

**Inter-American Development Bank  
Technical Cooperation Program (Trust Fund Financing)**

**TC/FUNDS BRIEF**

**TC No.: RG-T1637**

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**I. GENERAL INFORMATION**

<b>Project Name</b>	Caribbean-Wide On-Line Distance Education Facility for Shridath Ramphal Centre for International Trade Law, Policy and Services of the University of the West Indies (UWI-SRC)		
<b>Trust Fund:</b>	Knowledge Partnership Korean Fund for Technology and Innovation (KPK)		
<b>Project Team:</b>	Project Team Leader, Matthew Shearer (INT); Kati Suominen, Lesley Cassar (INT); Desmond Thomas (CCB); Janette Archer-Headley (CCB/CBA); Diego Buchara, Virginia Franzini (LEG/SGO); and Silvia Leal (INT), who assisted in the preparation of the document.		
<b>Beneficiary Countries:</b>	Caribbean Community (CARICOM) Member States		
<b>Executing Agency</b>	The University of The West Indies – Shridath Ramphal Centre for International Trade Law, Policy and Services (UWI – SRC)		
<b>Financing:</b>	KPK:	US\$	136,000
	Counterpart (in kind):	US\$	34,500
	Total:	US\$	170,500
<b>Execution Period:</b>	18 months		
<b>Disbursement Period</b>	24 months		

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**II. BACKGROUND**

**A. The University of the West Indies, Distance Education and Trade Policy Programs**

- 2.1. The University of the West Indies (UWI), nearly sixty years old, comprises the three campuses of Cave Hill in Barbados, St. Augustine in Trinidad & Tobago, and Mona in Jamaica. The concept of distance learning is not new to the UWI. A distance learning facility falls under the umbrella of the Board for Non-Campus Countries and Distance Education (BNCCDE) and since its inception in 1996, UWIDEC has used a mixed delivery mode comprising a self-study print-based instructional package, face-to-face tutorials and audiographic-conferencing.
- 2.2. The Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC) is the primary institution responsible for the Masters in International Trade Policy (MITP), a

flagship program within the UWI and the region as a whole. The SRC has also conducted and will continue to conduct Professional Training (Certificate) programs in International Trade Law and Policy, and Environmental Law, as well as offer individual modules of the MITP program. The aim is to build capacity to understand trade-related issues and negotiate and implement agreements. The services offered by the SRC will be provided both at the UWI campuses and also in-country where requested and considered relevant. The SRC has also developed expertise in the creation of curricula specifically geared to developing countries and smaller economies in the area of trade law, services, policy formulation, and market access in goods, among others.

- 2.3. The online program in trade policy would be part of a wider attempt by the University to build trade capacity within the region to address the challenges and take advantage of the opportunities of trade liberalization. At present, there is no institution within the Caribbean other than the SRC that has the building of trade capacity at the legal, policy and institutional levels as its primary goal and mandate. Through the technical assistance provided by this TC, the SRC will begin the process to augment and complement the current classroom program through the online facility. It is anticipated that professional training courses will at first be offered, with the Masters Program being offered in its entirety as the facility is developed over time. The challenge is also to continue to offer the training in trade policy for persons in remote areas, those in circumstances that do not allow for on-campus attendance or access to in-country teaching centers (this is particularly important for continental Caribbean countries such as Belize, Guyana and Suriname where distances are great and land-based travel expensive as compared to the island states). The proposed online programs in Trade Policy will address these needs and will allow more people to be trained in trade-related aspects of development.
- 2.4. In terms of sustainability, this online facility will be integrated into the overall UWI effort in distance education. While this is the first venture for an online facility for trade policy at the university, the UWI has a distance teaching facility in varying stages of development, all moving towards the concept of the Open University. The UWI's distance learning facility uses a mixed delivery mode comprising a self-study print based instructional package, face-to-face tutorials and audiographic-conferencing. The initial costs of development and implementation of the online program in trade policy will be financed by this project, while subsequent maintenance will be undertaken by the university through the main budget.

#### **B. The Technological Trend**

- 2.5. Distance education through online programs offers a high technology platform through which other services can be provided to deliver effective results and reach a wide cross-section of students. The proposed facility will not be limited to teaching of the Trade Policy Program but will also be applicable to other faculties and units across the three campuses of the UWI, thus creating an opportunity for exploring synergies.
- 2.6. The novelty of this project will be embedded in a mix of technologies that will allow both synchronous and asynchronous access where students can participate either at some remote center live, or at anytime individually from any location where internet facilities

are available. An asynchronous distance learning environment offers a variety of benefits such as efficient and effective use of a student's time. Most traditional classes meet once or twice a week, and students only participate in those classes they attend. With asynchronous distance learning classes, students may participate many times per week, at their convenience. Students are also able to read and carefully formulate responses to questions or discussions, attain higher levels of participation, and create written records of their interactions.

