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**REQUEST FOR EXPRESSIONS OF INTEREST**

**CONSULTANCY SERVICES**

Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Programme

ASSIGNMENT:Assessing the entrepreneurial and business landscape & identifying solutions to increase the participation of Women in Entrepreneurship in Jamaica

**PROJECT #: JA-O0010 /JA-L1085**

**Procurement ID #:** JA-L1085-P74389

**Associated WBS #:4.2.1**

SELECTION METHOD: Selection Based on the Consultants Qualification (CQS)

The Development Bank of Jamaica (DBJ) through the Government of Jamaica (GoJ) has received a grant from the EU towards the cost of the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Programme, specifically to change the landscape to be more inclusive of female entrepreneurship in Jamaica by reducing the barriers that prevent the widespread growth of these businesses. The initiatives of the BIGEE programme, expected to be used to drive these changes include, but are not limited to:

* Innovation Grant Fund
* Pre-Incubation, Incubation and Acceleration Programmes
* IGNITE programme
* Mentorship and networking opportunities

The consulting services (“the Services”) will require a consulting firm or related organization with practical experience in research methods and qualitative analysis techniques, as well as experience in gender and entrepreneurship issues.

The objective of the assignment is to assess the landscape of female entrepreneurship and female-led or owned businesses in Jamaica and identify solutions to increase their participation in the BIGEE programme.

The DBJ now invites eligible Consultants (“Firms “) to indicate their interest in providing consultancy services for the specialized area. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The consultant will be expected to have the following capabilities and skills:

* **Education:** Postgraduate degree in Sociology, Economics, Behavioural Science or a relevant Social Science.
* **Experience:** Experience in similar assignments, in terms of nature of the assignment, complexity and scale, for at least five (5) years. Practical experience in research methods and qualitative analysis techniques is required, as well as proven experience in gender and entrepreneurship issues. Knowledge of the Jamaican entrepreneurial ecosystem, relevant institutions/actors and public support programs.
* Consultant must also demonstrate effective time management skills and ability to work with deadlines.
* **Languages:** Fluency in oral and written English.

All experience, knowledge and partnerships should be demonstrated through contracts, letters of conformity or any equivalent.

The Terms of Reference may be downloaded from the DBJ’s website: [**http://www.dbankjm.com**](http://www.dbankjm.com) **as of Monday, September 26, 2022.**

The attention of interested Consultants is drawn to 1.9 of the IDB’s *Guidelines: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9), March 2011* setting forth the IDB’s policy on conflict of interest. The Consultant will be selected in accordance with the **Selection Based on the Consultants’ Qualifications (CQS)** methodset out in the *GN-2350-9, March 2011* on page 20, Item 3.7- 8.

***Deadline for Clarifications:*** *All Requests for Clarification should be submitted on or before* ***Wednesday, October 5, 2022, at 4:30 p.m.,*** *by sending an email to:* [***thinkbigee@dbankjm.com***](mailto:%20thinkbigee@dbankjm.com)

Expressions of Interest may be delivered in writing to the address below (in person or by mail) or via email: [***thinkbigee@dbankjm.com***](mailto:thinkbigee@dbankjm.com) **no later than Friday, October 14, 2022 at 3:00 p.m.**

Development Bank of Jamaica

Attn: Procurement Specialist/Project Manager

Assessing the Entrepreneurial and Business Landscape & Identifying Solutions

to Increase the Participation of Women in Entrepreneurship in Jamaica

(BIGEE) Programme

11a-15 Oxford Road, Kingston 5

Jamaica, West Indies

**TERMS OF REFERENCE**

***Assessing the Entrepreneurial and Business Landscape & Identifying Solutions to Increase the Participation of Women in Entrepreneurship in Jamaica***

1. **BACKGROUND**

The Jamaican Government requested support from the Inter-American Development Bank (IDB) to create new avenues for growth. This resulted in the loan agreement that supports the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Programme in Jamaica, executed by the Development Bank of Jamaica (DBJ). The IDB BIGEE programme funding of US$25M will support Jamaica’s growth and employment objectives by:

* Providing support and funding for the development and strengthening of a comprehensive innovation and entrepreneurship ecosystem that builds on the currently existing initiatives.
* Providing effective business services to vulnerable entrepreneurs.
* Promoting a culture of entrepreneurship and innovation; and
* Democratizing access to equity through a set of funds, including venture capital (VC).

The IDB has facilitated access to US$8M from the European Union (EU) for the Government of Jamaica to bolster the activities of the BIGEE programme with specific focus on gender issues, Covid-19 relief and climate change adaptation and mitigation initiatives. Through the execution of the BIGEE programme, it has been identified that segments of the entrepreneurial landscape are skewed towards the male population in Jamaica.

