

**TERMS OF REFERENCE**  
**CONSULTANCY TO DRAFT AND DESIGN**  
**“THE SOCIAL INNOVATION GUIDE TO THE CARIBBEAN”**  
**An action under EU-LAC Social Accelerator**

**1. BACKGROUND INFORMATION/RATIONALE**

**1.1. Relevant background**

The Caribbean Export Development Agency (Caribbean Export) is the implementing partner for the EU-LAC Social Accelerator in the Caribbean, a four-year programme (2024-2028) co-funded by the European Union under the Global Gateway Investment Agenda. The EU-LAC Social Accelerator is a regional programme across Latin America and the Caribbean, funded by the European Union as part of the Inclusive Societies initiative, designed to strengthen social innovation ecosystems, reduce inequality, and foster social cohesion and inclusion — particularly for women, youth, and other vulnerable groups.

As part of its implementation of the EU-LAC Social Accelerator, Caribbean Export is conducting a comprehensive mapping of social innovation poles and the development of strategic roadmaps in four Caribbean countries: Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago. This work, carried out through Output 1.1 of the programme, involves the systematic identification and characterisation of social innovation actors, ecosystems, hubs, and poles within each country; an intersectional diagnostic of the opportunities and gaps facing each ecosystem (applying the EU’s GAP III gender and inclusion framework); and the development of evidence-based strategic roadmaps to guide the strengthening and development of the social innovation poles identified.

The mapping and roadmap exercises generate a significant body of primary and secondary data on the social innovation landscape in each country, covering the profiles of key actors and institutions; the structure, characteristics, and strategic priorities of social innovation poles; ecosystem strengths, weaknesses, opportunities, and threats; the regulatory and policy environment; funding mechanisms and capital availability; and cross-cutting challenges and opportunities related to gender equality, youth inclusion, and climate resilience.

Social innovation in the Caribbean remains a field with limited systematised, publicly available information. While social innovators, social entrepreneurs, and ecosystem-building organisations are active across the region, they operate in relative isolation, with limited knowledge of who is doing what, what support is available, and how to connect. Newcomers to the field face particular challenges in navigating the ecosystem

and accessing the knowledge, networks, and resources they need to launch and scale their initiatives.

Caribbean Export recognises that the data it is generating through the EU-LAC Social Accelerator presents a unique and timely opportunity to address this knowledge gap. By synthesising the mapping and roadmap data from all four participating countries into a single, comprehensive, bilingual resource — the Social Innovation Guide to the Caribbean — Caribbean Export can contribute meaningfully to the development of the regional social innovation ecosystem, making key knowledge accessible to both existing actors and aspiring social innovators across the Caribbean.

### **1.2. Contracting Authority**

The contracting authority for this assignment is the Caribbean Export Development Agency and it is funded by the EU-LAC Social Accelerator Programme.

### **1.3. Beneficiary Countries**

The primary beneficiary countries for this consultancy are Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago, being the four countries in which the social innovation pole mapping and roadmap design activities under the EU-LAC Social Accelerator are being conducted. The Social Innovation Guide to the Caribbean will be broadly relevant to the wider Caribbean region, including other CARIFORUM member states, and is intended as a resource for the Caribbean social innovation ecosystem as a whole.

### **1.4. Target Groups**

The Social Innovation Guide to the Caribbean is intended to serve two primary audiences:

- Existing social innovation ecosystem actors: organisations, enterprises, hubs, intermediaries, funders, policymakers, and researchers active in the social innovation space across the Caribbean, who will benefit from having a comprehensive regional overview and directory of the ecosystem, its key actors, poles, and support structures.
- Aspiring social innovators and social entrepreneurs: individuals, groups, and early-stage organisations looking to launch a social innovation venture in the Caribbean, who will benefit from the Guide’s practical ‘how-to’ sections covering ecosystem navigation, support access, funding, and best practices.

Secondary audiences include academic and research institutions, development finance institutions, EU and international donor agencies operating in the region, and media and communications professionals covering the social innovation space.

## 2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

### 2.1. Overall Objective

The overall objective of this consultancy is to contribute to the strengthening of the social innovation ecosystem in the Caribbean by producing a comprehensive, bilingual (English and Spanish) Social Innovation Guide to the Caribbean. The Guide will synthesise the primary data and analysis generated through the EU-LAC Social Accelerator's social innovation pole mapping and roadmap design exercises in Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago into a widely accessible, practical, and professionally designed knowledge product for the benefit of social innovators, ecosystem builders, and aspiring changemakers across the region.