### **C. Bank Support**

- 2.7. This TC fits into the Bank's strategy to support CARICOM's transformation of its regional integration process into an effective instrument of global integration, competitiveness and economic growth. In this instance, partnership with UWI facilitates skills development in the critical area of trade policy. Additionally, the results of this TC will feed the continuous policy dialogue of the IDB and the UWI in the design of future programs that further strengthen this regional institution. The TC is also consistent with the Bank's new science and technology action plan since it is an example of the application of technology in addressing critical socio-economic development challenges facing developing countries.
- 2.8. This TC fundamentally complements the technical cooperation initiatives of the Integration and Trade Sector in the region as it is directed at the limited capacity to address trade matters. The project creates a platform for higher education and specialized training in trade policy that has hitherto been limited in the region. Additionally, the implementation of distance education in trade policy in Barbados is opportune given the: (a) existence of a well-developed ICT system with broadband and DSL lines; and (b) presence of many regional and international agencies that enhance Barbados' central role within CARICOM. Several of the offices of international agencies based in Barbados have responsibility for regional activities.

## **III. OBJECTIVES**

- 3.1 The general objective of the TC is to support the University of the West Indies, Cave Hill campus to establish an enabling environment for building technical capacity in trade policy in the Caribbean region. The specific objective of the TC is to strengthen the institutional capacity of the UWI - SRC by developing online instruction in trade policy for students in the region through distance education.

## **IV. DESCRIPTION**

- 4.1. The proposed facility to be established at the UWI - SRC will use a blended approach comprising a web-based Learning Management System called "Moodle". The proposed 100% online program will also provide a forum for networking and collaboration with many of the regional and international agencies involved in trade policy and trade

negotiations through electronic linkages. The proposed program will also allow student access to faculty on line.

- 4.2. **Component 1 – Design and Coordination of an Online Facility at the Shridath Ramphal Centre. (US\$58,000)** Resources allocated to this component will be used to hire a consultant for twelve (12) months who will coordinate a review of the approach being adopted to set up a functional and efficient online teaching facility. The consultant will also develop an action and implementation plan for the facility and will engage in research to further the development of a world class facility. The purposes of this component are to: (a) ensure that a fully functional interactive and user-friendly online facility is set-up and developed; (b) manage the facility to ensure that students (clients) can be smoothly integrated into the online facility; and (c) ensure that the facility remains current and continues to meet the needs of the students (clients) through research that will be conducted throughout the implementation of this component.
- 4.3. Provisions are also made for a Korean expert to provide lessons learned and knowledge-sharing from a developed country in distance education.
- 4.4. **Component 2 – Set Up of Facility. (US\$41,000)** Resources allocated to this component will be used to purchase software and hardware to host the online learning program designed under Component I. This activity should be accomplished in three months and will be implemented by the Project Coordinator, i.e., the consultant hired under Component I.
- 4.5. Additionally, resources allocated to this component will be used to hire a consultant (technician) to work with the coordinator to install equipment. The consultant will be tasked with equipping the facility with fully functioning hardware and software, including an editing unit for producing the images and other electronic documentation, troubleshooting equipment, and providing technical backstopping for a finite period of time. It is anticipated that this activity would be accomplished in 10 days.
- 4.6. **Component 3 – Training and Content Development. (US\$19,500)** Part of this component will involve the development and implementation of training modules to transfer skills in camera operation and video editing for selected staff at the UWI - SRC. This activity will contribute to the development and transformation of content for the online program. This training will be implemented by a consultant and will be accomplished in six (6) weeks.
- 4.7. This same consultant will also assist the Coordinator with the recording and development of the video lectures and provide similar support to lecturers. To this end, the consultant will assist with the following activities, among others: (i) recording of images for online instruction and development of teaching modules for the delivery of the program; (ii) editing of digital images and computer-related support; and (iii) creating and testing the facility. This activity is expected to take a period of approximately six (6) months.

- 4.8. **Component 4 – Marketing Plan. (US\$8,000)** This component will involve the development and implementation of a marketing plan in order to publicize the online program and related services of the UWI - SRC throughout the region and beyond. The strategic marketing plan will be developed and implemented by the UWI - SRC. The resources allocated to this component will be used to implement the marketing plan with a view to attracting users to the facility by using newspaper advertisements and other media.
- 4.9. In consideration for the support from the Knowledge Partnership Korean Fund for Technology and Innovation (KPK), the UWI - SRC will acknowledge the contribution of the KPK on its website.
- 4.10. **Counterpart contribution:** To support project execution, the UWI - SRC will provide a counterpart contribution in-kind, from existing resources as follows:
- (a) Office space and facilities for consultants, as appropriate;
  - (b) Staff time dedicated to providing oversight and direction for the work of consultants as well as counterparts to engage in on-the-job training by working with the consultants; and
  - (c) Logistical support and/or facilities for meetings and training workshops, as required.

## V. COST AND FINANCING

- 5.1. The total cost of the project is **US\$170,500**. The non-reimbursable contribution from the KPK is **US\$136,000**. The local counterpart contribution in cash and in kind from the UWI - SRC is **US\$34,500**. A budget follows in Table 1.

