BARBADOS WATER AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES - DEVELOPMENT AND IMPLEMENTATION OF AN INSTITUTIONAL GENDER AND PERSONS WITH DISABILITIES (PwD) ACTION PLAN FOR THE BARBADOS WATER AUTHORITY (BWA)

Institution: Inter-American Development Bank (IDB) and Green Climate Fund (GCF)

Country: Barbados

Project: Barbados Climate Resilient South Coast Water Reclamation Project (SCWRP)

Abstract: To engage the services of a consulting firm to develop and support the implementation of an Institutional Gender and Persons with Disabilities (PwD) Action Plan for the Barbados Water Authority (BWA) (Output 4.3: Plan to increase participation of women and PWD within BWA with technical and operational roles and leadership training developed and implemented), to promote equal participation, retention and advancement of women and PwD; support more equitable gender-balanced representation across BWA; and strengthen BWA's internal systems, culture and practices for inclusion.

Loan No.: BA-L1063
Contract/Bid No.: BWA-IDBCS006

Deadline: November 25, 2026

1. The Government of Barbados (GoB), with funding from the Inter-American Development Bank (IDB) and the Green Climate Fund (GCF), is implementing the Barbados Climate Resilient South Coast Water Reclamation Project (SCWRP). The general objective of the SCWRP is to enhance the resilience and reliability of Barbados' water supply, with a focus on climate action, environmental sustainability and food security. Component 4 of the SCWRP focuses on Institutional Strengthening of the water and sanitation sectors, including activities to improve governance, technical capacity and operational performance within the Barbados Water Authority (BWA) and other relevant institutions.

2. Under Component 4 of the SCWRP (Institutional Strengthening), BWA is seeking to strengthen its institutional framework, policies, systems and practices so that women and persons with disabilities (PwD) can participate fully and equitably in its workforce and decision-making processes. The consultancy will develop and support the implementation of an Institutional Gender and Persons with Disabilities Action Plan (Output 4.3: Plan to increase participation of women and PWD within BWA with technical and operational roles and leadership training developed and implemented). The services include:

    i. Assessing the status of gender equality and PwD inclusion within BWA, including policies, staffing, workplace culture, accessibility, data systems and practices;
    ii. Identifying systemic barriers and enabling factors affecting recruitment, retention, advancement, safety and participation of women and PwD, especially in technical and operational positions and leadership;
    iii. Developing an evidence-based Gender and Persons with Disabilities Action Plan with clear measures, responsibilities, timelines and indicators;

iv. Designing and helping to initiate leadership and professional development opportunities for women and persons with disabilities at BWA;

v. Strengthening BWA's capacity for systematic collection, management and use of data on gender and PwD, in accordance with data protection and privacy regulations/laws in Barbados; and

vi. Ensuring alignment of the Action Plan with national legislation and policies on gender equality, disability rights, labour, occupational health and safety, and with relevant regional/international standards.

3. The scope of services consists of: (i) development of an Institutional Gender and PwD Assessment; (ii) design of the Institutional Gender and PwD Action Plan; (iii) stakeholder consultation and validation; and (iv) implementation support and capacity building. The Consulting Firm will be required to outline a workplan and proposed methodology for the assignment in its technical proposal. Modern and scientific techniques, empirical data (field work) and secondary data collection shall be used as appropriate, and recommendations are to be supported with sound justifications.

4. The assignment is expected to begin in the first quarter of 2027 and will be completed over a ten (10)-month period. The TOR identifies seven key deliverables: Inception Report and Detailed Work Plan; Institutional Gender and PwD Assessment Report; Draft Institutional Gender and PwD Action Plan; Stakeholder Consultation and Validation Report; Final Institutional Gender and PwD Action Plan; Implementation Support and Capacity Building Report; and Final Completion Report and Handover Package. Exact dates and sequencing may be adjusted in agreement with BWA, provided they remain within the overall Project timeline.

5. The Barbados Water Authority (BWA) invites Consulting Firms ("Consultants") to submit Expressions of Interest with respect to providing the referenced consultancy services. The Terms of Reference provide the detailed scope, tasks, deliverables, qualifications and evaluation criteria for the assignment.

