

Country: BARBADOS
Project: ADMINISTRATION OF JUSTICE PROGRAMME
Sector: Consultants
INSTITUTIONAL STRENGTHENING MANAGEMENT INFRASTRUCTURE PROGRAMME
Loan No. 1332/OC-BA
Expressions of Interest

This request for expressions of interest follows the general procurement notice for this project that appeared in UN Development Business No. 589 of 31 August 2002.

The Government of Barbados (GOB) has received a loan from the Inter-American Development Bank (IDB) to assist in financing the institutional strengthening of juvenile justice agencies, and it intends to apply part of the loan proceeds to payments under the contract for consulting services to design, implement and manage the Institutional Strengthening Management Infrastructure Programme for the Probation Department.

The services include:

- Task 1: Development of a ten-year strategic plan in collaboration with the management and extended planning team of the Probation Department
- Task 2: Development of options for restructuring the organization to ensure optimal levels of efficiency and effectiveness in executing the statutory and other roles and responsibilities of the Department
- Task 3: Development and implementation of one-year operational plans for each Unit in the Department
- Task 4: Development of job descriptions and job specifications with established standards for qualifications, experience, special attributes/desired characteristics and the performance track record required for each position in the new structure
- Task 5: Conduct of a comprehensive staff audit and training needs assessment of all current staff of the Probation Department
- Task 6: Development of a comprehensive Probations Operations Manual that defines policies, procedures and standards for each technical area of operation of the Probation Department
- Task 7: Development of a Personnel Policies and Procedures Manual that identifies policies and procedures for all internal personnel and office administration matters
- Task 8: Design of a Performance Measurement System that establishes mechanisms and tools for assessing the performance of the Probation Department
- Task 9: Design of an Orientation and Induction Program to be completed by all new staff of the Department before they receive a case or field assignment
- Task 10: Development of recommendations for the establishment of mechanisms to promote collaboration with stakeholders in the justice system
- Task 11: Provision of ongoing implementation assistance over a one-year period to facilitate the implementation of the Strategic and Operational Plans, in addition to the restructuring activities

Works pertaining to the above should start in the 4th quarter of 2003 and last for 18 months.

The Justice Improvement Programme Secretariat now invites eligible consultants to express their interest in providing the services detailed above. Interested consultants must complete a pre-selection questionnaire and submit any additional information indicating 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; however, firms, joint ventures or partnerships submitting an expression of interest must be from IDB's member countries. A separate pre-selection questionnaire must be completed for each member of any joint venture or partnership that submits expressions of interest in relation to this consultancy.

IDB's applicable rules will apply in determining eligibility of the applicants, and services under this contract will be subject to the provisions of the above cited loan for the Administration of Justice Programme between the GOB and the IDB.

Any firm incorporated outside of Barbados that is eventually awarded a contract by the GOB must register in Barbados under the Companies Act of Barbados.

Interested consultants may obtain the pre-selection questionnaire and further information from the first address below between the hours of 0830 and 1630 (Barbados Time).

Application forms will be made available upon payment of a non-refundable fee of BDS\$ 100 or its equivalent in a freely convertible currency in the form of a certified check or international money order, payable to the Accountant General.

Consultants applying for this work must be proficient in English. Applications will be evaluated in accordance with the following criteria:

- General background of firm
- Similar work done (by firm and proposed staff)
- Prior experience in Barbados or similar countries
- Language proficiency
- Utilization of local consultants
- Financial capability

A shortlist of three to six firms will be invited to submit technical and financial proposals for the delivery of the services. The terms of reference and the contract documents will be made available to the shortlisted firms only.

Expressions of interest (one original and three copies), clearly marked: Probation Department - "Expressions of Interest to Design, Implement and Manage an Institutional Strengthening Management Infrastructure Programme" - Barbados Administration of Justice Program, must be delivered in sealed envelopes to the Chairman, Special Tenders Committee, Central Purchasing Department (second address below), no later than 1630 hours on Wednesday, 2 July 2003.

Applications should be placed in the tenders box located at the same address. Late submissions will not be accepted and will be returned unopened to the applicants. The government reserves the right to accept or reject any proposals received.

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