

# **PROCUREMENT NOTICE**

## **Request for Expressions of Interest**

### **Consultancy to Facilitate the Establishment of a National Youth Parliament in Anguilla**

The Commonwealth Secretariat Youth Division, through the Commonwealth Youth Programme (CYP), aims to support member states to develop structures that encourage youth participation and empowerment, and promotes good practice models throughout the Commonwealth. This is in alignment with Section 4.1 of the Commonwealth Secretariat Strategic Plan: Youth - Enabling Environments.

This work focus includes National Youth Policies and National Youth Parliaments, and the Commonwealth has been requested by the Government of Anguilla to provide technical assistance for the establishment of a National Youth Parliament in Anguilla. Work on the project will also lead to the creation of practical resources, including materials, for wider dissemination.

#### **Methodology and Process**

The proposed consultancy will support the development of a National Youth Parliament in Anguilla by:

- Facilitating a series of public consultations to determine an appropriate model for an effective and sustainable Youth Parliament for Anguilla.
- Examining best practices (regionally and internationally) in the area of youth parliament development and execution that can inform the Anguilla project.
- Exploring possible areas for collaboration between different agencies that can prove beneficial for the sustainability of the Youth Parliament.
- Drafting the foundational and operational documents for the Youth Parliament.

#### **Deliverables and Timelines**

The work is expected to be conducted over a maximum of three months from January 2015 to March 2015, when, it is hoped, the first Youth Parliament will sit. Within that timescale the deliverables will include:

1. The facilitation of a series of public consultations (the number to be agreed).
2. The development of documentation (concept note (description of the model), Terms of Reference (a Charter) and an Operational Manual for the Youth Parliament).

3. Development of a programme of training- of-trainers (together with a Training Manual).
4. The formulation of a strategy outlining collaboration opportunities between different local and international agencies relating to on-going initiatives and programmes of the selected entities.

## **2015**

<b>January</b>	Public consultations and production of concept note
<b>February</b>	Draft Operations Manual, (which includes a Terms of Reference and Strategic Framework) Training Manual for Young Parliamentarians
<b>End of February</b>	Finalised and agreed Operations Manual (which includes a Terms of Reference and Strategic Framework)
<b>End of March</b>	Establishment of the first National Youth Parliament in Anguilla

## **Budget**

The consultant will be paid £3,000 (inclusive of any taxes) for delivery of all elements of the project.

Reasonable travel costs will be reimbursed as necessary, but the consultant must receive written approval from the Secretariat prior to undertaking any travel.

### **Basis of Payment**

- 25% payment to be paid on approval of the consultancy.
- 25% payment on production of concept note
- 25% payment to be paid on receipt of first draft documents.
- 25% payment within seven days of receipt and acceptance of final documents.

The Department of Youth and Culture (Ministry of Social Development) in collaboration with the Commonwealth Secretariat Youth Division, 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 (eg. description of similar assignments, experience in similar conditions, embodied in a complete Curriculum Vita [CV], etc.). Consultants may associate to enhance their qualifications. All information must be submitted in English.

This procurement is open to all qualified consultants. Following the assessment of

submissions, a short-list of not less than three (3) and not more than six (6) applicants will be provided with full terms of reference and will be invited to submit full technical and financial proposals to undertake the assignment. Consultants will be selected in accordance with the procurement practices of the Commonwealth Secretariat, Youth Division.

Five (5) hardcopies of the Expressions of Interest must be delivered to the address below no later than Wednesday 7<sup>th</sup> January 2015 at 4:00 pm.

**Chief Procurement Officer  
Procurement Unit  
Ministry of Finance, Government of Anguilla  
The Valley AI-2640  
Anguilla B.W.I.**

**Expression of Interest: Consultancy to Facilitate the Establishment of a National Youth Parliament in Anguilla**

The Department of Youth and Culture reserves the right 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.

Interested consultants may obtain further information between the hours of 8:00am and 4:00pm at the above address or via email [Procurement.Mailbox@gov.ai](mailto:Procurement.Mailbox@gov.ai).