

**CONSULTANCY SERVICE TO CONSIDER A NEW STRUCTURE FOR THE
ORGANISATIONS
REPRESENTING THE PRIVATE SECTOR IN BARBADOS**

REQUEST FOR EXPRESSION OF INTEREST

TERMS OF REFERENCE

Background

The Barbados Private Sector Association (BPSA or “the Association”) is the umbrella body representing the various interests of the private sector in Barbados. Its constituent members are

1. Barbados Employers Confederation
2. Barbados Chamber of Commerce and Industry
3. Barbados Manufacturers Association
4. Barbados Hotel and Tourism Association
5. Barbados International Business Association
6. Barbados Small Business Association
7. Barbados Bankers Association
8. Barbados Coalition of Service Industries
9. Institute of Chartered Accountants of Barbados (Associate Member)

The BPSA is funded by membership fees and corporate sponsorship. In addition there is a Government Grant paid towards the support of the Barbados Private Sector Trade Team which has been cut substantially in recent years.

The members and board of the BPSA believe that the advocacy of the private sector will be stronger, its research of policy issues more comprehensive, its leadership better respected and funding by corporate sponsors and members more cost effective, if a new structure is considered for the Association and its constituent members.

Engagement of Consultant

The BPSA therefore wishes to engage a consultant with experience in organizational restructuring to develop a plan which will propose a new structure for the various private sector representative organisations in Barbados with the following terms of reference:

1. To obtain accurate and comprehensive data and information on the assets and liabilities, revenues and expenses and current staffing and skills of the Association and its constituent members;
2. To formulate an appropriate organizational structure for a representative organisation for the private sector which meets the requirements of (a) strong and capable executive management, (b) strong research capability, (c) relevance to and respect from the social partners and the general public, and (d) ability to attract corporate sponsorship over a

sustained period of time as well as interest and membership from a wide range of corporate sponsors;

3. To assess the cost savings, potential for increased revenues, and cost and revenue synergies which could result from the new structure and to develop a pro forma balance sheet and income statement for a restructured representative organisation;
4. To outline the steps which will need to be taken by the Association and by each of its constituent members to give effect to the new structure as proposed;
5. To demonstrate how the interests of the constituent members of the representative organisations will be protected and even enhanced within the new structure as proposed.

The Consultant shall

- (1) Consult with the Chairman and executive management of the Association and each of its constituent members.
- (2) Engage with the corporate sponsors.
- (3) Take into account:
 - i) previous plans and proposals of a similar nature;
 - ii) regional and international structures of similar kind;
 - iii) the particular circumstances of those constituent members which perform some regulatory or self-regulatory function in relation to their own members.
- (4) Have due regard to any legislation or agreements governing the functions of the Association or any of its constituent members.

The Consultant will be expected to:

- a. Deliver an interim report for Board view and discussion for guidance, within four weeks of his/her engagement
- b. Deliver a final report to the Association within eight (8) weeks of his/her engagement.

Expressions of Interest must be received at the address below no later than 4.30 P.M on **Friday, August 5, 2016** clearly marked **“CONSULTANCY SERVICE TO CONSIDER A NEW STRUCTURE FOR THE ORGANISATIONS REPRESENTING THE PRIVATE SECTOR IN BARBADOS”**

**“The Chairman”
Barbados Private Sector Association
The Annex
Geddes Grant Complex
Whitepark Road
Bridgetown
Barbados**