

# **PROJECT AWARDED**

## **SME SECTOR**

## SECTOR - SME (No. 1)

Ref. No.	Project Title		Preparation and Publication of Resource Manuals to Assist Small Enterprises Overcome Generic Challenges					
NAME OF LEGAL ENTITY	COUNTRY	OVERALL PROJECT VALUE (EUR/US)	PROPORTION CARRIED OUT BY LEGAL ENTITY (%)	NO OF STAFF PROVIDED	NAME OF CLIENT	ORIGIN OF FUNDING	DATES (START/END)	NAME OF CONSORTIUM MEMBERS, IF ANY
UWI CONSULTING INC.	CARICOM's less developed countries (LDCS)	€62,000	100%	8	CARICOM SECRETARIAT	EU & CARICOM FUNDING	MARCH 2011-FEBRUARY 2012	NONE
DETAILED DESCRIPTION OF PROJECT					TYPE OF SERVICE PROVIDED			
<p><b>OBJECTIVE:</b> The overall objective was to contribute towards increased economic development of the LDCs (Antigua and Barbuda, Dominica, Grenada, St. Kitts and Nevis, Saint Lucia, and St. Vincent and the Grenadines), particularly the OECS countries, through improvement in the performance of small enterprises.</p> <p><b>Purpose</b> The purpose of the contract was to strengthen the operations of small enterprises in the LDCs particularly the OECS. By strengthening the capacity and operational performance of small enterprises, in making available guidance resources to them, it was expected that these businesses will become more agile, vibrant and efficient contributors to the sustainable development of the sub-region.</p> <p>THE PROJECT CONSISTED OF TWO COMPONENTS: A. preparation of three Manuals in support of small enterprise development; B. the publication of and distribution of 300 copies of each of the three manuals</p>					<p><b>SCOPE OF WORK:</b></p> <p>1. THREE MANUALS ON THE FOLLOWING TOPICS PREPARED:</p> <ul style="list-style-type: none"> <li>(a) Mobilising Financial and Technical Assistance by Small Enterprises from Non-traditional Development Partners (including non-profit International Foundations);</li> <li>(b) Legal and Administrative Requirements in addition to quality guidelines for Exporting Agricultural and Food Products to CARICOM's MDCs; and,</li> <li>(c) Maintaining an Agile Business: Identification and Use of Opportunities for Change.</li> </ul> <p>The Manual on the Mobilisation of Financial and Technical Assistance identified non-traditional sources of funding such as private philanthropists and non-profit organisations, priorities, formats for writing proposals and other requirements for accessing resources and technical support, especially for the application of green technologies to the operation of small enterprises.</p> <p>Guidelines in the Manual on Legal and Administrative Requirements for Exports included inter alia, relevant sanitary and phytosanitary requirements, labelling standards with illustrative case studies for avoiding pitfalls in exporting agricultural and food products as well as a detailed list of contact information of the relevant agencies which can affect goods and services entry in the MDCs.</p> <p>The Manual on Business Agility examines various prevailing business models, included</p>			

strategies for more effective operational processes and best practices that would allow small enterprises to flourish and prosper in the new global economy. The manual included examples of the introduction of business models which successfully transformed an industry or product delivery as well as discuss examples of SME's within the OECS where the prevailing business model may be inappropriate or could be changed to enhance performance and profitability. In addition the manual addressed new dynamics of production, enterprise development and international competition created by the twin processes of trade liberalization and globalization, coupled with rapid advances in information and communication technologies (ICT) and set out how SME's of the LDCs can identify and use new opportunities to expand and be dynamic. The Manual pointed to the requirements for SMEs to take advantage of opportunities under the new economic environment, including, but not limited to those presented by the CSME and bilateral trade agreements.

- (a) Review relevant documentation, including the Revised Treaty of Chaguaramas, on the constraints and challenges facing small and medium-sized enterprises.
- (b) Prepare an Inception Report including an annotated draft outline of the contents of the Manuals, based on findings:
  - a. Review the literature on the respective topics of the Manuals;
  - b. Consult with national and regional agencies for information, ideas and suggestions regarding the required sub-topics of the Manuals;
  - c. Prepare Draft Manuals on the respective subject areas of the assignments; and
  - d. Prepare Final Draft Manuals based on feedback from the CDF.
- (c) Under the second and third Components the main tasks will be to:
  - a. Edit, insert agreed pictorial images and finalise Manuals for publication; and
  - b. Distribute published Manuals as per directions of the CDF.