Despite the various barriers that exist for women-led enterprises, an increasing number of women across the world have established start-ups in different industries. According to a report by American Express, there are nearly 13 million women-owned businesses in the U.S. alone, which means, women own 4 out of 10 businesses and generate about $1.8 trillion annually. Despite more women engaging in entrepreneurship, they still face many challenges that make it difficult to them to grow and scale their businesses. Such barriers include limited funding, gender biases and limited government support, all of which continue to limit women’s ability to engage in high-value creating entrepreneurship.[[1]](#footnote-1)

A 2020 CAPRI study identified four main categories of barriers limiting women’s involvement in entrepreneurship, namely:

1. Personal barriers
2. Financial barriers
3. Socio-cultural barriers
4. Knowledge, training and development barriers

A key observation made while executing the BIGEE programme is that the percentage of female-led businesses tends to reduce as the pool of businesses moves through the different stages of the business lifecycle. As outlined below, the programme primarily supporting micro enterprises, the VTAP, has seen most beneficiaries being female-led businesses. There is a vast difference between the gender distribution with the VTAP beneficiaries and that of the Innovation Grant Fund which supports medium-sized businesses.

|  |  |  |
| --- | --- | --- |
| **BIGEE funded programmes** | **Target group** | **Percentage of Female-led businesses** |
| Voucher for Technical Assistance Programme (VTAP) | Primarily supports micro enterprises | 60% |
| IGNITE programme | Supports small companies - startups and scale ups | 40% |
| Innovation Grant Fund | Supports medium-sized or established businesses | 15% |

This trend suggests that the growth of female-owned and operated businesses is limited or that there are some challenges with outreach or design of the programmes which increasing limit the participation of female-owned businesses.

The population of women entrepreneurs globally and in Jamaica specifically, is vastly understudied, despite the fact that female entrepreneurs are one of the fastest rising populations and contribute significantly to innovation, job creation, and economic growth[[2]](#footnote-2).

One recommendation from Jamaica’s Micro, Small & Medium Enterprises (MSME) & Entrepreneurship Policy, is the need for more empirical research to outline the realities facing Jamaican women and to support the government’s efforts in combating identified barriers.

**Objective of the Programme**

The objective of the BIGEE Programme is to improve productivity in Jamaican firms by increasing private sector investment in innovation and, ultimately, growth among startups and MSMEs. The main components of the project are as follows:

* **Component I. Innovation and growth for established SMEs (US$8.35 Million).**This component will target established SMEs (at least seven years old)and is geared towards promoting efficiency and growth through the development and adoption of innovation. It will allow participant SMEs to use inputs and factors in more productive ways (improving productive processes, creating new products, and adopting more efficient technologies, among others), therefore enabling faster growth.
* **Component II. Facilitating innovation and growth for scalable startups (US$8.99 Million).** This component targets scalable startups, defined as MSMEs that have proven the concept of their business model and commercial viability (and need support for acceleration given their potential for scaling up). Support in this context means both finance to accelerate operations and technical assistance to scale-up services (outreach to markets, mentoring and governance, among others).
* **Component III. Facilitating innovation and growth for high potential startups (US$3.47 Million)**. This component will serve those potential beneficiaries (entrepreneurs and MSMEs) at the early stage that have potentially successful value propositions and that could become scalable startups.

The BIGEE programme, through the EU grant, intends to improve the landscape, to be more inclusive of female entrepreneurship in Jamaica, by reducing the barriers that prevent the widespread growth of these businesses. The initiatives of the BIGEE programme expected to be used to drive these changes include, but are not limited to:

* Innovation Grant Fund
* Pre-Incubation, Incubation and Acceleration Programmes
* IGNITE programme
* Mentorship and networking opportunities

1. **OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to assess the landscape of female entrepreneurship and female-led or owned businesses in Jamaica and identify solutions to increase their participation in the BIGEE programme.

1. **SCOPE OF WORK**

The selected consultant will be expected to carry out, at a minimum, the following tasks in consultation with the Development Bank of Jamaica’s Project Management Office (PMO):

* Identify and assess the barriers and challenges limiting businesswomen and female entrepreneurs’ participation/access to public support programs in Jamaica over the past 6 years.
* Identify and assess the main reasons for the low take up of DBJ products by women, such as:

1. BIGEE Products:
   1. Innovation Grant from New Ideas to Entrepreneurship (IGNITE)
   2. Innovation Grant Fund (IGF).
2. Other DBJ Financial Products:
   1. DBJ Loans
   2. DBJ’s Credit Enhancement Fund

This will include the design of a methodology and instruments for collecting and processing information.

