



GOVERNMENT OF THE VIRGIN ISLANDS

REQUEST FOR EXPRESSIONS OF INTEREST

PS/EOI/2023/MCW/REF-20

CONSULTANCY SERVICES

WATER AND SEWERAGE DEPARTMENT TRANSITION TO AN AUTHORITY,
BRITISH VIRGIN ISLANDS

OCTOBER 2023

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

Consultancy Services – Water and Sewerage Department Transition to an Authority, British Virgin Islands

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TRANSITIONING THE WATER AND SEWERAGE DEPARTMENT TO THE WATER AND SEWERAGE AUTHORITY

SPONSORING OFFICE

Permanent Secretary
Ministry of Communications and Works
Manuel Reef, Tortola
Virgin Islands, VG1110

Request for Expressions of Interest: CONSULTANCY SERVICES - WATER AND SEWERAGE DEPARTMENT TRANSITION TO AN AUTHORITY, BRITISH VIRGIN ISLANDS

1. INTRODUCTION

- 1.1 The Government of the Virgin Islands (GoVI or “Government) acting through the Ministry of Communications and Works (MCW) desires to engage the professional services of a qualified individual or firm to facilitate the transition of the Water and Sewerage Department to a Statutory Body. The Consultant will be responsible for a broad range of duties, including conducting a full assessment of the Department and reviewing existing systems and structures. The Consultant will facilitate the transition of key functions from the Government of the Virgin Islands to the Water and Sewerage Authority.
- 1.2 GoVI therefore invites interested resourceful, experienced and competent individuals or firms as a part of a pre-qualification process, so that a shortlist of qualified individuals or firms (collectively “parties”) to perform this consultancy may be prepared. Interested parties are invited to submit Expression of Interest (EOI) for the Consultancy Services for Water and Sewerage Consultant in the British Virgin Islands which is envisioned to commence by January, 2024 in a non-editable format to the Procurement Coordinator (Mrs. Ishma Rhymer) at email address procurement@gov.vg.

2. SCOPE OF THE CONSULTANCY

2.1 The duties of the Engineering Consultant (hereinafter referred to as “Consultant”) are to facilitate the transition of the Water and Sewerage Department to a Statutory Body. The Consultant will be responsible for a broad range of duties, including conducting a full assessment of the Department and reviewing existing systems and structures. The Consultant will facilitate the transition of key functions from the Government of the Virgin Islands to the Water and Sewerage Authority. The Consultant shall have no authority to relieve the Contractors of any of their duties or obligations under the contracts or to impose additional obligations not included in the contracts.

2.2 The Engineering Consultant is expected to undertake the following tasks:

- Conduct a full assessment of the Department reviewing existing systems and structures and develop a five (5) year Strategic Plan for the Authority to include a strategy to reduce non-revenue water and increase revenues;
- Provide a holistic Gap Analysis of the Department including its Human Resources, operations and equipment;
- Devise an Implementation Plan for the statutorising of the Authority;
- Devising a plan to complete the territory-wide meterisation programme;
- Create an Asset Register of all assets of the Water and Sewerage Department to be transferred to the Water and Sewerage Authority;
- Identify and facilitate the implementation of a modern enterprise billing and inventory system;
- Devise a strategy for operational resiliency and the authority’s sustainability by devising a business continuity plan; and
- Facilitate the transition of support functions from the Government of the Virgin Islands to the Authority.

3. OBJECTIVES

This consulting assignment's main objective is to advise on organisational and management restructuring, enhancing procurement and inventory procedures, and implementing a leak detection programme, completing the metering and billing initiative and providing recommendations for rehabilitating the water and sewerage systems.

4. SUBMISSION OF EXPRESSIONS OF INTEREST

- 4.1. **Electronic submissions in a non-editable format not exceeding 10 MB should be sent to the Procurement Coordinator (Mrs. Ishma Rhymer) at email address procurement@gov.vg. The filename and the email subject must bear the Applicant’s name and “EOI for Consultancy Services for Water and Sewerage Consultant in the British Virgin Islands”.**

