

ASSIGNMENT TITLE: Review of Operations of the Government Supply Warehouse (GSW)

Reference No: Comm- GSW review of operation S/11/2024 #1

Overview

The Government of Saint Lucia is pursuing the review of operations of the Government Supply Warehouse (GSW) to improve its operational efficiency, financial sustainability, and overall service delivery. This review aims to provide the Government of Saint Lucia with information on the way forward for the GSW, to enable greater efficiency in its operations. In light of this goal, the Government is inviting qualified consultants to express interest in conducting a comprehensive review of the GSW's current operations, recommend changes for enhancement and create a framework for its transition to a statutory body.

The Consultancy Services (“the services”) Include the following:

Through extensive stakeholder consultation, the consultant will evaluate the current operational, financial, and administrative practices of the GSW, identify opportunities for improvement, and review policy for operations in accordance with international best practice. The resulting framework should support enhanced accountability, resource optimization, and alignment with statutory standards.

Scope of Work

1. Operational Analysis

- Conduct a comprehensive review of GSW's existing operational processes, including procurement, inventory management, and distribution systems.
- Identify gaps and provide recommendations to streamline operations, enhance efficiency, and improve overall service quality.

2. Organizational Structure and Governance

- Assess the current organizational structure and governance mechanisms.
- Propose or recommend a statutory organizational model that fosters accountability, clear reporting lines, and effective oversight.

3. Financial and Resource Assessment

- Evaluate the GSW's financial structure, including budgeting, revenue sources, and expenditure practices.
- Provide recommendations for financial management practices and identify strategies to enhance revenue generation.

4. Human Resources and Capacity Building

- Review staffing needs, roles, and skill requirements for improved daily operations.
- Develop a capacity-building plan to prepare GSW staff for statutory responsibilities.

5. Legal and Regulatory Requirements

- Identify legislative and regulatory adjustments needed to improve operational efficiency.
- Collaborate with legal experts to outline required statutory provisions for the GSW's operations.

6. Transition Plan for Statutorization

- Develop a clear roadmap for transitioning to statutory status, detailing phases, timelines, resource requirements, and implementation milestones.
- Address key risks and propose mitigation strategies to support a smooth transition.

Deliverables

1. **Inception Report** – Summarizing initial findings, detailed work plan, and methodology.
2. **Operational Review Report** – Comprehensive report on current operations, with analysis and recommendations.
3. **Statutory Transition Framework** – Detailed plan and timeline for implementing the statutory framework.
4. **Final Presentation and Report** – Consolidated report on all findings and recommendations, presented to stakeholders.

Expected Duration of the Consultancy

The consultant is expected to complete the consultancy within three (3) months.

Payment Terms

The following payment schedule is proposed:

1. 20% upon signing of the contract and submission of the inception report.
2. 30% upon completion of the operational assessment and organizational review.
3. 30% upon submission of the transition planning and recommendations report.
4. 20% upon submission and acceptance of the final report and presentation.

Consultant Qualifications

The ideal candidate should possess:

- An advanced degree in Public Administration, Business Management, Law, Economics, or a related field.
- At least 10 years of experience in public sector reform or organizational restructuring.
- Demonstrated experience with operational reviews and public sector governance.
- Knowledge of the statutory frameworks and regulatory environment within the Caribbean region is advantageous.

Submission Requirements

Interested consultants should submit the following:

1. **Cover Letter** – Expressing interest and availability.
2. **Detailed Curriculum Vitae** – Including relevant qualifications and experience.
3. **Technical Proposal** – Outlining the proposed methodology and approach for conducting the review.
4. **Financial Proposal**- Provide a breakdown of costs associated with each phase of the assignment to ensure transparency and clarity.
5. **Past Project Experience** – Summary of similar projects, including references.

Expressions of Interest must be delivered to the address below, no later than **4:30pm. January 17, 2025**. Submissions shall include a cover page displaying the name and address of the applicant and the subject line shall be clearly marked “Expression of Interest – Consultancy Services for “Review of Operations of the Government Supply Warehouse”.

**The Permanent Secretary,
Ministry of Commerce, Manufacturing, Business Development,
Cooperatives and Consumer Affairs,
Heraldine Rock Bldg,
Waterfront, Castries,
St. Lucia
Telephone No. 468-4203
Email Address: mincommerce@govt.lc**

Selection Criteria

The selection process will consider:

- **Consultant’s Relevant Experience – 40%**
- **Methodology and Approach – 30%**
- **Qualifications – 20%**
- **References and Past Performance – 10%**

The Government of Saint Lucia seeks a consultant who brings both expertise and an innovative approach to help achieve the GSW’s transformation goals.