

**GOVERNMENT OF SAINT LUCIA
TERMS OF REFERENCE**

*Consultancy Services for the
Drafting of legislation for the Divisions of Economic Planning and National
Development*

REF no.: SLU-DED-ORC-LEG-2026

SECTION 1: BACKGROUND

The Divisions of Economic Planning and National Development, of the Ministry of Economic Development and Youth Economy, has the responsibility to effectively drive and support national economic growth and development. Specifically, key functions of the Divisions include:

- Development of the National Development Plan
- Development of Medium-Term Development Strategy (MTDS)
- Preparation and monitoring of the Public Sector Investment Programme (PSIP)
- Preparation of Capital Budget/Estimates and Monitoring & Evaluation of Capital Projects
- Donor Coordination & Resource Mobilization
- Project/programme development

The Government of Saint Lucia, cognizant of the importance of the provision of the legal framework to support the work of the Divisions, has allocated funding towards, the drafting of the necessary legislation. The objective of the consultancy is to produce legislation and corresponding regulations which would guide and support the work of the Divisions. The legislation will be developed in close collaboration with the Attorney General's Chambers.

It is expected that the following benefits would accrue with the drafting and enforcement of the legislation:

- Establishment of a clear legal framework for the work of the Divisions
- Establishment of clear mandates and procedures for key agencies relating to Economic Development
- Provision of a mechanism through which the work of the Divisions is supported by the appropriate authority
- Improved efficiency in the overall allocation of resources
- Improved investor confidence through enhanced transparency and accountability
- Improved functioning of the Divisions through enhanced enabling environment which would improve compliance to requirements.

SECTION 2: SCOPE OF WORKS, DELIVERABLES AND PAYMENT SCHEUDLE

SECTION 2.1: SCOPE OF WORKS

- Desk Review and Research: The consultancy will include the undertaking of comparative analysis of existing national, regional and international laws and regulations, policies and frameworks related to economic development which would inform the drafting of the legislation. Moreover, legislative gaps, overlaps, and inconsistencies would be identified, through the review of other existing legislation as well.
- Stakeholder Engagement: The consultant would be expected to undertake consultations with key stakeholders, including, but not limited to government departments, private sector representatives, civil society, and development partners to inform the legislation. Data collection would include focus group discussions to gather input on legislative priorities.
- Drafting of Legislation and regulations: The draft of the legislation and regulations with detailed explanatory notes and justifications for key provisions, is expected to be developed. The consultant is to ensure that the draft aligns with constitutional and legal principles.
- Review and Finalization of Legislation and Regulations: The consultant would be expected to present the draft legislation to the Ministry of Economic Development and Youth Economy and other key stakeholders, including the Attorney General's Chambers for vetting and comments. Additionally, the consultant should incorporate feedback and revise the draft accordingly. Subsequently, the consultant is expected to provide a final version of the legislation and regulations and a comprehensive report outlining the process, rationale, and legal interpretations.

SECTION 2.2: DELIVERABLES AND PAYMENT SCHEUDLE

	Deliverables and Scope of Works	Deadline	Payment
1	<u>Draft Inception report:</u> The report should reflect the methodology (qualitative, quantitative or mixed) and approach to be undertaken for the assignment, the proposed list of stakeholders to be consulted and a Gantt chart /work plan. The approach should be data and information driven. The methodology should indicate how data collection and information is to be undertaken.	1 week after signing of the contract	5%
2	<u>Final Inception report:</u> Revised inception report to reflect comments	1 week after receipt of comments	5%
3	<u>Draft Desk Review and Research Report:</u> The Desk Review and Research Report detailing research undertaken	3 weeks after acceptance of the Final Inception Report	10%