* Conduct a diagnostic assessment of the BIGEE programme and other related products to
  + identify potential gender-biases on the evaluation, selection, and allocation of funds for entrepreneurs and MSMEs.
  + Analyze whether women face more biases and obstacles than men in the evaluation processes.
* Identify limitations or barriers preventing female-led or owned businesses from scaling their business throughout the business lifecycle. It should include (but not limited to):
  + The characterization of the types of business activities being pursued and the differences between “women-led” vs. “men-led” businesses.
  + Primary women's needs for scaling their business to address the ever-fast changing business environment in which they operate, such as the opening of or access to global markets, availability of new technologies, etc.
  + Challenges with accessing financing, human capital, or other opportunities to grow, such as their sales/revenues, employee count and entry into new markets.
* Conduct an analytical review of international good practices relevant for Jamaica to improve the participation of women in entrepreneurship (in both urban and rural areas).
* Identify strategies for ensuring that equal exposure and possible participation is had for female entrepreneurs in the initiatives financed by the BIGEE programme such as:
  + Patent Grant Fund – targeting local researchers and inventors
  + DBJ’s Angel Fund
  + Business Incubator and Accelerator Programmes
* Provide recommendations and actionable solutions (based on the country context, assessment results, and international good practices) to encourage and increase the participation of Jamaican women in entrepreneurship and counteract gender-biases (if any) in such a programme. It should include recommendations and actionable solutions aimed at businesswomen and entrepreneurs in rural areas.
* Provide practical, actionable and evidence-based recommendations towards the development and implementation of targeted programmes and products by the DBJ to support women entrepreneurs in Jamaica. It should include operating guidelines for the development of new product and programmes by the DBJ. Where relevant, it should also include recommendations for potential partnership with existing actors that are supporting women-led firms in Jamaica.
* Any other activities necessary to accomplish the stated objectives of the consultancy assignment.

It is expected that the consultant, in executing the assignment will:

* Undertake desk and field research to inform the assessment.
* Develop and finalize research instrument(s) including, but not limited to pre-testing and pre-coding of the research instruments.
* Engage and survey stakeholders to inform the assessment~~;~~
* Discuss the project objectives, approach, expected outputs and outcome, and any other issues related to the execution of the consultancy with the DBJ team.
* Provide permanent status updates (as required) on the consultancy progress.
* Identify opportunities with key agencies that support women-led firms in Jamaica in order to explore opportunities for collaboration, i.e technical and financial support

1. **QUALIFICATIONS**

The consultant will be expected to have the following capabilities and skills:

* **Education:** Postgraduate degree in Sociology, Economics, Behavioural Science or a relevant Social Science.
* **Experience:** Experience in similar assignments, in terms of nature of the assignment, complexity and scale, for at least five (5) years. Practical experience in research methods and qualitative analysis techniques is required, as well as proven experience in gender and entrepreneurship issues. Knowledge of the Jamaican entrepreneurial ecosystem, relevant institutions/actors and public support programs.
* Consultant must also demonstrate effective time management skills and ability to work with deadlines.
* **Languages:** Fluency in oral and written English.

1. **EXPECTED DELIVERABLES**

The consultant will deliver the following products:

|  |
| --- |
| **Deliverable 1: Project Inception Report**   * Work plan with timelines. * Proposed methodological approach to accomplish the objectives of the consultancy, including proposing the definition that will be applied to women-led firms for the programme. * Draft design of the instruments for collecting information. * Identification of existing data sources (such as the IFPG firm level dataset) that will be referenced in the study |
| **Deliverable 2: Research Instruments and Progress Report**   * Copies (Hard & Digital) of completed survey questionnaires. * Finalized research sample and sample design. * Comprehensive database of officials/actors engaged (surveyed, interviewed, reached, etc.). * A report containing a summary of activities and main results at this stage. |
| **Deliverable 3: Final Report** inclusive of:   * Analysis, key findings, and recommendations, as described in section 3 (scope of work). * Guidelines for the design of new product(s) and programmes by the DBJ. * Survey results (data file and frequency tables including analysis). * 2-pager summarizing the main results of the consultancy. * PPT of the main results. |

1. **ACCEPTANCE CRITERIA**

All deliverables must be submitted to Manager, Product Development for reviewing. High quality deliverables are expected. Comments will be provided by written email. The consultant is expected to provide written feedback on how comments were addressed. Approval of quality deliverables will be provided in writing by email.

1. **CONTRACT DURATION**

The service would be provided for a period of 4-months and renewed for further periods depending on performance and mutual agreement. The service provider must be available to start at the earliest possible time, with reports developed on demand.

1. **INDICATIVE PAYMENT TERMS**

The payments will be processed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment No.** | **Deliverable** | **% of the contract** | **Submission Deadline** |
| Payment 1 | At the approval of Deliverable 1: Project Inception Report | 20% | 2 weeks after signing the contract |
| Payment 2 | At the approval of Deliverable 2: Research Instruments and Progress Report | 30% | 2 months after signing the contract |
| Payment 3 | Review and approval of Deliverable 3: Final Report | 50% | 2-4 months after signing the contract |

1. (Forbes, 2021). [↑](#footnote-ref-1)
2. (Caribbean Policy research Insitute, (CAPRI)APRI, 2020). [↑](#footnote-ref-2)