**Table 1: Budget (in US\$)**

Item	KPK	Local Counterpart	TOTAL
<b>Component 1: Design and Coordination of the Online Facility UWI-SRC.</b>			
1.1 Consultant to design & coordinate facility (12 months)	48,000	0	48,000
1.2 Korean expert for lessons learned & knowledge sharing	10,000	0	10,000
1.3 General local support		9,000	9,000
<b>Total Component 1</b>	<b>58,000</b>	<b>9,000</b>	<b>67,000</b>
<b>Component 2: Set Up of Facility</b>			
2.1 Hardware	28,000	0	28,000
2.2 Software	8,000	2,000	10,000
2.3 Consultant to commission equipment & set up unit	5,000	0	5,000
General local support	0	5,000	5,000
<b>Total Component 2</b>	<b>41,000</b>	<b>7,000</b>	<b>48,000</b>
<b>Component 3: Training &amp; Support for Project Implementation</b>			
3.1. One Consultant to:			
(a) Train UWI - SRC staff member in videography, editing and general computer support. Estimate: 30 days @ USD350/day	5,500	5,000	10,500
(b) Record lectures & other material, edit digital images and provide computer support (6 months)	14,000	3,000	17,000
<b>Total Component 3</b>	<b>19,500</b>	<b>8,000</b>	<b>27,500</b>
<b>Component 4: Marketing of Facility</b>			
5.1 Development of marketing plan (In house activity)	0	5,500	5,500
5.2 Implementation of marketing plan	8,000	0	8,000
<b>Total Component 4</b>	<b>8,000</b>	<b>5,500</b>	<b>13,500</b>
<b>Audit</b>	<b>5,000</b>	<b>1,000</b>	<b>6,000</b>
<b>Contingencies</b>	<b>4,500</b>	<b>4,000</b>	<b>8,500</b>
<b>TOTAL</b>	<b>136,000</b>	<b>34,500</b>	<b>170,500</b>

## **VI. PROJECT EXECUTION**

- 6.1. The University of the West Indies - Shridath Ramphal Centre for International Trade Law, Policy and Services (UWI - SRC) at the Cave Hill Campus in Barbados will serve as Executing Agency for the project. In this capacity, the Director of the UWI - SRC will be responsible for spearheading project execution and ensuring the fulfillment of the University's responsibilities. The UWI has a track record of managing IDB and other multilateral organizations' operations.
- 6.2. Given its institutional capacity, the UWI - SRC will execute this project in keeping with the objectives of the open campus and in collaboration with the Distance Education Centre. A Staff member will be appointed as lead contact on this project to ensure compliance with objectives of distance education and the open campus. A coordinator will be hired with project resources to support project execution for 12 months.
- 6.3. The contracting of the project consultants will be carried out in accordance with document GN-2350-7 (Policies for the Selection and Procurement of Consulting Services

Financed by the IDB). The purchase of goods and related services will be carried out in accordance with document GN-2349-7 (Policies for the Procurement of Goods and Works Financed by the IDB).

- 6.4. The UWI - SRC will also assemble and lead a working group of stakeholders for the implementation of the TC. The UWI - SRC will ensure that this working group will include representation from all relevant stakeholders including the Distance Education Centre. The working group will convene periodically to review and monitor the status of implementation of the TC and will provide guidance and/or feedback as necessary.
- 6.5. The TC will be executed over a period of eighteen (18) months and with a disbursement period of twenty-four (24) months, effective from the date of signature of the agreement between the Bank and the Executing Agency. Based on the activities described in Section III, major actions form part of the present initiative, consistent with the guidelines of the Knowledge Partnership Korea Fund for Technology and Innovation (GN-2374-1).
- 6.6. The project will be under the technical responsibility of the Integration and Trade Sector (INT), which will monitor and evaluate the progress of the TC, based on the deliverables. The UWI - SRC will provide INT with progress reports and all deliverables in a timely manner. Standard Bank procedures for auditing and financial management will be followed.

## **VII. ENVIRONMENTAL AND SOCIAL REVIEW**

- 7.1. In view of the nature of the operation and the activities to be financed, the team estimates that the project will not generate any negative environmental or social impact. The project team is of the view that the TC will have a positive social impact since it will support the UWI in improving access to higher education in the specialized field of trade policy to a wide cross-section of people, and may also have positive spill-over effects into other disciplines through strengthening capacity for distance learning more generally. The project is classified as a category "C" operation and does not need environmental assessments or consultations (Assessment No. 2008-11173018-2). VPS/ESG cleared this operation on November 21, 2008.

## **VIII. RESPONSIBILITY IN THE BANK**

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|--|---|
| <b>8.1. Technical Responsibility:</b><br>Integration and Trade Sector<br>Matthew Shearer<br>Economist / Statistician<br>(202) 623-1850 (Tel)<br>(202) 623-3030 (Fax) | <b>Overall Administrative and<br/>Disbursement Responsibility:</b><br>CCB/CBA |
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## IX. RECOMMENDATION

- 9.1. Matthew Shearer, designated team leader for this project, recommends the approval of this operation and the use of resources from the Knowledge Partnership Korea Fund for Technology and Innovation Fund for a total of up to US\$136,000 in order to finance this technical cooperation project.