4	<u>Final Desk Review and Research Report:</u> the revised Legal and Regulatory Review Report revised to reflect comments	1 week after the receipt of comments on the Draft Desk Review and Research Report	20%
5	<u>The Stakeholder Consultation Report:</u> The report should contain a description of consultations undertaken, key outcomes, analysis of the recommendations from consultations and a list of stakeholders consulted.	2 weeks after the Final Desk Review and Research Report	10%
6	<u>The Draft Legislation and Regulations:</u> in addition to the draft legislation and regulations, this deliverable also includes presentations to the Ministry, Cabinet of Ministers, Attorney General's Chambers and other key stakeholders.	8 weeks after submission of the Draft Stakeholder Consultation Report	20%
7	<u>(i) Final Legislation and Regulations</u> with Explanatory Memorandum, legislation implementation plan and Cabinet Memo and <u>(ii) Final Stakeholder Consultation Report.</u> The Stakeholder Consultations Report is also to be updated into the final version. This deliverable also includes presentation to key stakeholders including to the Minisry, Cabinet of Ministers, Attorney General's Chambers and other key stakeholders.	3 weeks after receipt of comments on the Draft Legislation and Regulations	30%

SECTION 3: PROCEDURAL MATTERS

- The consultant shall report directly to the Permanent Secretary (PS) of the Ministry of Economic Development and Youth Economy or official designate who will be responsible for the acceptance and approval of the deliverables. The consultant will be required to work closely with the representatives of the Ministry and the Attorney General's Chambers.
- The PS or official designate of the Ministry of Economic Development and Youth Economy will be responsible for the authorization of payment.
- All written communication should be directed to the PS or official designate of the Ministry of Economic Development and Youth Economy.

SECTION 4: DURATION

The overall duration of the consultancy will run for twenty-five (25) work weeks.

SECTION 5: EXPERIENCE AND QUALIFICATIONS

- Advanced degree in Law (LLM or equivalent), preferably with a focus on economic or regulatory law.

- Conduct at least five (5) similar assignments, in drafting legislation and corresponding regulations. Experience in drafting legislation with respect to economic development or related field would be an asset.
- Substantial experience in reviewing and drafting legislation
- Prior experience working in the Caribbean on related issues would be an asset.
- Familiarity with international best practices and comparative legal systems.
- Excellent analytical, writing, and communication skills.
- Experience working with government or multilateral institutions is an asset

SECTION 6: CORE AND TECHNICAL COMPETENCIES

- Excellent interpersonal, written and verbal communication skills (including conducting presentations)
- Reliable and demonstrated ability to undertake stakeholder consultations.
- Computer literacy (moderate to advanced), including Microsoft Office.

SECTION 7: SUB-CONTRACTING

Sub-contracting is permitted under this consultancy, to ensure that the skillsets needed are available. The consultant would bear the responsibility of all costs and payments associated with the sub-contractor and to ensure that the sub-contractor delivers on time and with quality.

SECTION 8: CONFIDENTIALITY AND INTELLECTUAL PROPERTY

All outputs, data and information produced under this consultancy will be owned by Ministry of Economic Development and Youth Economy. The consultant shall maintain strict confidentiality. No unauthorized distribution of such material would be permitted.

SECTION 9: EVALUATION CRITERIA

- Qualifications and Experience: 70%
- Core and technical competencies: 30%

A minimum score of 70% is required in order to proceed to submit the financial proposal.

SECTION 10: SUBMISSION / HOW TO APPLY

Government of Saint Lucia Electronic Tendering Portal

Interested and qualified consultants can submit proposals on the Government of Saint Lucia Electronic Tendering Portal via the following link: <https://intendhost.co.uk/gosprocurement.aspx/Home> by Friday 21st August 2026 at 4:00 p.m.

The following must be submitted:

- A signed cover letter
- The Expression of Interest (EOI) demonstrating the qualifications and experience to undertake the consultancy

The EOI should be addressed as stated below:

**The Secretary
Public Procurement Committee
Ministry of Economic Development and Youth Economy
1st Floor Finance Administrative Center
Pointe Seraphine
Castries
Saint Lucia**

For further information or clarification required to assist in the submission of EOI, please contact:

**Charlin Louisy Regis (Mrs.)
Chief Economist
Ministry of Economic Development and Youth Economy
Telephone: 1-758-489-0749
Email address: charlin.louisy@govt.lc**

Assistance with the submission of the above proposals on the portal should be directed to the:

**Procurement Administration Unit
Department of Finance
Pointe Seraphine
Castries
Saint Lucia
Tel:1-758-468-5522**