



**GOVERNMENT OF GRENADA
MINISTRY OF FINANCE
SHORT TERM ENGAGEMENT**

**REQUEST FOR PROPOSAL
FOR A
PROJECT MANAGER (SHORT TERM CONSULTANT) FOR THE
ISSUANCE OF THE INAUGURAL GOVERNMENT OF
GRENADA(GOG)HOUSEHOLD/RETAIL BOND**

Issue Date: August 8th, 2025

1. Introduction

The Government of Grenada through its Ministry of Finance (MOF), invites proposals from suitably qualified individuals or firms to provide Project Management services for the successful issuance of its inaugural Household/Retail Bond on the Regional Government Securities Market (RGSM).

The Project Manager will be responsible for overseeing and driving the planning, coordination, and execution of all activities leading to the issuance of the bond, ensuring timely delivery, stakeholder alignment, and compliance with applicable policies and procedures.

This initiative forms part of the Government's broader strategy to deepen the domestic capital market, diversify financing instruments, and provide citizens with accessible investment opportunities.

2. Background

The Government of Grenada, through the Ministry of Finance, is working in partnership with the ECCB to introduce a Household/Retail Bond as part of its debt management and

citizen investment strategy as part of financial literacy month in October 2025. The bond is intended to:

- Encourage household participation in Government securities
- Provide safe and attractive investment opportunities to households and retail investors
- Broaden the investor base and promote financial literacy
- Support the financing of national development priorities

The successful launch requires coordinated efforts across multiple stakeholders, including the Ministry of Finance, ECCB, ECSE, Broker Dealers, financial institutions, media, and the public. The appointed Project Manager will ensure that all aspects of the project are delivered on time, within scope, and to the highest standard.

TERMS OF REFERENCE

3. Objective of the RFP

The objective of this RFP is to engage a Project Manager who will:

- Manage the end-to-end process for launching the Household/Retail Bond.
- Coordinate with internal and external stakeholders, ensuring milestones are met.
- Monitor timelines, risks, and deliverables, and provide regular progress reports.
- Ensure that all launch activities are executed in line with the approved strategy and regulatory framework.

4. Scope of Work

The selected consultant will be responsible for:

a) Project Planning & Coordination

- Develop and manage a detailed project plan and schedule for the bond issuance.
- Coordinate meetings, track decisions, and ensure action items are followed up.
- Establish and maintain clear communication channels between all parties.

b) Stakeholder Engagement

- Liaise with ECCB, Ministry departments, banks, brokers, and other stakeholders.
- Support public awareness and education campaigns related to the bond.
- Provide support to MOF team with media briefings, investor outreach, and launch events.

c) Documentation & Compliance

- Prepare and maintain project documentation (plans, reports, minutes).
- Ensure alignment with ECCB guidelines and Ministry protocols.
- Support the preparation and review of promotional, legal, and regulatory documents.

d) Monitoring & Reporting

- Track progress against the project plan, flagging risks or delays.
- Provide weekly status reports to the Permanent Secretary, Ministry of Finance.
- Prepare a post-launch report capturing lessons learned and recommendations.

5. Proposal Submission Requirements

Interested parties must submit a proposal including:

a) Profile

- Name, address, and contact information of the applicant.
- Summary of professional background and capabilities.

b) Relevant Experience

- Demonstrated experience in project management, preferably in financial services, securities issuance on the RGSM or public sector projects.
- At least two references from past projects of similar scope.

c) Approach & Methodology

- Description of how the project will be managed to meet tight timelines.
- Risk management strategy.

d) Qualifications & Team

- CV(s) of the proposed Project Manager.
- Details of any supporting team members.

e) Budget & Pricing

- Total cost for the 3-month engagement, inclusive of all fees and expenses.
- Payment schedule.

f) Compliance Documents

- Proof of tax compliance (if applicable).
- Proof of business registration (if firm).
- Conflict of interest declaration.

6. Evaluation Criteria

Proposals will be assessed based on:

Understanding of project objectives – 20%

Relevant experience in similar projects – 25%

Proposed methodology and work plan – 25%

Qualifications of proposed personnel – 15%

Cost-effectiveness – 15%

7. Timeline

RFP Issued – August 8th, 2025

Proposal Submission Deadline – August 14th, 2025

Selection & Contract Signing – August 18th, 2025

Contract Duration – August 18th – November 18th, 2025

9. Submission Guidelines

Proposals must be submitted electronically in PDF format to:

Permanent Secretary

Ministry of Finance

Email: ps@mof.gov.gd

Subject: 'Proposal – Project Manager: Household/Retail Bond Issuance'

Submissions must be received no later than 4:00 p.m. on August 14th, 2025. Late submissions will not be considered.

10. Terms and Conditions

- The Ministry of Finance reserves the right to accept or reject any proposal.
- All deliverables will become the property of the Government of Grenada.
- The consultant must maintain confidentiality throughout and after the project.

11. Confidentiality Statement

All information provided in response to this RFP will be used solely for evaluation purposes. The Ministry of Finance assures that any proprietary or confidential information contained in the proposals will not be used for any purpose other than evaluation, unless a contract is awarded.