### 2.2. Specific Objectives

The specific objectives of this consultancy are:

- a. To systematically review, synthesise, and analyse the social innovation pole mapping, diagnostic, and strategic roadmap data collected across the four participating countries (Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago) under the EU-LAC Social Accelerator, identifying cross-cutting themes, regional patterns, and opportunities for ecosystem development.
- b. To document and profile the social innovation poles, key actors, ecosystem structures, regulatory environments, and funding mechanisms in each of the four participating countries in an accessible, accurate, and engaging format.
- c. To produce a practical, step-by-step guidance section for aspiring social innovators and social entrepreneurs in the Caribbean, grounded in the regional context and drawing on the ecosystem data collected.
- d. To produce the Guide in both English and Spanish to the same professional standard, ensuring it is accessible to the broadest possible Caribbean audience, including the Spanish-speaking Dominican Republic. Given the English usage in the Caribbean, it is expected to have the reports in English using British (UK) style grammar.
- e. To deliver a professionally designed, visually engaging Guide in formats suitable for digital distribution (PDF/interactive), print, and web publication, and to propose a dissemination and outreach strategy for the Guide's launch and ongoing distribution.
- f. To situate the Caribbean social innovation ecosystem within the broader Latin American, Caribbean, and global social innovation landscape, drawing on

relevant international benchmarks, models, and emerging practices to enrich the Guide’s analytical depth and enhance its relevance for international audiences, including EU and development finance stakeholders.

- g. To provide concrete recommendations for the ongoing maintenance and periodic updating of the Guide, including a proposed review cycle, responsible parties, and mechanisms for incorporating new ecosystem data, ensuring the Guide remains a living and reliable reference beyond its initial publication.

### **2.3. Purpose of consultancy and expected results**

The Social Innovation Guide to the Caribbean will serve a dual purpose: it will function both as a regional reference resource that maps and documents the social innovation ecosystem across the four participating countries, and as a practical guide for individuals and organisations seeking to enter, navigate, or strengthen their engagement with the Caribbean social innovation space.

The Guide will be the first systematised, publicly available, multi-country knowledge product of its kind for the Caribbean. It will fill a critical gap in available information about the regional social innovation landscape, providing a much-needed foundation for regional knowledge-sharing, collaboration, and ecosystem development.

The expected results of this consultancy are:

- a. A comprehensive, bilingual (English and Spanish) Social Innovation Guide to the Caribbean, available in digital (PDF/interactive), well designed with a visually appealing layout that is in print-ready and web-ready formats, covering the social innovation ecosystems of Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago.
- b. A practical ‘Guide for Social Innovators in the Caribbean’ section within the publication, providing step-by-step guidance on starting, navigating, and scaling a social innovation venture in the Caribbean context, including information on available support structures, funding mechanisms, relevant networks, and illustrative case studies.
- c. A regional ecosystem overview documenting the key social innovation poles, actors, intermediaries, hubs, and support structures across the four participating countries, incorporating cross-cutting analysis on gender equality, youth inclusion, and climate resilience.
- d. Country-specific profiles for each of the four participating countries, drawing on the full body of mapping, diagnostic, and roadmap data generated under the EU-LAC Social Accelerator.

- e. A dissemination and outreach plan recommending strategies, channels, and partnerships for the distribution and promotion of the Guide across the Caribbean region.

### **3. ASSUMPTIONS AND RISKS AND MITIGATION**

#### **3.1. Assumptions**

The following assumptions underpin the successful delivery of this consultancy. Should any assumption not hold, the implementation of the consultancy may be negatively affected:

- a. All country-specific social innovation pole mapping and diagnostic data from Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago will be available, sufficiently complete, and transferable to the Consultant in a timely manner at or before the inception stage.
- b. Caribbean Export will be in a position to facilitate access to country-level consultants, stakeholders, and programme teams in all four participating countries for the purposes of data clarification and validation.
- c. Key stakeholders in the four participating countries, including social innovation actors, ecosystem intermediaries, and policy actors, will be available and willing to participate in validation consultations as required.
- d. The social innovation landscape in the four participating countries will not undergo major structural changes during the consultancy period that would render the collected data significantly outdated before publication.
- e. There is sufficient institutional support and distribution capacity to ensure effective dissemination of the Guide to its intended audiences upon publication.

