



# GOVERNMENT OF THE VIRGIN ISLANDS

REQUEST FOR EXPRESSIONS OF INTEREST RFP NO:

**PS/EOI/2024/HOA/REF-01**

PARLIAMENTARY POLICY ADVISOR/CONSULTANT FOR  
HOUSE OF ASSEMBLY IN THE BRITISH VIRGIN ISLANDS

JUNE 2024

GOVERNMENT OF THE VIRGIN ISLANDS  
CENTRAL ADMINISTRATION COMPLEX  
33 ADMIN DRIVE  
ROAD TOWN, TORTOLA  
BRITISH VIRGIN ISLANDS

# PARLIAMENTARY POLICY ADVISOR/CONSULTANT FOR HOUSE OF ASSEMBLY IN THE BRITISH VIRGIN ISLANDS

## SPONSORING OFFICE

Office of the House of Assembly  
Richard C. Stout Building  
P.O. Box 2390  
Road Town, Tortola VG1110  
British Virgin Islands

### Expressions of Interest: Parliamentary Policy Advisor/Consultant for the Office of the House of Assembly in the British Virgin Islands

## 1. INTRODUCTION

- 1.1. The Government of the Virgin Islands (GoVI or the “Government”), acting through the Office of the House of Assembly desires to engage a qualified, professional, experienced, and resourceful Parliamentary Policy Advisor/Consultant for the period of twelve (12) months. The overarching objective of this consultancy is to assist with the reformation of the House of Assembly by providing high level advice on policy matters, advising the Speaker and Clerk on matters of parliamentary procedures, preparing and drafting policies in areas of legislative capacity, governance, transparency and responsiveness. This includes developing and executing a proactive policy agenda, advising on legislation and issues arising thereof, and providing guidance on parliamentary business.
- 1.2. GoVI therefore invites interested individual as a part of a pre-qualification process, so that a shortlist of qualified individuals (collectively “parties”) to perform this consultancy may be prepared. Interested parties are invited to submit Expressions of Interest (EOI) for **Parliamentary Policy Advisor/Consultant for the Office of the House of Assembly** in the British Virgin Islands which is envisioned to commence by 5<sup>th</sup> June, 2024 in a non-editable format to the Clerk (Mrs. Bethsaida Smith-Hanley at the email address [hoa@gov.vg](mailto:hoa@gov.vg)).

## 2. BACKGROUND

- 2.1. The Office of the House of Assembly in the British Virgin Islands (BVI) is in the business of providing essential support services for Members in the exercise of their parliamentary functions, in an informed and efficient manner, and to inform the public, on an on-going basis, about the

parliamentary procedures of the House of Assembly. The vision of the House of Assembly is to be seen, locally, regionally and internationally, as a leader in the provision of parliamentary services.

2.2. The work of the House of Assembly involves maintaining the highest standards for efficient processing of legislation. The goal of the Services is to continually educate the public about parliamentary democracy and the functioning of the House of Assembly in carrying out its values, which is:

2.2.1. Impartiality

2.2.2. Honesty and Integrity

2.2.3. Professionalism

2.2.4. Respect for parliamentary processes, practices and procedures

2.2.5. Commitment to a fair, healthy, safe and rewarding workplace environment

### **3. SCOPE OF SERVICES**

3.1. The Scope of Services required under this assignment include:

3.1.1. Advise on Parliamentary business (i.e. legislative process, policy proposals, committee proceedings, and inquiry preparation and reports, Private Members' Bills, Motions, etc.);

3.1.2. Provide advice, support and guidance to the Speaker and Clerk on policy issues and parliamentary procedures;

3.1.3. Coordinate and lead technical input into the drafting of key documents such as Code of Conduct for Members and Parliamentary Staff, Standing Orders, policies, procedures, and regulations for the effective operation of the House of Assembly;

3.1.4. Provide input and advice on urgent, contentious and complex policies, and support development of, and/or prepare critical papers and documentation to ensure consistent delivery of services in line relevant legislation, agreed policy and standards;

3.1.5. Ability to execute revision assignments, including consolidation of policies;

3.1.6. Conduct research and analysis on policy issues affecting the organisation;

3.1.7. Assess the potential impact of policy proposals, identify risks and opportunities;

3.1.8. Develop policy options, recommendations, and implementation plans;

3.1.9. Collaborate with stakeholders to ensure policy alignment with organisational objectives;

3.1.10. Manage the policy formulation, consultation, and review process;

#### 4. DELIVERABLES

4.1. The deliverables to be provided relative to this assignment include:

4.1.1. Code of Conduct and guidance notes for Members and Staff of the House of Assembly;

4.1.2. Reformed Standing Orders; and

4.1.3. Any other policy as may be required for the effective and efficient operation of the House of Assembly.

#### 5. SUBMISSION OF PROPOSALS

5.1. **Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Clerk (Mrs. Bethsaida Smith-Hanley) at email address [hoa@gov.vg](mailto:hoa@gov.vg). The filename and the email subject must bear the Applicant's name and "RFP for Parliamentary Policy Advisor/Consultant for the Office of the House of Assembly in BVI".**

5.2. Expression of Interests must be submitted to the **Clerk** no later than **18<sup>th</sup> June, 2024 at 10:00 am (local time)**. Expression of Interest submitted after this time will not be considered and will be rejected. Submissions will be opened on Wednesday, 19<sup>th</sup> June, 2024 at 10:30 a.m. (local time). Tenderers who wish to witness the opening process may request the WebEx access code and password from the Clerk at [hoa@gov.vg](mailto:hoa@gov.vg) with subject "**RFP for Parliamentary Policy Advisor/Consultant for the Office of the House of Assembly in BVI**" by 10:00 a.m on Tuesday, 17<sup>th</sup> June, 2024.