## X. CERTIFICATION

- 10.1. I hereby certify that this operation was approved for financing under the Knowledge Partnership Korean Fund for Technology and Innovation (KPK) through a communication dated on October 30, 2008 and signed by Tae-Sik Yoon, Director International Financial Institutions Division, International Finance Bureau of the Ministry of Strategy and Finance. Also, I certify that resources from the Knowledge Partnership Korean Fund for Technology and Innovation (KPK) are available for up to US\$136,000 in order to finance the activities described and budgeted in this document. This certification reserves resources for the referenced project for a period of eleven (11) calendar months counted from the date of signature below. If the project is not approved by the IDB within that period, the reserve of resources will be cancelled, except in the case a new certification is granted. The commitment and disbursement of these resources shall be made only by the Bank in US dollars. The same currency shall be used to stipulate the remuneration and payments to consultants, except in the case of local consultants working in their own borrowing member country who shall have their remuneration defined and paid in the currency of such country. No resources of the Fund shall be made available to cover amounts greater than the amount certified herein above for the implementation of this TC Brief. Amounts greater than the certified amount may arise from commitments on contracts denominated in a currency other than the Fund currency, resulting in currency exchange rate differences, for which the Fund is not at risk.

*Original Signed*

12/04/08

Marguerite S. Berger, Chief

Date

Grants and Co-financing Management Unit

VPC/GCM

## XIII. APPROVAL

*Original Signed*

12/05/08

Antoni Estevadeordal, Manager

Date

Integration and Trade Sector

INT

Project: Caribbean-Wide On-Line Distance Education Facility for  
Shridath Ramphal Centre for International Trade Law, Policy and Services of the University of the West Indies (UWI-SRC)

Project Number: RG-T1637

Ref. No.	Description and type of the procurement contract	Estimated Contract Cost (US\$)	Procurement method <sup>1</sup>	Review (ex-ante or ex-post)	Source of financing and percentage		Estimated Dates		Status (Pending, in process, awarded, cancelled)	Comments
					IDB %	Local / Other %	Publication of Specific procurement notice	Completion of contract		
<b>I</b>	<b>CONSULTING SERVICES</b>									
1.1	<b>Component 1</b> o Contracting of 1 individual consultant to design & coordinate facility	48,000	QCNI	Ex-ante	100%	0%	Qtr I 2009	Qtr I 2010		
1.2	<b>Component 1</b> o Contracting of 1 individual consultant for lessons learned and knowledge sharing	10,000	QCII	Ex-ante	100%	0%	Qtr I 2009	Qtr III 2009		The donor providing resources for this TC has specified the hiring of a consultant from Korea to share lessons learned from that country.
1.3	<b>Component 2</b> o Contracting of 1 individual consultant to commission equipment & set up unit	5,000	QCNI	Ex-ante	100%	0%	Qtr II 2009	Qtr III 2009		

<sup>1</sup> Documents GN-2349-7 and GN-2350-7 make reference to the following procurement methods: **For goods and works** (GN-2349-7): ICB: International competitive bidding; LIB: limited international bidding; NCB: national competitive bidding; PC: price comparison; DC: direct contracting; FA: force account; PSA: Procurement through specialized agencies; PAs: Procurement agents; IA: Inspection agents; PLFI: Procurement in loans to financial intermediaries; BOO/BOT/BOOT: Build, own, operate/build, operate, transfer/build, own, operate, transfer; PBP: Performance-based procurement; PLGB: Procurement under loans guaranteed by the Bank; PCP: Community participation procurement; **For consulting firms** (GN-2350-7): QCBS: Quality- and cost-based selection; QBS: Quality-based selection; FBS: Selection under a fixed budget; LCS: Least-cost selection; CQS: Selection based on the consultants' qualifications; SSS: Single-source selection; **For individual consultants**: QCNI: Selection based on comparison of qualifications of national individual consultants; QCII: Selection based on comparison of qualifications of international individual consultants.

Ref. No.	Description and type of the procurement contract	Estimated Contract Cost (US\$)	Procurement method <sup>1</sup>	Review (ex-ante or ex-post)	Source of financing and percentage		Estimated Dates		Status (Pending, in process, awarded, cancelled)	Comments
					IDB %	Local / Other %	Publication of Specific procurement notice	Completion of contract		
1.4	<b>Component 3</b> o Contracting of 1 individual consultant to: (i) train UWI - SRC staff members in videography and editing; and (ii) record lectures & other material, edit digital images and provide computer support.	19,500	QcNI	Ex-ante	100%	0%	Qtr III 2009	Qtr I 2010		
<b>2</b>	<b>GOODS</b>									
2.1	<b>Component 2</b> o IT Equipment (1 Tablet PC, 2 laptops, 1 Flatbed Scanner, 2 hand held Video Camera, 3 Microphones, 1 Portable HD 100GB, 1 Portable HD 1000GB, 1 Desktop Computer, 1 server and Peripherals, software)	36,000	PC	N/A	100%	0%	Qtr II 2009	Qtr III 2009		
2.2	<b>Component 4</b> o Marketing materials (advertising brochures, etc.)	8,000	PC	N/A	100%	0%	Qtr IV 2009	Qtr I 2010		