#### **3.2. Risks**

The following risks have been identified as having the potential to negatively impact the delivery of this consultancy:

- a. **Data Inconsistency:** The social innovation mapping and diagnostic data collected across the four participating countries may vary in scope, depth, format, or quality, requiring additional standardisation effort by the Consultant and potentially affecting the timeline.

- b. Data Gaps: Some country datasets may be incomplete at the time of the Consultant's inception, requiring supplementary desk research or targeted stakeholder consultations that are not fully anticipated in the original scope.
- c. Limited Stakeholder Availability: Key stakeholders in one or more of the four countries may be unavailable or unwilling to participate in validation consultations, affecting the accuracy and comprehensiveness of the Guide's content.
- d. Translation Quality: Given the bilingual (English/Spanish) requirement, there is a risk that translation quality could be inconsistent or inadequate, undermining the Guide's utility for Spanish-speaking audiences.
- e. Rapid Ecosystem Change: The social innovation landscape is dynamic; information in the Guide may become outdated more quickly than anticipated, particularly given the region's evolving policy and funding environment.
- f. Scope Creep: The breadth of the subject matter and the number of countries involved creates a risk that the Guide becomes overly expansive, reducing its accessibility, focus, and practical utility.

### **3.3. Mitigation**

The following mitigation measures shall be applied to address the identified risks:

- a. Caribbean Export will compile and organise all available country-level data into standardised data packages before the Consultant commences work. Any identified data gaps will be flagged at the inception stage and a joint plan to address them will be agreed upon between Caribbean Export and the Consultant.
- b. Caribbean Export will introduce the Consultant to all relevant country-level consultants and stakeholders and will facilitate validation sessions in each participating country. A clear validation plan will be agreed at inception.
- c. The Consultant must demonstrate bilingual fluency in English and Spanish, or propose a qualified bilingual editor/co-author as part of their team. All translated content must be reviewed by a native Spanish speaker before submission.
- d. The Guide will include a clear publication date and data collection period disclaimer on all versions, establishing the scope and timeframe of the data. Caribbean Export will plan for periodic updates to the digital version of the Guide following publication.
- e. An agreed structural outline and scope for the Guide will be produced as part of the Inception Report and approved by Caribbean Export before content

development commences, establishing clear scope boundaries and preventing scope creep.

## 4. SCOPE OF WORK

### 4.1. Specific Activities

The Consultant shall produce a comprehensive, bilingual (English and Spanish) Social Innovation Guide to the Caribbean, synthesising the social innovation pole mapping, diagnostic, and strategic roadmap data generated under the EU-LAC Social Accelerator in Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago. The Guide shall be structured to serve two audiences: existing social innovation ecosystem actors seeking a regional overview and reference resource, and aspiring social innovators and entrepreneurs seeking practical guidance on entering and navigating the Caribbean social innovation space. The Guide shall be delivered in formats suitable for digital distribution, print, and web publication.

#### Activity 1: Inception, Data Review, and Structural Planning

- a. Receive, review, and analyse all country-level social innovation mapping, diagnostic, and strategic roadmap data provided by Caribbean Export for the four participating countries.
- b. Identify any data gaps or inconsistencies and propose a methodology for addressing these through supplementary desk research or targeted stakeholder consultations.
- c. Develop and submit an Inception Report, including: a detailed work plan; a proposed chapter structure and outline for the Guide; a methodology for content development, validation, and translation; and a brief stakeholder engagement plan.

#### Activity 2: Regional Synthesis and Cross-Country Analysis

- a. Develop a regional analysis and synthesis of the social innovation landscape across the four participating countries, identifying cross-cutting themes, shared challenges, regional patterns, and opportunities for ecosystem development.
- b. Analyse the role of intersectional factors — including gender, youth, disability, and climate vulnerability — in shaping social innovation across the region, drawing on the GAP III analytical framework applied in the country-level mappings.

#### Activity 3: Ecosystem Documentation — Regional and Country Profiles

- a. Develop a comprehensive regional profile of the Caribbean social innovation ecosystem, including an overview of the regional policy and regulatory environment, key support structures, funding mechanisms, and emerging trends.
- b. Develop individual country profiles for Barbados, Jamaica, the Dominican Republic, and Trinidad and Tobago, documenting the key social innovation poles, actors, hubs, intermediaries, and support structures in each country, based on the mapping and diagnostic data.
- c. Develop sector/thematic analysis of the main social innovation poles across the region (e.g. economic empowerment, education and capacity development,

climate resilience, entrepreneurship and social economy, digital transformation), identifying key actors, initiatives, and opportunities within each pole.

