Caribbean Regional Fisheries Mechanism

REQUEST FOR PROPOSAL (RFP)
(CONSULTING TEAMS OR CONSULTING FIRMS)

TITLE OF THE RFP:

Technical Assistance to Develop Viable Business Models for Renewable Energy Options and Conversion of Fish Processing Facilities to Renewable Energy Operations

Date of this RFP: 26 September 2025	**Closing Date for Receipt of RFP:** 16 October 2025

SUBMISSION OF RFP

RFP must be submitted by email as follows:

- **Attention of:** Delmar Lanza, Manager, Finance and Administration, CRFM Secretariat
- **Email address:** jobs@crfm.int and copied to: secretrariat@crfm.int
- **With SUBJECT LINE: "1222 – VIABLE BUSINESS MODELS AND CONVERSION OF FISH PROCESSING FACILITIES"**

BACKGROUND

- **Project Title**: Sustainable Technologies for Adaptation and Resilience (STAR-Fish Project)
- **Funding Agency**: Global Affairs Canada (GAC)
- **Executing Agency**: Caribbean Regional Fisheries Mechanism (CRFM) Secretariat
- **Value of Consultancy**: CAD$100,000.00

IMPORTANT DETAILS

1. The CRFM Secretariat invites consultant teams or firms to submit a Technical and a Financial Proposal in providing the services detailed in the attached Terms of Reference (TORs), which may also be downloaded by clicking the link.
2. Interested consultant teams or firms are invited to submit their Proposal outlining observations on these Terms of Reference, understanding of the objectives of the assignment, details of methodology to be applied, proposed work plan and timeline.
3. Also submit personnel to be involved, skills and Curriculum Vitae of all proposed team members, declaration of availability, declaration of no conflict of interest, and company information where relevant.
4. Submit a tax-inclusive Financial proposal and all other associated costs.
5. Proposals will be evaluated using a Quality and Cost-Based Selection procedure, in which the Technical Proposal can be awarded a maximum of 70% of the evaluation score, and price, a maximum of 30% of the evaluation score as described in Section 9.0 of the TORs.
6. Any request for clarification must be sent by **10th October 2025,** with the heading, ***"Request for Clarification"*** in writing by electronic mail to the email addresses listed above.
7. Interested consultants should submit their Proposals in PDF format.
8. The CRFM Secretariat reserves the right to cancel this RFP in its entirety or partially without defraying any cost incurred by individuals.
9. The CRFM Secretariat does not bind itself to accept any RFP.
10. Late RFPs will **NOT** be considered.

Marc Williams

Executive Director