**Caribbean-Wide On-Line Distance Education Facility for the  
Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC)**

**Draft Terms of Reference  
Coordinator – SRC Online Facility**

**I. BACKGROUND**

- 1.1 The Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC) is the primary institution responsible for the Masters in International Trade Policy (MITP), a flagship program within the UWI and the region as a whole. The SRC has also conducted and will continue to conduct Professional Training (Certificate) programs in International Trade Law and Policy, and Environmental Law, as well as offer individual modules of the MITP program. The aim is to build capacity to understand trade-related issues and negotiate and implement agreements. The services offered by the SRC will be provided both at the UWI campuses and also in-country where requested and considered relevant. The SRC has also developed extensive expertise in the creation of curricula specifically geared to developing countries and smaller economies in the area of trade law, services, policy formulation, and market access in goods, among others.
- 1.2 The online program in trade policy would be part of a wider attempt by the University to build trade capacity within the region to address the challenges and take advantage of the opportunities of trade liberalization. At present, there is no institution within the Caribbean other than the SRC that has the building of trade capacity at the legal, policy and institutional levels as its primary goal and mandate. Through the technical assistance provided by this TC, the SRC will begin the process to augment and complement the current classroom program through the online facility. It is anticipated that professional training courses will at first be offered, with the Masters Program being offered in its entirety as the facility is developed over time. The challenge is also to continue to offer the training in trade policy for persons in remote areas, those in circumstances that do not allow for on-campus attendance or access to in-country teaching centers (this is particularly important for continental Caribbean countries such as Belize, Guyana and Suriname where distances are great and land-based travel expensive as compared to the island states). The proposed online programs in Trade Policy will address these needs and will allow more people to be trained in trade-related aspects of development.
- 1.3 Distance education through online programs offers a high technology platform through which other services can be provided to deliver effective results and reach a wide cross-section of students. The proposed facility will not be limited to teaching of the Trade Policy Program but will also be applicable to other faculties and units across the three campuses of the UWI, thus creating an opportunity for exploring synergies.
- 1.4 The novelty of this project will be embedded in a mix of technologies that will allow both synchronous and asynchronous access where students can participate either at some remote center live, or at anytime individually from any location where internet facilities are available. An asynchronous distance learning environment offers a variety of benefits such as efficient and effective use of a student's time. Most traditional classes meet once or twice a week, and students only participate in those classes they attend. With asynchronous distance learning classes, students may participate many times per week, at their convenience. Students are also able to read and carefully formulate responses to questions or discussions, attain higher levels of participation, and create written records of their interactions.

## II. OBJECTIVES

The objectives of this component are to: (i) ensure the development of a fully functional interactive and user friendly online facility; (ii) manage the facility to ensure that students (clients) are smoothly integrated into the online facility; and (iii) ensure that the facility remains current and continues to meet needs of the students (clients) through research that will be conducted throughout the implementation of this component.

## III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1. **Consultancy type:** Individual
- 3.2. **Duration:** 12 months
- 3.3. **Working Place:** Barbados
- 3.4. **Consultant's qualifications:** The consultant should have at least a Masters Degree in International Trade, Law or other complementary field. The consultant also should possess a technical background with experience in managing virtual projects, and in drafting various user agreements and contracts for tutors and users of the web-based training website. Experience is required in organizing, planning, and developing (in collaboration with the various members of staff and faculty) online courses for officials from developing countries in the area of trade policy and trade-related areas such as Intellectual Property and Agriculture, among others. The candidate must be fluent in English.

## IV. ACTIVITIES

- 4.1. To achieve the above objectives, the consultant will:
  - (i) Review the needs of the Centre with a view to providing the Masters and other programs in an online format;
  - (ii) Design and develop a Strategic Plan to realize a functional and efficient distance education facility;
  - (iii) Coordinate the purchase of equipment and supplies to ensure efficient operation of the online facility;
  - (iv) Supervise the commissioning of equipment and set up of the distance learning/online unit;
  - (v) Hire short term consultants to undertake the recording and development of the video lectures and provide support for lecturers;
  - (vi) Coordinate the training of office assistants and other staff in video editing, camera operation and use of software;
  - (vii) Create and test the facility and website (offline and online);
  - (viii) Market and manage the facility;
  - (ix) Interface with Users of the online programs;
  - (x) Monitor and prepare reports on usage and stakeholder satisfaction; and
  - (xi) Other duties as may be assigned by the Director.

## **V. OUTPUTS**

- 5.1 The final output will be a fully functional interactive online facility offering short-term courses and eventually the online Masters in International trade policy.
- 5.2 Coordination and management of the online facility.

