

Department of Economic Affairs, Transportation & Telecommunication

Terms of Reference

Economic Outlook 2012-2013

October, 2011

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1 BACKGROUND

1.1 Introduction

The Department of Economic Affairs, Transportation & Telecommunication is responsible for developing policies that stimulate and facilitate sustainable economic development for St. Maarten. The department is also responsible for monitoring and providing forecasts for the economy throughout the year. The department also produces several economic publications. One such publication is the Economic Outlook which is an annual publication and provides an analysis of the preceding year(s) and presents forecasts for a selected number of economic issues and variables. This publication provides an analysis of those factors that are considered most likely to have a significant effect on the economy for the proceeding years.

1.2 Development Objectives:

The development objective is to facilitate the publication of the 2012-2013 Economic Outlook.

1.3 Project Objectives

The object of the 2012/2013 Economic Outlook is to provide reliable information on economic and to some extent social developments on St. Maarten, as well short-term and long term analysis and projections.

The project objective is as follows:

- Conduct the research necessary to acquire the material for developing the 2012-2013 Economic Outlook ;
- Analyze the research material;
- Provide the necessary supporting statistical information;
- Prepare, write and develop the 2012-2013 Economic Out-look
- Provide a digital and CD copy of the research material, analysis and formulation of the 2012-2013 Economic Out-look;

*** all research information and the final product is the property of the Government of St. Maarten and the Department.**

2 DEFINITION OF THE ASSIGNMENT

2.1 The assignment

To select a company that is able to research, analysis and complete the specific project objectives successfully.

The assignment will include three distinct parts:

1. Development of the research and survey methodology and stakeholder engagement;
 - Review supporting material, develop a detailed project plan, indentify stakeholders, develop questionnaire and survey tools
2. Analyzing and preparing the data;

3. Report writing, development of recommendations, and presentation.

2.2 Objective of the assignment

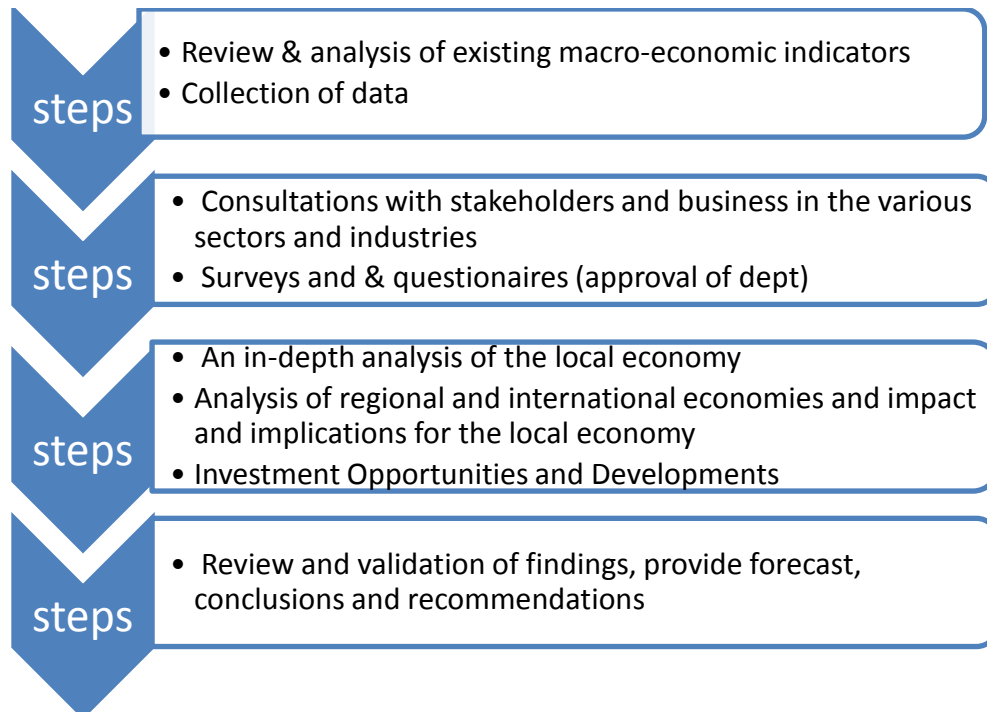
The objective of the assignment is the completion of the content of the “Economic Outlook 2012-2013” in line with previously published outlooks, additionally a specific chapter dedicated to outlining the various investment opportunities/guide. Below is a outline of some of the main topics to be covered.