6. Interested firms shall provide information demonstrating that they have the qualifications and relevant experience required to perform the Services. Consistent with the TOR, firms should provide the following documentation/information to establish or illustrate their competence:

i. General background of the consulting firm;

ii. Evidence that the firm is a practitioner in the field of gender equality and social inclusion (GESI), with at least ten (10) years' experience in leading the development and implementation in this area, together with international recognition and relevant recent experience, ideally in the region;

iii. Evidence of at least 3–5 successfully completed projects focused on: (a) gender analysis and the development and implementation of gender action plans and/or gender mainstreaming strategies; and (b) inclusion of persons with disabilities (PwDs) or broader social inclusion initiatives, such as disability audits, accessibility plans and inclusive service delivery;

iv. Evidence of solid experience in institutional and organizational development, including support to public sector institutions or utilities in developing and implementing internal policies, human resources reforms, codes of conduct and institutional plans; establishing gender and disability focal points, committees or grievance mechanisms; and integrating gender and disability considerations into internal systems and procedures, including HR, occupational health and safety, customer service and communications; and

v. Relevant experience with public utilities or comparable public sector institutions and assignments implemented in Barbados, the wider Caribbean, or similar Small Island Developing States (SIDS).

7. In assessment of submissions, consideration will be given to eligibility, technical competence, qualifications and experience on similar assignments of the firm. All information must be submitted in English.

8. Selection of the Consultant will be undertaken through the Quality and Cost Based Selection (QCBS) method in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-15 and is open to all eligible Consulting Firms as defined in the policies.

9. Interested firms may request further information or details on the Terms of Reference and other relevant documentation for the consultancy from the Government's Procurement Portal at https://gov-bb.bonfirehub.com. Submissions should also be uploaded to the above-mentioned procurement portal no later than **November 25, 2026, 11:30 p.m., Atlantic Standard Time**. The electronic submission should include the name and address of the applicant, and the subject heading shall clearly indicate "Request for Expressions of Interest - Consulting Services – Development and Implementation of an Institutional Gender and Persons with Disabilities (PwD) Action Plan for the Barbados Water Authority."

10. All queries from interested bidders must be submitted electronically to https://gov-bb.bonfirehub.com/ through the Vendor Discussions section under the respective Project (procurement).

11. Interested bidders should register in the Government's e-procurement portal at https://gov-bb.bonfirehub.com/login/. Detailed instructions for registration are available at https://procure.gov.bb.

12. Any firm incorporated outside of Barbados which is awarded a contract will be required to be registered in Barbados as an External company under the 'Companies Act of Barbados' CAP. 308, found at https://www.investbarbados.org, prior to the commencement of the contract. Information on the requirements as an external company can be obtained from the Corporate Affairs and Intellectual Property Office (CAIPO), Ground Floor, Baobab Towers, Warrens, St. Michael, Barbados, Telephone No: (246) 535-2401, E-mail Address: general@caipo.gob.bb OR request@caipo.gob.bb. Interested firms that are required to be registered must note that the registration process is lengthy and should therefore commence as soon as possible.

13. Applicants should be aware that the Labour Clauses (Public Contracts) Act Cap.349 shall, in so far as is applicable to the tenderer, apply to any contract made in respect of the tender. Full details of the conditions of this Act, Cap.349 may be obtained from the Government Procurement Department, Bay Street, Bridgetown, St. Michael or via the International Labour Organization (ILO) database of labour legislation website http://blue.lim.ilo.org/cariblex/browse_country_barbados.shtml. Consulting Firms should submit the certificate required by paragraph 3 of the schedule to the Act with their tender.

14. The electronic submission should include the name and address of the applicant, and the subject heading shall clearly indicate "Expression of Interest - Consulting Services - Development and Implementation of an Institutional Gender and Persons with Disabilities (PwD) Action Plan for the Barbados Water Authority (BWA)

15. A list of not less than five (5) and not more than eight (8) applicants will be shortlisted for this consultancy. The Barbados Water Authority reserves the right to cancel the present invitation partially or in its entirety and will not defray any costs incurred by any applicant in the preparation and submission of the Expressions of Interest.

16. Applications that do not comply with the conditions set out in this Notice will not be considered.

17. Late submissions will not be accepted.