Activity 4: Guide for Social Innovators — Practical Guidance Section

- a. Develop a practical, step-by-step ‘Guide for Social Innovators in the Caribbean’ section, covering: (a) Understanding social innovation and social entrepreneurship in the Caribbean context; (b) Navigating the ecosystem: key actors, networks, and how to connect; (c) Starting a social innovation venture: from idea to impact; (d) Accessing support, funding, and resources in the Caribbean; (e) Gender and inclusion considerations for social innovators; and (f) Illustrative case studies and success stories drawn from the four participating countries.

Activity 5: Stakeholder Validation

- a. Conduct structured validation sessions (virtual or in-person as agreed with Caribbean Export) with key stakeholders across the four participating countries to review and validate draft content for accuracy, relevance, and practical utility.
- b. Incorporate validated feedback from Caribbean Export and country-level stakeholders into revised drafts.

Activity 6: Translation and Bilingual Editing

- a. Produce the complete Guide in both English and Spanish to the same professional standard, ensuring terminological consistency and linguistic quality across both language versions.
- b. Ensure all translated content is reviewed and edited by a qualified native Spanish-language editor.

Activity 7: Production Coordination and Finalisation

- a. Prepare final content in a structured, publication-ready format, in coordination with Caribbean Export’s communications team or designated design partner.
- b. Ensure the Guide is produced in all agreed formats: digital PDF/interactive version, print-ready version, and web-ready content version, in compliance with EU-LAC Social Accelerator and Caribbean Export branding and visibility guidelines.
- c. Provide a professional design and layout of the final Guide within the agreed timeline, reviewing design proofs for accuracy, formatting, and compliance with branding guidelines; and coordinating any revisions required prior to final sign-off.

Activity 8: Dissemination Planning

- a. Develop a dissemination and outreach plan for the Guide, including recommendations for distribution channels (digital, print, events, networks), target audiences, and a proposed launch strategy, including the identification of regional events or platforms that could serve as launch opportunities.

## **5. PROJECT MANAGEMENT AND REPORTING**

**5.1. Responsible Body**

Caribbean Export Development Agency

**5.2. Management structure**

The Deputy Executive Director will retain overall responsibility for the overall project. Day-to-day supervision of this specific programme is the responsibility of Technical Officer, EU-LAC Programmes, who will communicate progress to the Deputy Executive Director.

**5.3. Reporting**

A weekly progress report outlining key activities undertaken, progress made, and results achieved, must be submitted to the Technical Officer, EU-LAC Programmes. Formal reporting shall be through the three milestone deliverables specified in Section 9 (Reports).

**6. LOGISTICS AND TIMING**

**6.1. Commencement date and period of implementation of tasks**

The Consultancy is envisioned to start on April 20<sup>th</sup>. The consultancy is envisioned to last 4 months in its entirety.

**6.2. Deadline for Completion**

This Consultancy must be concluded by August 20<sup>th</sup>, 2026.

**7. PAYMENT TERMS**

The amount budgeted for this consultancy shall not exceed 7,000 EUR.

Payments shall be disbursed in three (3) milestone-based instalments, each contingent upon submission and approval of the applicable deliverable and receipt of the corresponding invoice, as follows:

- Payment 1 - 20% (EUR 1,400): Inception Report Timing: 2 weeks after contract signature
- Payment 2 - 45% (EUR 3,150): Progress Report + Full First Draft (content only, pre-design) Timing: 3 weeks after Inception Report approval
- Payment 3 - 35% (EUR 2,450): Final Report
  - Step A - Design Draft submitted for review: 14 July 2026 (~6 weeks after first draft approval, covering design production)
  - Step B - Final bilingual publication in all formats: 20 August 2026 (~5 weeks to incorporate feedback, complete translation, and finalise)

All services must be completed to the satisfaction of the Agency and payments will be contingent on submission and approval of the progress report and appropriate invoice. Payments will be made in accordance with the terms and conditions outlined in the contract between Caribbean Export and the consultant.

