

REQUEST FOR QUOTATION

SR2335902084 - MARKET SYSTEMS & PRINCIPLES CAPACITY BUILDING CONSULTANCY (Individual or Firm)

I. BACKGROUND

Mercy Corps is a global non-profit organization working in more than 40 countries to support communities facing complex humanitarian and development challenges. Through its Caribbean Resilience Initiative, Mercy Corps works across Jamaica, Saint Lucia, Saint Kitts and Nevis, Puerto Rico and the U.S. Virgin Islands to strengthen economic resilience in Small Island Developing States and territories. The initiative supports locally driven strategies that help communities, small businesses and local partners respond to structural economic pressures, expand opportunity and influence decision-making around inclusive growth.

The Strengthening Caribbean Economic Growth (SCEG) program responds to persistent barriers to employment, entrepreneurship and livelihood security across the Caribbean. Mercy Corps' research highlights challenges such as high import dependency, costly logistics, youth unemployment and NEET status, skills mismatches, precarious tourism employment, limited business support, weak access to finance and constraints on small business growth. In response, the program aims to build the economic strength and job skills of women, men, girls and boys aged 16 and older by supporting market-aligned workforce training, entrepreneurship and business development, digital capability, access to finance, small grants for locally led solutions, and stronger technical capacity among CSOs and local stakeholders.

II. OBJECTIVES OF THE ASSIGNMENT

Mercy Corps seeks a Market Systems and Principles Capacity Building Consultant (Individual or Firm) to support the grantees implementing program activities in order to strengthen their capacity to design and deliver sustainable, market-driven interventions that improve job skills, employment opportunities and livelihood outcomes. The consultant will conduct group online training, provide one-on-one mentoring, and manage an in-person Pause and Reflect Workshop to help grantees understand market constraints and client opportunities, and make practical decisions about intervention design and implementation.

The consultancy should be grounded in sound market knowledge, ensuring that capacity building is directly connected to the market realities shaping each grantee's intervention. The consultant may support grantees in interpreting market data, understanding sectoral demand, identifying MSME and value chain opportunities, addressing market access barriers, and aligning workforce development pathways with sectoral needs. Through training, mentoring, and structured reflection, grantees will be supported in refining their interventions, strengthening digital and private-sector linkages, adapting to local culture and demographic realities, and improving the sustainability and measurable impact of their small-grant activities.

III. DELIVERABLES

1. Training materials and workplan for group on-line training
2. Post on-line training workplan
3. Agenda and materials for in-person workshop
4. Outputs and individualized follow-up from in-person workshop
5. Final report on capacity of each grantee and possible follow-up needs
6. Learning brief/case study on partner market adaptability, synthesized from the Pause and Reflect Workshop and individual coaching engagements

IV. PROFILE OF THE CONSULTANT

- 7-10 years of experience providing market system development (MSD) training, capacity building, coaching, and program development.
- Expertise in MSD, market assessments, and private sector engagement.
- Proven experience delivering remote training and coaching in MSD.
- Strong ability to understand the experience and capacity of participants and tailor training and mentoring to their abilities.
- Experience working across different geographies and contexts. Knowledge of small, island developing states preferred.
- Ability to work independently and drive workplans.

- Ability to work professionally in English.
- Willingness and ability to travel to Mercy Corps project sites.
- Familiarity with Mercy Corps' market systems programming and MSD training modules, preferred

V. PLACE AND CONDITIONS OF THE CONTRACT

The performance of the contract will include group online training, one-on-one mentoring, and an in-person Pause and Reflect Workshop. In the performance of the contract, Mercy Corps will provide the necessary access and logistical support to facilitate the conduct of activities under this contract. The consultant must have the equipment, communications, and other conditions necessary to carry out the work.

VI. DURATION AND TYPE OF CONTRACT

The consultant shall be mobilized upon issuance of the contract. The anticipated level of effort is twenty (20) days, with all deliverables to be completed in accordance with the agreed workplan.

VII. CONTRACT SUPERVISOR

The control and monitoring of the activities carried out within the framework of the contract will be the responsibility of the **SCEG Program Manager**.

VIII. SUBMISSION OF QUOTATIONS

Quotations must be sent to email criprocurement@mercycorps.org. Cite the following reference in the subject of the message: – **PR170456 MARKET SYSTEMS & PRINCIPLES CAPACITY BUILDING CONSULTANCY**

IX. DEADLINE FOR SUBMISSION OF QUOTATIONS

The delivery deadline will **be Monday 24 August 2026, at 11:55 p.m.** Proposals submitted after the stipulated date and time may not be evaluated.

X. STAGES OF THE PROCESS

Stage	Deadline
Publication of the Request for Quotation	Tuesday 4 August 2026
Last day for Clarifications	Monday 18 August 2026
Closing of the call - Deadline for sending Quotation	Monday 24 August 2026

XI. CRITERIA FOR THE EVALUATION OF PROPOSERS

The following criteria will be used to evaluate and analyze all the offers received:

- Technical proposal 70%: Relevant experience of the consultant, including experience in similar assignments, approach to the scope of work and work plan.
- Financial proposal 30%

XII. LANGUAGE FOR THE PRESENTATION OF THE PROPOSAL

Proposals must be presented in English. Proposals submitted in other languages will not be evaluated.

XIII. REQUIRED DOCUMENTATION/SUBMITTALS

1. Legal Business Registration/Certificate of Incorporation (for firm)
2. Latest Tax Registration/Clearance Certificate (if applicable)
3. Valid Photo Identification (for individual)
4. Document from financial institution confirming maintenance of a bank account in firm/individual's name
5. Company Profile/CV Profile of Key Expert outlining experience in similar assignments with the contact information of at least two (2) references for similar projects completed
6. Technical proposal that includes the Statement of Work (SOW) and Approach describing how the Market Systems & Principles Capacity Building Consultancy will be delivered, including the proposed workplan and delivery schedule.
7. Financial proposal (**in US dollars**) including itemized pricing, transportation cost, banking charges/fees if any, total cost of the proposal, and payment terms

XIV. ATTACHMENTS TO REQUEST FOR QUOTATION

The following documents are supplementary to this RFQ and should be referenced for more information

1. Attachment 1: Terms of Reference Market Systems & Principles Capacity Building Consultancy
2. Attachment 2: Evaluation Matrix
3. Attachment 3: Sample Contract
4. Attachment 4: Price Offer Sheet (template for submission of financial proposal)

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