## **VI. PAYMENTS**

- 6.1 The Consultant will be paid on a monthly basis for satisfactory performance of the duties and responsibilities. The Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC) will be responsible for paying the consultant. The amount to be paid shall be US\$4,000 per month; these payments are considered to cover all the expenses necessary to carry out the work, except travel and per diem. During the course of the project, expenses for travel and any corresponding per diem allowance for the performance of services will be the responsibility of the SRC.

## **VII. COORDINATION AND SUPERVISION**

- 7.1 The coordination and supervision of the consultancy will be the responsibility of the executing agency (The Shridath Ramphal Centre for International Trade Law, Policy and Services) in consultation with the IDB. The consultant will work closely with the executing agency's project team and will use the Director of the SRC as the primary contact point within the executing agency. The Project Coordinator will have specific responsibilities regarding the collection of information for project evaluations.

**Caribbean-Wide On-Line Distance Education Facility for the  
Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC)**

**Draft Terms of Reference  
IT Technician**

**I. BACKGROUND**

- 1.1 The Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC) is the primary institution responsible for the Masters in International Trade Policy (MITP), a flagship program within the UWI and the region as a whole. The SRC has also conducted and will continue to conduct Professional Training (Certificate) programs in International Trade Law and Policy, and Environmental Law, as well as offer individual modules of the MITP program. The aim is to build capacity to understand trade-related issues and negotiate and implement agreements. The services offered by the SRC will be provided both at the UWI campuses and also in-country where requested and considered relevant. The SRC has also developed extensive expertise in the creation of curricula specifically geared to developing countries and smaller economies in the area of trade law, services, policy formulation, and market access in goods, among others.
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- 1.4 The novelty of this project will be embedded in a mix of technologies that will allow both synchronous and asynchronous access where students can participate either at some remote center live, or at anytime individually from any location where internet facilities are available. An asynchronous distance learning environment offers a variety of benefits such as efficient and effective use of a student's time. Most traditional classes meet once or twice a week, and students only participate in those classes they attend. With asynchronous distance learning classes, students may participate many times per week, at their convenience. Students are also able to read and carefully formulate responses to questions or discussions, attain higher levels of participation, and create written records of their interactions.

## II. OBJECTIVES

- 2.1. The objectives of the consultancy are to: (i) commission equipment for the SRC Online project; (ii) ensure that equipment works in accordance with the requirements of the online facility of the Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC) at the Cave Hill UWI;

## III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1. **Consultancy type:** Individual
- 3.2. **Duration:** 10 days
- 3.3. **Working Place:** Barbados
- 3.4. **Consultant's qualifications:** The consultant should have at least a Diploma in Audiovisual Production, Communications, Information Technology or related field and have about five years experience in setting up audiovisual equipment for such facilities. The consultant should also have sound knowledge of distance learning and online learning environments and relevant technologies to operationalize this facility. The ability to work both independently and effectively with others and the possession of good verbal and written communications skills are required. The candidate must be fluent in English.

## IV. ACTIVITIES

- 4.1. To achieve the above objectives, the consultant will:
  - (i) Commission all equipment to facilitate a full functioning of the facility;
  - (ii) Troubleshoot all equipment;
  - (iii) Provide technical backstopping for a reasonable period to be determined (not exceeding six months) after setting up of equipment; and
  - (iv) Perform any other related function as may be assigned by the Director of the Centre through the relevant officer.

## V. OUTPUTS

- 5.1. The facility is equipped with fully functioning hardware and software and is ready to host content.
- 5.2. Technical support for the online facility.

## VI. PAYMENTS

- 6.2 The amount to be paid under the consulting contract shall be US\$5,000 and is considered to include all expenses. Payments will be made as follows:
  - (a) 30% of fees at contract signing; and
  - (b) 40% upon acceptance of deliverables by the executing agency.
  - (c) 30% upon the satisfactory completion of the technical backstopping period and a final report by the executing agency.

## VII. COORDINATION AND SUPERVISION

- 7.1 The coordination and supervision of the consultancy will be the responsibility of the executing agency (The Shridath Ramphal Centre for International Trade Law, Policy and Services) in consultation with the IDB. The consultant will work closely with the executing agency's project team and will use the Project Coordinator as the primary contact point within the executing agency.