- Introduction;
- Overview of St. Maarten Economy;
- International developments and Outlook
- Global Economic Developments and the Impact on St. Maarten
- Regional Developments and Overview and the Impact on St. Maarten
- International Travel projections & Possible Impact on St. Maarten
- Macro- economic indicators for St. Maarten
- Macro-economic review and analysis for St. Maarten 2009 - 2012
- Labour Market Developments in St. Maarten
- Fiscal Development St. Maarten
- *Sector Developments St. Maarten*
 - Agriculture and Fishery
 - Construction Sector
 - Financial Services Sector
 - Interest Rates
 - Market trends (Loan and deposits)
 - Insurance sector
 - Real Estate
 - Wholesale and retail sector
 - Telecommunication sector
 - Tourism
 - Cruise & Stay-over
 - Accommodation and Restaurant Sector
- Transportation sector
 - Airport & Harbour
- Investment and Development Opportunities (Guide)
 - Opportunities and Challenges
- Outlook for 2013- Forecast and implications
- Current trends in St. Maarten
- General conclusion

(not necessary in the order above, the final outcome will be decided between the Consultant and the Department)

2.3 Activities and results (deliverables) of the assignment

Overview of Approach



2.4 Planning and execution of the assignment

The duration of this assignment is estimated at five months, for research, analysis and formulation to final product. The consultant shall submit with its offer a tentative work plan in which is included a time schedule for all activities and describe the methodology which will be used to develop the publication.

The experience, qualifications and references of the Consultant relevant to this assignment should be submitted together with the proposal as well as experience specific to the publication.

The final product and research remains the intellectual property of the Department of EATT.

3. PROJECT ORGANIZATION

3.1 Initiator

The Department of Economic Affairs, Transportation and Telecommunication is the initiator and principal of the project. The head of the department is the responsible party and will be the principal of the project. All work conducted in the project is the property of the Government of Sint Maarten.

3.3 Financier

The project is financed by the Government of St. Maarten via the department of Economic Affairs, Transportation and Telecommunication.

3.4 Consultant

The contractor will appoint a project manager, responsible for the successful planning and completion of the project.

3.5 Monitoring & Evaluation

The consultant is expected to work closely with the department; progress will be monitored weekly, as well as measurement of the deliverables. The consultant is expected to provide weekly progress reports/meetings. The following reports, documents:

- Report on the methodology, research (design, execution, results)
- Report on the editing (design, draft)
- Proposed supporting illustrations

Changes and adoptions of the sequence and content of the reports, deliverables are subject to the approval of the representative of the principal. The report must be drafted in English. All reports and drafted documentation relating to the project must be produced in the English language. Weekly reports will be submitted to the department of Economic Affairs, Transportation and Telecommunication and the policy advisor assigned.

ORGANIZATION OVERVIEW

4.1 Organization

- The organization/project contractor should have the resources to execute the project on-site in St. Maarten.
- The organization/project contractor should have a proven performance record, and sufficient organizational resources to be able to finish the project assignments within the agreed timeframe.
- The organization/project contractor should have a proven and sufficient level of expertise, in order to be able to deliver a product at the quality required.

4.2 Communication

All reports and drafted documented related to the project must be produced in the English Language. A policy advisor from the department will be assigned to the Consultant.

4.3 Knowledge and Experience

- The consultant must have at least 10 years of recent experience.
- The Consultant has to have a demonstrable understanding of small state economies
- The Consultant needs to demonstrate its expertise via a concise CV and references.

TENDER AND REQUIREMENTS

5.1 Submission

The tender must be signed, in duplicate to be produced in a closed envelope, to be handed in at the Department of Economic Affairs, Transportation & Telecommunication, J. Yrausquin Blvd #6, Philipsburg, St. Maarten, at the latest by noon on 11 November, 2011. The tender can also be sent via e-mail to Lucy.Gibbes@sintmaartengov.org. All documents should be submitted in one single pdf-file.

5.2 Validity

The tender must have a validity of a period of three months.