## **8. REQUIREMENTS**

### **8.1. Qualifications**

The Consultant (individual, partnership or firm) must hold the following minimum qualifications:

- A postgraduate degree (Master's level or equivalent) in communications, journalism, international development, social innovation, research entrepreneurship, social sciences, public policy or a closely related field. Equivalent professional qualifications combined with substantial and demonstrable relevant experience will be considered.
- A qualification or certification in research methodology, knowledge management, journalism, communications, or editorial/publication work would be considered a strong asset.
- Where the consultancy is undertaken by a firm or team, the lead author/team leader must hold the minimum qualification specified above.

The following specific skills are required:

- Demonstrated exceptional writing and editorial ability, with a proven track record of synthesising complex, multi-source data into clear, engaging, and accessible knowledge products tailored to diverse audiences.
- Written fluency in both English and Spanish is mandatory. Proposals must demonstrate this capacity, either through the individual consultant or through an identified bilingual team member/editor.
- Strong research and analytical skills, with the ability to review, interpret, and complement existing datasets through targeted desk research where necessary.
- Proven ability to develop structured, user-oriented content, including practical guides, toolkits, or "how-to" materials that translate technical information into actionable insights.

- Experience coordinating or contributing to the development and production of high-quality publications, including working content design and/or managing layout and formatting processes for multi-format outputs (digital, print, and web).
- Familiarity with social innovation, social entrepreneurship, ecosystem development, or private sector development concepts in a development context.
- Understanding of cross-cutting development themes such as gender equality, youth inclusion, and climate resilience is desirable.

*Note: Deep technical expertise in social innovation is not required; however, the Consultant must demonstrate sufficient familiarity with the subject matter to accurately interpret and present the data provided.*

## **8.2. Work Experience**

The Consultant (individual, partnership or firm) must demonstrate the following minimum work experience:

- A minimum of five (5) years of relevant professional experience in research, writing, editorial work, knowledge product development, or a closely related field, with demonstrated exposure to social innovation, sustainable development, or private sector development contexts.
- A minimum of five (5) years of demonstrable experience in the development, writing, and production of high-quality publications, guides, reports, or flagship knowledge products, ideally for international development organisations, donor-funded programmes, or public institutions.
- Demonstrable experience in synthesising large and diverse datasets into coherent, well-structured, and reader-friendly outputs, including cross-country or comparative analysis.
- Experience working in the Latin American and Caribbean (LAC) region or in a comparable Small Island Developing State (SIDS) or developing country context. Knowledge of the Caribbean's social, economic, and policy context is strongly preferred.
- Experience conducting stakeholder consultations, focus groups, or validation processes with diverse stakeholders across multiple countries is considered an asset.

- Demonstrated experience in bilingual (English and Spanish) content development, translation management, or editorial coordination, ensuring consistency and quality across language versions.
- Experience coordinating with or integrating graphic design and layout functions to produce visually engaging publications is highly desirable.
- Prior experience working within EU-funded programmes or with international development organisations would be an asset.
- Prior experience in social innovation ecosystem mapping, diagnostic analysis, or strategic roadmap development would be an asset, but is not mandatory.

**8.3. Required Documentation.**

- Two (2) examples of prior publications that were developed by the Consultant (individual, partnership or firm).
- Writing sample in English and Spanish.

**8.4. Office Accommodation**

This is intended as an external consultancy. Caribbean Export will not provided any office accommodations.

**8.5. Facilities to be provided by the Consultant**

Not applicable.

**8.6. Equipment**

Not Applicable.

**8.7. Travel**

Not Applicable.

**9. REPORTS**

**9.1. Reporting requirements**

The Consultant shall provide the following reports:

- a. **Inception Report (Report 1)** to be submitted within two (2) weeks from the commencement of the project and must include a proposed Project Plan. The proposed Project Plan should at a minimum take into account the following:
  - i. Consultant’s understanding of the description and scope of the project;

- ii. the Consultant’s approach to execution;
- iii. timeline of project deliverables and responsibilities,
- iv. work breakdown structure,
- v. detailed budget
- vi. identification of risks and any mitigation measures.

Prior to the submission of the Inception Report and the commencement of the contract, the Consultant will be required to attend an inception meeting (virtual) with the Caribbean Export team.

