



GOVERNMENT OF SAINT LUCIA
MINISTRY OF THE PUBLIC SERVICE, LABOUR AND GENDER
AFFAIRS

DEPARTMENT OF THE PUBLIC SERVICE

May 14, 2025

**Reference: Clarification on Consultancy Services for the review of Job Classification and
Pay Plan for the Government of Saint Lucia
Caribbean Digital Transformation Project (CARDTP)
IDA Credit #6682-LC**

Section Number	Page Number (at the bottom of the page)	Question	CLARIFICATION
Request for Expressions of Interest	1 & 2	Is it correct in interpreting the tender as not requesting any fee/costings, as these will be relevant to the 3 shortlisted companies at the next stage of the tender, in line with the Qualifications method as set out in the Procurement Regulations for IPF Borrowers?	"A Consultant will be selected in accordance with the Consultant's Qualification Selection method set out in the Procurement Regulations", which states that, "From the firms that have submitted an EoI, the Borrower selects the firm with the best qualifications and relevant experience and invites it to submit its technical and financial Proposals for negotiations." So, no fee/costings are required at this time.
Request for	1 & 2	As Key Experts will not be assessed at this stage, is it	"Key Experts will not be evaluated at the shortlisting stage", therefore CVs

Expressions of Interest		sufficient to provide a summary of each proposed expert at this stage, and the full detailed CVs will be provided at the next stage? Or is it preferred to provide full details during this phase?	of proposed experts are not required at this stage.
Request for Expressions of Interest	1 & 2	Is there a preferred format or template for submitting the Expressions of Interest (EOI)? If so, could you provide it?	"Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by midnight, EST, Friday, May 30, 2025." There is no preferred format or template.
5.0 Scope of Work – Phases 1 to 3	6 & 7	Could you please confirm the scale of the job classification and pay plan review? Specifically, how many job roles / job descriptions are currently in scope across the public service, and how many ministries/agencies are covered?	Approximately 1561 jobs Approximately 3700 job descriptions in the public service (inclusive of generic positions) # Ministries/Departments - 26
6.0 Deliverables and Timelines	8	Could you clarify the payment schedule associated with each deliverable? Is payment contingent upon submission or approval of each deliverable?	"Phase Deliverable Payment... Phase 1: Project Initiation & Planning (15%)... Phase 2: Stakeholder Engagement & Data Collection (25%)... Phase 3: Job Classification, Compensation & Competency Frameworks (30%)... Phase 4: Implementation & Capacity Building (30%)." Please refer to section 6.0 of the terms of reference: Deliverables and Timelines for the payment schedule. Payment will be contingent on the acceptance of each deliverable. TOR will be updated to reflect this