



“Transforming Lives”

Caribbean Centre for Renewable Energy and Energy Efficiency
Request for Proposals for the Recruitment of a Human Resources Consultant
Clarification Document

Pursuant to the request for proposals dated 12th February 2021 to undertake a human resources consultancy at the Caribbean Centre for Renewable Energy and Energy efficiency (CCREEE), a number of questions have been posed concerning the consultancy and the opportunity is taken to respond.

Ref. #	Question Posed	Response Provided
1	The document refers to a ‘clarification document’ – please can you advise what this will include.	The clarification document provide responses to queries, questions and clarifications sought concerning the RFP
2	Developing job advertisements – can you clarify if this includes advert design (graphics) or whether CCREEE has a template that we would use.	The CCREEE has a template but will consider others proposed by the preferred bidder.
3	Kindly provide us with a breakdown of the compensation packages for the four (4) positions.	Compensation packages will be discussed with the shortlisted candidates
4	Are these positions permanent or offered as contracts? If they are contracts, how long are they for?	All positions at the CCREEE are contracted with tenures ranging from one to three years, renewable, subject to specified criteria
5	Are you seeking an individual consultant only or can a Consulting Firm submit a proposal?	Proposals from consulting firms are welcomed

15 March 2021