

IDB1160-789/10

REGIONAL

CARIBBEAN-WIDE ONLINE DISTANCE EDUCATION FACILITY

Sector: Trade

CONSULTING SERVICES - Individual Contractor

Technical Cooperation No. ATN/KK-11372-RG; Project No. RG-T1637

Request for Expressions of Interest

13 December 2010

The Shridath Ramphal Centre of the University of the West Indies has received financing from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments under the project Caribbean-wide Online distance Education Facility for SRC for the procurement of a consultant to provide coordinator functions of the facility.

The consultant will be required to:

- \*Review the needs of the Centre with a view to providing the professional training program in an online format; Design and develop a Strategic Plan to realize a functional and efficient distance education e-learning facility; Create and test the facility and website (offline and online)
- \*Coordinate the purchase of equipment and supplies to ensure efficient operation of the online facility and Supervise the commissioning of equipment and set up of the distance learning/online unit
- \*Coordinate the training in video editing, camera operation and use of software
- \*Market and manage the facility
- \*Interface with Users of the online programs; Monitor and prepare reports on usage and stakeholder satisfaction
- \*Other duties as may be assigned by the Director

Requirements:

- The consultant should have at least a Masters Degree in International Trade, International Relations, Law, E-learning , Distance Education or other complementary field.
- Experience is required in organizing, planning, and developing (in collaboration with the various members of staff and faculty) online courses in the area of trade policy and trade-related areas such as international negotiations, preferential Trade agreements and Intellectual property among others. The candidate must be fluent in English.
- The consultant should possess computer skills and be conversant with technology assisted learning environments.
- 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.

The Shridath Ramphal Centre now invites eligible consultants to indicate their interest in providing the services. Interested consultants must submit information establishing that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

Consultants will be selected in accordance with the procedures set out in the IDB's <I>Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank</I> (current edition) and is open to all eligible bidders as defined in the policies.

Interested consultants may obtain further information at the address below during office hours (08.30 – 16:30). Expressions of interest must be delivered via direct mail or e-mail at the address below by 16:30 hours on 13 December 2010.

Shridath Ramphal Centre, UWI  
Attn: Dr. Keith Nurse, Director; Neil CA Paul, Manager, Research and Development  
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