5.3 Format

- The tender should be submitted according to a prescribed format. This format is attached as Appendix 1.
- In addition to the format, Appendix 1, the proposal must include at least the following:
 - A work plan including the activities which must be conducted, the chosen work method and a time frame whereby the activities will be executed and the sequence of the activities must be included.
 - References or evidence of at least 3 related work projects;
 - Relevant working experiences;
 - Knowledge of the Caribbean economy and the Dutch Caribbean;
 - A detailed overview of the budget on the basis of the time planning;
 - List and curriculum vitae of the consultants involved;
 - A declaration of the willingness to buy travel insurance for all the persons travelling to St. Maarten to execute the work project (if relevant).

5.4 Language

The quotation must be submitted in the English language.

5.5 Finance

- The tender must be based on a fixed based price, in Dutch Antillean Guilders; under explicit terms of the products and thereby a required timetable. In this fixed price, all costs (including travel / subsistence) must be included.
- To the fixed price, no indexing or currency rating/corrections applies during the duration of the project.

- The tender must contain a payment schedule, which is related to the payments to the products.
- For tendering there is no compensation for costs by the Government of St. Maarten.
- No advances will be supplied or payments anticipating the supply of (part) products.

5.6 Selection criteria

Selection criteria (among others) for the assignment are:

- Interpretation of the assignment
- Completeness of the described activities in the tender
- Methodology
- Curriculum Vitae of candidate
- Prior experience with governmental and similar projects
- Execution capacity and availability
- Costs
- Possible conflict of interest

5.7 Allotment

- The aim is to award the project by 18 November, 2011.
- All candidates will be informed in writing.
- It is not required that the lowest bid, or any other bid will be awarded.

CONTACT

6.1 Contact information

Questions pertaining to this call for tenders can be directed at the Department Head of Economic Affairs, Transportation & Telecommunication.

Name : Lucy Gibbes
Address : J. Yrausquin Blvd #6, Philipsburg, St. Maarten N.A
Telephone : +599 542-2337
Fax : +599 542-3111
Email : Lucy.Gibbes@sintmaartengov.org

Questions regarding the content of the assignment can be directed towards the head of the department of Economic Affairs, Transportation & Telecommunication Lucy Gibbes

Appendix 1

Format invitation to tender

Project Development of the “Economic Outlook 2012-2013”

For offers in a public invitation to tender the format mentioned below has been prescribed.

To the Department Head of Economic Affairs, Transportation and Telecommunication: Lucy Gibbes

Undersigned, provider..... (Name), offer mentioned below St. Maarten in the implementation of the project [name] to the island group:

1. Information provider

Company name:

Address data:

Chamber of Commerce and Industry:

Tax number:

2. Company information

Number of employees:

Number of consultant with [xxx] related context:

Number of projects implemented in 2009-2011:

Number of tasks [xxx] area carried out in 2009 -2011:

Number of tasks in portfolio:

Tasks carried out in the period 2005 up to present on St. Maarten:

3. Information consultant to commitment

Name:

Overview recent [xxx] related tasks:

Concise CV (resume):

4. Information collaboration

Here indicate if the offer is done in association with other providers and, if so, how this collaboration is realized.

5. Specification of the to be executed activities and products

Here indicate the project activities that will have to be undertaken, as well as the products indicated that will be produced.

6. Planning

Here indicate how the project activities will be planned.

7. Price

Costs in Dutch-Antillean (ANG) guilders for the offer.

8. Breakdown of the project costs

Describe how the budget has been put together. Specify number of commitment hours and hour tariffs in Dutch-Antillean guilders.

9. Payment schedule

The quotation must be specified according to the project objectives, plan of work and output. The total price must be given in ANG and must be specified as much as possible, including payment deadline.

10. Approach

Describe the main areas as to:

- how the project will be implemented;
- according to which method the approach will be carried out;
- which organizational forms will be chosen;
- how will the corporation with the principal be maintained;
- which commitment is expected from the principal;
- Particular aspects of the implementation.

11. Specification appendices

Describe possible appendices.

12. Signature

This offer has a validity of three months after signature. During the duration of the validity period and/or the project duration no indexing of the costs involved will be applied.

Place

date

Name and signature provider