GEMINI+

Becoming a BDO or Consultant for GEMINI+ : FAQ for Consultants

A guide for consultants and firms interested in delivering technical assistance under GEMINI+

1. Getting Started

Q: Who is a consultant, and who can become one?

A: A consultant is an accredited firm or individual, approved to deliver technical assistance to MSMEs under the GEMINI+ Programme, for example, business coaching, financial statement preparation, governance frameworks, and procurement readiness support at the Incubator and Accelerator tiers. Individual consultants and consulting firms are both eligible to apply, provided they meet JBDC's registration requirements.

Q: How do I begin the process of becoming a consultant?

A: You must first register with the Jamaica Business Development Corporation (JBDC) Consultant Registry. This is the starting point for all consultants wishing to deliver technical assistance under GEMINI+, regardless of specialisation.

Q: How do I register with JBDC?

- Submit an Expression of Interest (EOI) to consultancyregistry@jbdc.net.
- JBDC will respond with the relevant application forms and full details of the registration requirements.
- Complete and return the forms along with the required supporting documentation (see Section 2).

Once you have sent your Expression of Interest to JBDC, please let the DBJ GEMINI+ team know, so your progress can be tracked.

2. Documentation & Timeline

Q: What supporting documents will I need to provide?

A: Documentation requested typically includes, but is not limited to:

- Proof of academic and professional qualifications.
- Government-issued identification.
- Tax Registration Number (TRN).
- Professional certifications and other relevant credentials.

JBDC will confirm the full and final list of requirements once your Expression of Interest is received.

Q: How long does registration take?

A: Registration can take as little as one week if all required documents are submitted promptly upon request. Delays in providing documentation will extend this timeline.

Q: What happens once my registration is approved?

A: Once JBDC has completed and approved your registration, your firm may be considered for inclusion in the pool of consultants eligible to provide support under the GEMINI+ Programme.

3. Role & Scope Under GEMINI+

Q: What would I be doing as a GEMINI+ Consultant?

A: Consultants deliver technical assistance to MSMEs at the Incubator and Accelerator tiers under the GEMINI+ Framework Agreement, managed through the DBJ Grant Hub. This includes support such as business plans, certified financial statements, standard operating procedures, governance frameworks, and procurement/export readiness preparation, depending on the MSME's tier and needs.

Q: Does being on the JBDC Consultant Registry guarantee me GEMINI+ work?

A: No. Registry inclusion makes your firm eligible for consideration; it does not guarantee assignment. Consultants are matched to MSME engagements based on programme need, tier requirements, and DBJ/JBDC assessment.

Q: How will DBJ formally engage BDOs to deliver under GEMINI+?

A: DBJ will establish a Framework Arrangement with BDOs through a formal procurement process. This procurement is expected to be launched by the end of September 2026. Registration on the JBDC Consultant Registry is a separate, prerequisite step, it does not itself constitute engagement under the Framework Arrangement. Further details on the procurement, including how to participate, will be issued closer to launch.

Q: How and when do BDOs and consultants get paid for their work?

A: Payment is milestone-triggered, not time-triggered. No disbursement is released until deliverables are confirmed, the MSME has signed a satisfaction document, and the DBJ Programme Execution Officer has verified the work, all recorded on the Grant Hub. Grant-funded payments are made in two tranches; the MSME's own counterpart contribution is paid to the service provider directly by the MSME.

Q: Who do I contact with questions during the process?

A: For questions about the JBDC registration process itself, contact JBDC directly at consultancyregistry@jbdc.net. For questions about GEMINI+ programme participation more broadly, reach out to the DBJ GEMINI+ team.

Thank you for your interest in supporting Jamaica's MSMEs through GEMINI+. We look forward to your participation.