



## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **(INDIVIDUAL CONSULTANT)**

### **BUSINESS COACHING PROGRAM FOR MICRO, SMALL, AND MEDIUM ENTERPRISES (MSMEs)**

#### **SINT MAARTEN ENTERPRISE SUPPORT PROJECT (ESP)**

**Assignment Title:** Business Coaching Program for MSMEs

**Credit/Loan n.:** TF-0A9223

**Reference No.:** SX-NRPB-396428-CS-INDV

The Government of Sint Maarten has received financing from the World Bank toward the cost of the Enterprise Support Project (ESP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Business Coaching, a process used to take a business from its current to a desired situation or state (i.e., coordinating business coaching program, marketing, financial management, general business management and business plan execution). Mentorship is a process whereby a business owner receives valuable information, insights, and guidance from a more experienced and successful one (the mentor). Mentorship is the sharing of knowledge and experience that can help improve business ideas and strategies.

The Business Coaching program will encompass the following:

1. Supporting business owners to identify and overcome challenges in business plan implementations;
2. Supporting business owners to be on track in executing their business plans or supporting business owners to define adjustments to the business plan for continued market viability;
3. Acting as a confidential sounding board of business owners on various matters affecting the successful operations and financial performance of the business. Exploring together ideas and potential solutions to achieve expected outcomes;
4. Imparting skills and/or knowledge related to general business management;
5. Assisting business owners to identify other sources of support (mentors/experts) and facilitating the introduction and conversations between business owners and mentors/experts.



The selected consultant will deliver the coaching/mentoring via telephone, in-person and/or teleconference. The project may also consider holding classroom-type trainings for general business topics identified as a common need of MSMEs.

The Consultant shall ensure that all works are implemented in accordance with the quality standards, time and budget elaborated in the contract document.

The National Recovery Program Bureau (NRPB) now invites eligible consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. Have a minimum bachelor’s degree;
2. Have at least 3 (three) years of experience as a business coach or coordinating similar business coaching/mentorship programs or related;
3. Have experience and committed to working with newly established businesses and micro and small businesses/entrepreneurs.
4. Have a track record of working in the region or similar geographies and business sectors of Sint Maarten.
5. Having competencies in many business domains is preferred (but not a must). The consultant has a network or pool of experts or mentors to be engaged at short notice. Experts and mentors are specialists or technical service providers, or successful business owners themselves.

The project will launch a Request for Proposals (RFP), including detailed Terms of Reference (TOR) for the assignment. Applicants are free to choose a format for their proposal. At this second stage, eligible Consultants may provide:

1. Information about the roles, qualifications, and expertise of other persons who are likely going to be part of the program and complement the applicant as experts/mentors. Provide highlights of their strategic competencies (e.g., human resources management, financial management, sales and marketing) or achievements (e.g.; owning or operating a business for a minimum 5 years; increasing revenues; expanding customers-base by 5%; implemented cost-cutting; etc.);
2. Pricing structure detailing the number of MSMEs the applicant can cover, number of sessions per MSMEs, length of session, cost per session, and other information deemed important for the budget and implementation. A proposed schedule or payment requirements must also be included;
3. Relevant references from previous similar projects.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

“Procurement Regulations” means, for purposes of paragraph 20 of the Appendix to the Standard Conditions, the “World Bank Procurement Regulations for IPF Borrowers”, dated July 2016, revised November 2017 and August 2018.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:30 AM - 5:00 PM Monday to Friday.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 5:00 PM (AST) **Friday February 16<sup>th</sup>, 2024**.

Procurement Office, National Recovery Program Bureau  
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