5.3. It is the responsibility of the bidder to ensure that his EOI submission is received by the Clerk before the aforementioned submission deadline.

5.4. Expressions of Interest must be submitted with documentary evidence that includes the following:

5.4.1. Individual profile and statement of capability;

5.4.2. Vitae of the individual;

5.4.3. General information on the individual as per attached **Form I: General Information**; **This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.**

5.4.4. A list with brief descriptions of recent assignments that demonstrate a proven track record, solid reputation, success, and experience that are similar in scope to the requirements of this assignment that the individual has participated over the last three (3) years as per attached **Form II: Statement of Experience on Similar Assignments**;  
**This form must be completed without any alterations to its format, and no substitutes shall be accepted except the one provided.**

5.4.5. Any other documentary evidence to establish credentials.

## 6. EVALUATION CRITERIA

6.4. Expressions of Interest will be evaluated according to the following pass/fail criteria:

6.4.1. Demonstrated competence of the individual to perform this assignment.

6.4.2. Qualifications of the individual to undertake this assignment.

6.4.3. Demonstrated experience of individual in performing similar assignments.

6.4.4. Commitment (provide present project commitments to ascertain that the workload will not impede their ability to undertake the assignment).

## 7. ASSESSMENT CRITERIA

7.1. Expressions of Interest will be assessed in accordance with the criteria in **Form III: Detailed Assessment Criteria**.

## 8. OTHER CONDITIONS

8.1. GoVI reserves the right to accept or reject any or all EOI(s) without assigning any reasons and is not obliged to correspond with the Applicants in this regard. Further, GoVI reserves the right to change and/or cancel the pre-qualification and tender process without assigning any reasons and without prejudice to its right to re-tender at any time in the future and in such case no bidder/intending bidder shall have any claim arising out of such action.

8.2. GoVI reserves the right to invite revised responses from the Applicants by issue of an addendum, prior to the tender deadline, without liability or any obligation for such invitation and without assigning any reason. This request for EOI does not give rise to any rights and is not an offer or an invitation to offer.

- 8.3. The GoVI, by this process, does not intend to assume any legal obligation whatsoever, including any binding relationship of any kind, with any Applicant, nor will the GoVI accept any liability howsoever arising, in relation thereto. By this document, applicants are so informed, and unconditionally acknowledge that they are fully aware that through an expression of interest, no entitlement whatsoever vests, or will vest in them.
- 8.4. Participation by any party in this EOI pursuant to the invitation by GoVI shall be considered to be an acceptance of all the terms and conditions of this invitation by such party and no claims or disputes raised by it during or subsequent to the award process shall be entertained by GoVI.
- 8.5. All documents and other information supplied by GoVI or submitted by an Applicant to GoVI shall remain or become the property of GoVI. GoVI will not return any application or any information provided along therewith.
- 8.6. The applicants shall bear all costs associated with the preparation and submission of its EOI. GoVI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.
- 8.7. Expressions of Interest must be submitted in accordance with Section 4 of this Request for Expressions of Interest. GoVI shall not be responsible for the loss or non-receipt or delay in the receipt of any Expressions of Interest application.
- 8.8. The address to be used for communication with GoVI is:

**Mrs. Bethsaida Smith-Hanley**

**Clerk**

Office of the House of Assembly

Richard Stout Building

Road Town, Tortola VG1110

Virgin Islands

Tel: (284) 468-6900

Email: [hoa@gov.vg](mailto:hoa@gov.vg)

**FORMS FOR EXPRESSIONS OF INTEREST**

**FORM I – GENERAL INFORMATION**

<b>Item</b>	<b>Individual's Information</b>
Bidder's name:	
Bidder's country of birth:	
Bidder's [date of birth]:	
Bidder's address:	

**FORM II – Statement of Experience on Similar Assignments**

Client Name, Address, Representative and Phone No.	Description of Services	Value (USD)	Start/ Stop dates	Schedule (On schedule/ delayed)



FORM III – Detailed Assessment Criteria

Criteria	Pass/Fail
<p><b>1. Technical Competency</b></p> <ul style="list-style-type: none"> <li>a. Has the Consultant demonstrated technical competency in conducting reformation of an organisation?</li> <li>b. Has the Consultant exercised a level of responsibility and demonstrated a level of experience commensurate with the requirements of the proposed consultancy assignment?</li> <li>c. Has the Consultant performed a principal role in previous similar assignments?</li> </ul>	
<p><b>2. Qualification and Experience of Staff</b></p> <ul style="list-style-type: none"> <li>a. Do the Consultant satisfy the minimum criteria for qualification?</li> <li>b. Does the experience of the Consultant demonstrate significant familiarity with the subject area(s) to be covered in this consultancy?</li> </ul>	
<p><b>3. Local and Regional Experience</b></p> <ul style="list-style-type: none"> <li>a. Has the Consultant perform a similar consultancy within the territory or the region?</li> <li>b. <u>Note</u>: Local or regional experience on similar projects enables the Consultant to confidently execute the assignment without much delay since the initial familiarisation period can be reduced.</li> </ul>	
<p><b>4. Commitment</b></p> <ul style="list-style-type: none"> <li>a. Does the Consultant’s workload allow its resources to be available to be utilised for the successful performance of this consultancy during the anticipated execution period?</li> </ul>	