

THE PRIVATE SECTOR
DEVELOPMENT PROGRAMME
(PSDP)

CONSULTANTS
PROCEDURES
MANUAL

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Section 1.0

IDENTIFICATION

A. IDENTIFICATION

Before signing a **SERVICE CONTRACT**, the Service Provider/Consultant **MUST** indicate under what name he/she intends to deliver the service, be it

- 1) a limited liability company name;
- 2) a registered business name; or
- 3) his/her personal name.

In the event that it is (1) or (2) above, Consultants may be asked to supply

- copies of Certificate of Incorporation; or
- business registration details.

Section 2.0

SIGNING OF SERVICE
CONTRACTS

B. SIGNING OF SERVICE CONTRACTS

The **SERVICE CONTRACTS** must

- 1) be signed on a date **prior to** the commencement of the assignment;
- 2) be signed by both the Contracting Authority (OPSR) and the Service Provider/Consultant;
- 3) be signed by both parties on the same date;
- 4) include specific start-up and conclusion dates;
- 5) list the total fees payable to the Service Provider/Consultant; and
- 6) bear the **initials** of both Contracting parties, at the bottom right-hand corner of each page.

Section 3.0

SUBMITTING
INVOICES

C. SUBMITTING INVOICES

INVOICES must

- 1) be **ORIGINAL** (not copied, not faxed, not scanned);
- 2) show the Service Provider's fee per day in EC\$;
- 3) be dated at the top, with a date that follows the conclusion of the assignment;
- 4) specify the service(s) for which the payment is to be made;
- 5) clearly show the name of the Service Provider/Consultant who has delivered the service, and in whose name the payment is to be made and received;
- 6) be signed at bottom, with the name printed **in block capitals**, beneath the signature;

(Please see sample invoice attached.)

(Name under which Consultant will be functioning,

- whether
- Company Name
- Business Name or
- Personal Name)

(Address)
 (Telephone)
 (Fax etc)

INVOICE NO:

DATE:

BILL TO: Director
 Office of Private Sector Relations
 Prime Minister's Office
 Greaham Louisy Administrative Building
 The Waterfront, Castries

SAMPLE INVOICE

INVOICE

ACTIVITY	PARTICULARS	TOTAL FEE
(Example) Conduct of Diagnostic Study	For, # days (company name) duration, at EC\$..... per day	EC\$

(Signature of Consultant)
 (Name printed in block capitals)

(Rubber Stamp of Consultant if functioning under business or company name.)

Section 4.0

FORWARDING
RECEIPTS

D. FOWARDING RECEIPTS

In order to qualify for reimbursement receipts should

- 1) be **ORIGINAL**, generally;
- 2) accompany the Invoice;
- 3) be dated the same day on which the transaction took place, or soon thereafter;
- 4) be issued on company stationery (where applicable);
- 5) show quantum of payment received;
- 6) indicate purpose(s) for which payment was received;
- 7) be signed by a person so authorised by the company.

Note:

- Receipts generated by use of credit cards are acceptable **ONLY** in cases of incidentals ; and
- Cash receipts are acceptable **ONLY** if supported by written receipts.

Section 5.0

UNDERTAKING
OVERSEAS TRAVEL

E. UNDERTAKING OVERSEAS TRAVEL

To qualify for reimbursement Overseas Travel must

- 1) be reflected on the Invoice, where necessary;
- 2) be supported with ALL related documentation such as
 - i) original invoices
 - ii) receipts
 - iii) ticket coupons
 - iv) boarding passes

in accordance with those services or allowances covered by the Service Contract.

Section 6.0

SERVICE PROVIDERS:
PROCEDURES

F. SERVICE PROVIDERS/CONSULTANTS must note that

- 1) they are required to include, with their submission of the Invoice, a separate **Activity Sheet** on letterhead in the following format:

Time-Frame	Date	Activities Conducted and Completed	Fee Payment per day (EC\$)
Day 1			
Day 2			
Day 3			
Total No. of Days			
Total Fee Payment			

- 2) they are required to submit also the deliverable(s) for which the assignment was carried;
- 3) the conduct of a Diagnostic Study must not normally exceed **3** working days in duration and it must be carried out in strict accordance with the OPSR/EU Terms of Reference, as well as in adherence to the format of the Business Review Report (BRR).
- 4) The completed Diagnostic Study must be accompanied by the Terms of Reference for the Design/Development of a Strategic Plan for the company in respect of which the Diagnostic Study was conducted;

- 5) The completed Diagnostic Study must be reviewed by the client/company, and must be accompanied by a letter from the client stating that he/she is satisfied with the findings and with the recommendations, also

- 6) The design and development of a Strategic Plan must not normally exceed **7-21** working days in duration and the assignment must be carried out in strict accordance with the OPSR/EU Terms of Reference for the Design/Development of a Strategic Plan;

- 7) The completed Strategic Plan must be accompanied with the OPSR/EU Terms of Reference for Implementations, in respect of the company for which the Strategic Plan was designed;

- 8) The Completed Strategic Plan must be reviewed by the client/company, and accompanied by a letter from the client stating whether or not he/she is satisfied with the product, and indicating how he/she wishes to proceed towards Implementation, in terms of:

ACTIVITIES			
Immediate	Short-term	Medium-term	Long-term