**Caribbean-Wide On-Line Distance Education Facility for the  
Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC)**

**Draft Terms of Reference**

**Consultant - Camera Operator / Video Editor / Computer Support**

**I. BACKGROUND**

- 1.1 The Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC) is the primary institution responsible for the Masters in International Trade Policy (MITP), a flagship program within the UWI and the region as a whole. The SRC has also conducted and will continue to conduct Professional Training (Certificate) programs in International Trade Law and Policy, and Environmental Law, as well as offer individual modules of the MITP program. The aim is to build capacity to understand trade-related issues and negotiate and implement agreements. The services offered by the SRC will be provided both at the UWI campuses and also in-country where requested and considered relevant. The SRC has also developed extensive expertise in the creation of curricula specifically geared to developing countries and smaller economies in the area of trade law, services, policy formulation, and market access in goods, among others.
- 1.2 The online program in trade policy would be part of a wider attempt by the University to build trade capacity within the region to address the challenges and take advantage of the opportunities of trade liberalization. At present, there is no institution within the Caribbean other than the SRC that has the building of trade capacity at the legal, policy and institutional levels as its primary goal and mandate. Through the technical assistance provided by this TC, the SRC will begin the process to augment and complement the current classroom program through the online facility. It is anticipated that professional training courses will at first be offered, with the Masters Program being offered in its entirety as the facility is developed over time. The challenge is also to continue to offer the training in trade policy for persons in remote areas, those in circumstances that do not allow for on-campus attendance or access to in-country teaching centers (this is particularly important for continental Caribbean countries such as Belize, Guyana and Suriname where distances are great and land-based travel expensive as compared to the island states). The proposed online programs in Trade Policy will address these needs and will allow more people to be trained in trade-related aspects of development.
- 1.3 Distance education through online programs offers a high technology platform through which other services can be provided to deliver effective results and reach a wide cross-section of students. The proposed facility will not be limited to teaching of the Trade Policy Program but will also be applicable to other faculties and units across the three campuses of the UWI, thus creating an opportunity for exploring synergies.
- 1.4 The novelty of this project will be embedded in a mix of technologies that will allow both synchronous and asynchronous access where students can participate either at some remote center live, or at anytime individually from any location where internet facilities are available. An asynchronous distance learning environment offers a variety of benefits such as efficient and effective use of a student's time. Most traditional classes meet once or twice a week, and students only participate in those classes they attend. With asynchronous distance learning classes, students may participate many times per week, at their convenience. Students are also able to read and carefully formulate responses to questions or discussions, attain higher levels of participation, and create written records of their interactions.

## II. OBJECTIVES

- 2.1. The objectives of the consultancy are to: (i) develop training modules and train selected UWI - SRC staff in camera operation and video editing; (ii) provide support to the Coordinator and lecturers with the recording and development of high-quality video lectures and other e-learning or audiovisual instructional content.

## III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1. **Consultancy type:** Individual  
 3.2. **Duration:** 7.5 months  
 3.3. **Working Place:** Barbados  
 3.4. **Consultant's qualifications:** The consultant should have at least a Diploma in Audiovisual Production, Communications, Information Technology or related field and have about five years experience in developing audiovisual products and training audiovisual technicians. The consultant should be skilled in the provision of audio visual training and demonstrate the ability to provide the required training in instructional video production, particularly computerized video editing, computer based e-learning management (Moodle) and selected computer software. The consultant should also have sound knowledge of the distance learning and online learning environments and relevant technologies to operationalize this facility. The ability to work both independently and effectively with others and the possession of good communication and writing skills are required. The candidate must be fluent in English.

## IV. ACTIVITIES

- 4.1. To achieve the above objectives, the consultant will:
- (i) Shoot and edit video footage of all lectures of the MITP including all core courses and electives;
  - (ii) Log all footage taken during the development of the video lectures;
  - (iii) Provide computer support for the implementation of the online Masters in Trade Policy and other courses offered by the SRC;
  - (iv) Provide IT support for the e-learning environment, "Moodle" or similar platform, to be used in the online facility;
  - (v) Maintain all video and ancillary equipment in pristine working condition (cameras, editing equipment, microphones, tapes, etc.);
  - (vi) Train selected staff in videography, including but not restricted to logging, scripting, storyboarding, editing and compiling of instructional video productions;
  - (vii) Train selected staff in managing and troubleshooting Moodle server and the e-learning environment;
  - (viii) Provide training in selected computer software for the implementation of the online MITP;
  - (ix) Provide basic training in handling and maintaining video cameras, computers and ancillary equipment to be employed to provide the MITP online; and
  - (x) Perform any other related function as may be assigned by the Director of the Centre through the relevant officer.

## **V. OUTPUTS**

- 5.1. High-quality video productions of all the lectures offered by the Centre (SRC) in order to offer courses online.
- 5.2. Well-trained staff able to produce high quality instructional video productions of all the lectures offered by the Centre (SRC).
- 5.3. IT support for the e-learning environment and maintenance of equipment.

## **VI. PAYMENTS**

- 6.1 The amount to be paid under the consulting contract shall be US\$24,500 and is considered to include all expenses. Payments will be made as follows:
  - (a) 30% of fees at contract signing;
  - (b) 40% upon presentation of a preliminary report and approval of the document by the executing agency; and
  - (c) 30% upon acceptance of deliverables and a final report by the executing agency.

## **VII. COORDINATION AND SUPERVISION**

- 7.1 The coordination and supervision of the consultancy will be the responsibility of the executing agency (The Shridath Ramphal Centre for International Trade Law, Policy and Services) in consultation with the IDB. The consultant will work closely with the executing agency's project team and will use the Project Coordinator as the primary contact point within the executing agency.