- 4.2. Expressions of Interest must be submitted electronically to the Procurement Coordinator no later than **Monday, 30th October, 2023 at 12:00 p.m. (local time)**. Expression of Interest submitted after this time will not be considered and will be rejected. Submissions will be opened on **Tuesday, 31st October, 2023 at 11:30 a.m. (local time)**. Tenderers who wish to witness the opening process may request the WebEx access code and password from the Procurement Coordinator at procurement@gov.vg with subject “EOI for Consultancy Services for Water and Sewerage Consultant in British Virgin Islands” by noon on Monday, 30th October, 2023.
- 4.3. It is the responsibility of the bidder to ensure that his EOI submission is received by the Procurement Coordinator before the aforementioned submission deadline.
- 4.4. Expressions of Interest must be submitted with documentary evidence that includes the following:
- 4.4.1. Detailed individual profile and statement of capability;
 - 4.4.2. Curriculum Vitae of the individual;
 - 4.4.3. General information on the bidder as per attached **Form I: General Information’s**;
 - 4.4.4. A list of governments (jurisdictions) that are your clients and the nature of your engagement unless there is an obligation of confidentiality precludes you doing so as per attached **Form II: Other Government Clients**
 - 4.4.5. A list with brief descriptions of such service performed in the past for governments or any other entity in which the Individual/Company has participated over the last three (3) years as per attached **Form III: Statement of Experience on Similar Assignments**.
 - 4.4.6. Any other documentary evidence to establish credentials.

5. EVALUATION CRITERIA

- 5.1. Expressions of Interest will be evaluated according to the following pass/fail criteria:
- 5.1.1. Demonstrated competence of the firm to perform this assignment

- 5.1.2. Qualifications of the Key members of firm to undertake this assignment
- 5.1.3. Demonstrated experience of firm in performing similar assignments
- 5.1.4. Adequacy of financial capability (provide evidence the firm has the financial resources and management strength to execute the assignment)
- 5.1.5. Commitment (provide present project commitments to ascertain that the workload will not impede their ability to undertake the assignment)

6. ASSESSMENT CRITERIA

- 6.1. Expressions of Interest will be assessed in accordance with the criteria in **Form IV: Detailed Assessment Criteria:**

7. OTHER CONDITIONS

- 7.1. 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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.

- 7.6. 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.
- 7.7. 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.
- 7.8. The address to be used for communication with GoVI is:

Mrs. Ishma Rhymer
Procurement Coordinator
Procurement Unit
Ministry of Finance
Rita Frett Georges Place, 2nd Floor
Tortola, British Virgin Islands

Tel: (284) 468-4243/4245

Email: procurement@gov.vg

FORMS FOR EXPRESSIONS OF INTEREST

FORM I – General Information

Item	Bidder's Information
Bidder's name or registered name:	
Bidder's country of birth:	
Bidder's [date of birth]:	
Bidder's address:	

FORM II – Other Government Clients

Government or Jurisdiction		Year(s) Assignment was Fulfilled
1		
2		
3		
4		
5		

FORM III – Statement of Experience in Similar Assignments

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

FORM IV – Detailed Assessment Criteria

Criteria	Pass/Fail
<p>1. Technical Competency</p> <ul style="list-style-type: none"> a. Has the Consultant demonstrated technical competency in conducting transition of a government office to a statutory body? b. Has the Consultant exercised a level of responsibility and demonstrated a level of experience commensurate with the requirements of the proposed consultancy assignment? c. Has the Consultant performed a principal role in previous similar projects? 	
<p>2. Qualification and Experience of Staff</p> <ul style="list-style-type: none"> a. Do the personnel comprising the Consultant’s team satisfy the minimum criteria for qualification? b. Does the experience of the personnel, whether gained during employment with the Consultant or before, demonstrate significant familiarity with the subject area(s) to be covered in this consultancy? 	
<p>3. Financial Capability</p> <ul style="list-style-type: none"> a. Has the Consultant demonstrated an ability to finance the manpower levels and work volumes required to ensure the successful performance of this consultancy? 	
<p>4. Local and Regional Experience</p> <ul style="list-style-type: none"> a. Has the Consultant perform a similar consultancy within the territory or the region? 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 familiarization period can be reduced. In addition, the Consultant may be better able to anticipate problems which may be technical, financial, cultural, or otherwise. 	
<p>5. Commitments</p> <ul style="list-style-type: none"> a. Does the Consultant’s workload allow its resources to be available to be utilized for the successful performance of this consultancy during the anticipated execution period? 	