**Updated Clarification – Consultancy: Development of a Data Visualization Dashboard and Capacity Building for Monitoring and Evaluation**

The Caribbean Export Development Agency provides the following clarification regarding the Terms of Reference (TOR) for the above consultancy:

1. **Data Availability and Cleaning**
The consultancy will support the design and implementation of a dashboard that facilitates ongoing monitoring and evaluation throughout the project’s duration. While a baseline survey has been completed and will serve as a key input, data will continue to be collected over time. As stated in Section 3.3 of the TOR, the consultant will conduct an initial data audit and advise on any data cleaning or supplementation required.
2. **Qualitative Data**
The baseline survey includes both quantitative and qualitative data. The consultant will review all relevant data sources, as outlined in Section 4.1, to ensure the dashboard supports effective visualization of both.
3. **Data Sources**
The dashboard will be connected to the baseline survey and any other relevant data sources identified during implementation.
4. **Key Performance Indicators (KPIs)**
KPIs and baseline metrics have been established. The consultant will review these and design the dashboard to visualize them effectively, with disaggregation and drill-down capabilities.
5. **Budget**
As per Section 15 of the TOR, bidders are required to submit a quotation for services in USD along with their proposal.
6. **Number of Users per Country**
The dashboard is intended as a central monitoring and evaluation tool for Caribbean Export, headquartered in Barbados.
7. **User Categories**
The consultancy should recommend and establish appropriate user categories (e.g., administrators, contributors, viewers) in line with best practice and the Agency’s needs.
8. **Central vs. Country-specific Administration**
The system will be a **centralized dashboard** managed by Caribbean Export, with functionality to disaggregate results by country and other dimensions, as outlined in Section 4.1 of the TOR. Independent country administration is not foreseen.
9. **Cloud vs. On-premise**
The TOR does not prescribe a platform. The consultant is expected to recommend the most suitable solution, considering compatibility with existing Caribbean Export tools, cost, scalability, and sustainability.
10. **Number of Staff to be Trained**
Training will focus on relevant Caribbean Export staff involved in M&E, communications, and programme implementation. The exact number of participants will be confirmed with the selected consultant during the inception phase.
11. **Staff Locations**
Staff are primarily based at Caribbean Export’s headquarters in Barbados, and some in Caribbean Export's Santo Domingo office. Training should therefore be designed to accommodate both locations.
12. **Training Modality**
As noted in the TOR, training may be delivered virtually or in-person. Caribbean Export is open to either approach or a hybrid, depending on feasibility, cost, and the consultant’s recommendations.

This clarification forms part of the published TOR and should be considered by all interested parties when preparing submissions.