**Caribbean-Wide On-Line Distance Education Facility for the  
Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC)**

**Draft Terms of Reference  
Korean Expert – Lessons learned and Knowledge Sharing in Distance Education**

**I. BACKGROUND**

- 1.1 The Shridath Ramphal Centre for International Trade Law, Policy and Services (SRC) is the primary institution responsible for the Masters in International Trade Policy (MITP), a flagship program within the UWI and the region as a whole. The SRC has also conducted and will continue to conduct Professional Training (Certificate) programs in International Trade Law and Policy, and Environmental Law, as well as offer individual modules of the MITP program. The aim is to build capacity to understand trade-related issues and negotiate and implement agreements. The services offered by the SRC will be provided both at the UWI campuses and also in-country where requested and considered relevant. The SRC has also developed extensive expertise in the creation of curricula specifically geared to developing countries and smaller economies in the area of trade law, services, policy formulation, and market access in goods, among others.
- 1.2 The online program in trade policy would be part of a wider attempt by the University to build trade capacity within the region to address the challenges and take advantage of the opportunities of trade liberalization. At present, there is no institution within the Caribbean other than the SRC that has the building of trade capacity at the legal, policy and institutional levels as its primary goal and mandate. Through the technical assistance provided by this TC, the SRC will begin the process to augment and complement the current classroom program through the online facility. It is anticipated that professional training courses will at first be offered, with the Masters Program being offered in its entirety as the facility is developed over time. The challenge is also to continue to offer the training in trade policy for persons in remote areas, those in circumstances that do not allow for on-campus attendance or access to in-country teaching centers (this is particularly important for continental Caribbean countries such as Belize, Guyana and Suriname where distances are great and land-based travel expensive as compared to the island states). The proposed online programs in Trade Policy will address these needs and will allow more people to be trained in trade-related aspects of development.
- 1.3 Distance education through online programs offers a high technology platform through which other services can be provided to deliver effective results and reach a wide cross-section of students. The proposed facility will not be limited to teaching of the Trade Policy Program but will also be applicable to other faculties and units across the three campuses of the UWI, thus creating an opportunity for exploring synergies.
- 1.4 The novelty of this project will be embedded in a mix of technologies that will allow both synchronous and asynchronous access where students can participate either at some remote center live, or at anytime individually from any location where internet facilities are available. An asynchronous distance learning environment offers a variety of benefits such as efficient and effective use of a student's time. Most traditional classes meet once or twice a week, and students only participate in those classes they attend. With asynchronous distance learning classes, students may participate many times per week, at their convenience. Students are also able to read and carefully formulate responses to questions or discussions, attain higher levels of participation, and create written records of their interactions.

## II. OBJECTIVES

- 2.1 The objectives of this consultancy are to: (i) ensure that relevant lessons learned from the Korean experience with distance (online education) are shared and contribute to a useful experience for the SRC; (ii) contribute useful inputs to the pedagogical component of the SRC online facility; (iii) ensure that the facility is current in terms of the hardware and software and the quality of the output offered to meet needs of the students (clients); and (iv) contribute to the development of a marketing strategy for the facility.

## III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1. **Consultancy type:** Individual  
 3.2. **Duration:** 2 months  
 3.3. **Working Place:** Barbados  
 3.4. **Consultant's qualifications:** The consultant should have at least a Masters Degree in education or related field. Possess the technical background with experience in managing virtual projects, developing course content for e-learning, understand the pedagogy of e-learning and distance education; possess knowledge in web-based training; possess experience in organizing, planning, developing and marketing of online courses in the area of trade policy and trade related areas such as Intellectual Property, Agriculture, etc. The candidate must be proficient in English.

## IV. ACTIVITIES

- 4.1. To achieve the above objectives, the consultant will undertake the following:
- (i) Work with the Coordinator to develop a needs assessment for the centre in terms of providing the course offerings of the centre in an online format. Advise on equipment and learning platforms for the delivery of courses in an e-learning environment;
  - (ii) Advise on management of the facility;
  - (iii) Advise on challenges to be faced and provide options for mitigation;
  - (iv) Advise on training of facilitators and other staff;
  - (v) Advise on marketing the facility and the courses offered;
  - (vi) Collaborate with members of staff and faculty at the SRC in organizing, planning, developing and marketing the online courses;
  - (vii) Advise on user interface for the online program; and
  - (viii) Other duties as may be assigned by the Director.

## V. OUTPUTS

- 5.1 The final output will be a report outlining a strategy for a fully functional interactive online facility offering short term courses and eventually the online Masters in International Trade Policy.
- 5.2 Advice to the coordinator with reference to the facility.
- 5.3 An international marketing strategy for the facility.

## **VI. PAYMENTS**

- 6.3 The amount to be paid under the consulting contract shall be US\$10,000 and is considered to include all expenses. Payments will be made as follows:
- (a) 30% of fees at contract signing;
  - (b) 40% upon presentation of a preliminary report and approval of the document by the executing agency; and
  - (c) 30% upon acceptance of deliverables and a final report by the executing agency.

## **VII. COORDINATION AND SUPERVISION**

- 7.1 The coordination and supervision of the consultancy will be the responsibility of the executing agency (The Shridath Ramphal Centre for International Trade Law, Policy and Services) in consultation with the IDB. The consultant will work closely with the executing agency's project team and will use the project Coordinator as the primary contact point within the executing agency.