- b. **Progress report (Report 2)** on meeting the deliverables of the consultancy following the submission of the inception report. The Progress Report must include:
  - i. a summary of activities completed to date,
  - ii. the complete first draft of the Guide, including all content sections and the proposed chapter structure, ready for Caribbean Export review prior to the design phase,
  - iii. any issues or risks identified and proposed mitigations.
- c. **Final Report (Report 3)** to be delivered in two steps, with full payment released upon approval of Step B:
  - i. Step A - Design Draft: Due 14 July 2026. The Consultant shall submit a complete design draft of the Guide, incorporating all approved content from Report 2 for review and approval by Caribbean Export prior to finalisation.
  - ii. Step B - Final Publication: Due 20 August 2026. Following approval of the design draft, the Consultant shall submit the final, professionally designed versions of the publication in print-ready and web-ready digital formats. All versions must be ready in English (UK-style) and Spanish.

## 9.2. Submission and Approval of Reports

Reports 1 and 2 must be submitted in English (UK-style) in electronic format (.docx) to the Deputy Executive Director and the Technical Officer, EU-LAC Programmes. The Final Report (Report 3) shall be submitted in two steps:

- Step A – Design Draft: to be submitted by 14 July 2026 in electronic format (PDF) to the Deputy Executive Director and the Technical Officer, EU-LAC Programmes. Caribbean Export will provide feedback within five (5) working days of receipt.
- Step B – Final Publication: to be submitted by 20 August 2026 in English (UK-style) and Spanish, in electronic format and two (2) hard copies.

The Deputy Executive Director is responsible for approving all reports and deliverables.

## 10. EXCLUSION CRITERIA

Candidates will be excluded from participation in the bidding process if they:

- a. are bankrupt, insolvent, filing for insolvency or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. are the subject of proceedings for fraud, corruption, a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- c. have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata*
- d. are guilty of grave professional misconduct proven by any means which Caribbean Export can justify;
- e. are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in the procurement process; they have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with Caribbean Export's funds;
- f. are in breach of payment of taxes or social security contributions;
- g. have been convicted or are the subject of proceedings for money laundering, terrorist offences or activities, child labour, human trafficking, being a criminal enterprise in the production of goods and services, or any other irregularity;
- h. are established as or operating as a shell company.

A derogation from the mandatory exclusion clauses provided above, may be provided on an exceptional basis, for overriding reasons to entities operating in the public interest such as public health or protection of the environment.

## 11. MONITORING AND EVALUATION

The Consultancy will be monitored and evaluated by Caribbean Export over the duration of the project. Performance on the project will be measured by satisfactory completion and timely submission of the deliverables outlined in Section 4 and 9, and as outlined within the work plan submitted in the inception report. Feedback, other than acceptance, on each submitted deliverable is not a requirement for the continuation of the project. However, in some instances the Consultant may need to integrate any feedback into the subsequent deliverables. The Contracting Authority will provide feedback to the consultant within ten (10) working days of receipt of the final report.

## 12. SPECIAL REQUIREMENTS

Any special requirements which the Consultant must take into consideration in the conduct of the Consultancy.

### **13. PUBLICATION OF INFORMATION**

To participate in any activity executed or supported by Caribbean Export, you hereby agree that any information and personal data that you share and is collected by the Agency will be processed for the purpose of reporting the outcomes and impact of your projects and/or participation. Please note that Caribbean Export reserves the right to publish the Contractor's/Participant's name and address, the purpose and nature of the activity, and financial arrangements, in accordance with Caribbean Export's Personal Data Protection Policy. (<https://content.carib-export.com/download/personal-data-protection-policy/>). Derogation from publication of this information may be granted if it could endanger the Contractor/Participant or harm his/her commercial interests.

### **14. DECLARATION**

To participate in any procurement undertaken by Caribbean Export, all applicants must complete and submit to the agency the Applicant Declaration Form. (<https://content.carib-export.com/download/applicant-declaration-form/>).

### **SUBMISSION CHECKLIST:**

All applicants (whether firm or individual) must submit:

- A technical proposal outlining understanding of the TOR, approach, and methodology.
- A profile of the firm or individual, including relevant experience (could be compilation of Resumes/CVs).
- A financial proposal
- Two (2) examples of prior publications developed by the Consultant (individual, partnership or firm).
- Writing sample in English and Spanish.
- Applicant Declaration Form completed.

All technical and financial proposals must be submitted to [eulacsocial@carib-export.com](mailto:eulacsocial@carib-export.com) with the following: Subject Line: SOCIAL INNOVATION GUIDE PROPOSAL [Name of Consultant] by April 7<sup>th</sup>, 2026 – 5:00PM AST.