

IDB1266-766/10

BARBADOS

ADMINISTRATION OF JUSTICE PROGRAMME

Sector: Consultants

INSTITUTIONAL STRENGTHENING PROGRAMME FOR THE PROBATION DEPARTMENT

Loan No. 1332/OC-BA; Project No. 1332/OC-BA-011

Contract/Bid No. JIPS/YR- 011; Request for Expressions of Interest

Deadline: 3 February 2010

The Government of Barbados has received financing from the Inter-American Development Bank (IDB) toward the modernization and strengthening of Administration of Justice, and it intends to apply part of the loan funds to procure consulting services for which this request for expression of interests is issued.

The project is expected to be undertaken over a 12-month period and involves, inter alia:

- *Designing an Institutional Strengthening and Management Reorganization program for the Probation Department
- *Developing options for restructuring the department to ensure optimal levels of efficiency and effectiveness in carrying out its responsibilities
- *Providing advice to the Probation Department on the development of job descriptions and competencies in accordance with international standards for Probation agencies
- *Conducting a staff audit and training needs assessment of all staff, develop a comprehensive Probation Policy Manual, Protocol for staff Conduct and Procedural Manual as well as a comprehensive Operations' Manual for the Department which defines policies, procedures and standards for operations

This invitation is open to applicants from eligible countries of the IDB.

The Government of Barbados, through the executing agency, the Justice Improvement Programme Secretariat, Office of the Attorney General, now invites eligible firms from IDB's member countries with experience in developing and implementing successful institutional strengthening programs to express their interest in providing the services.

Interested firms must submit information indicating that they are qualified to perform the required services. Information should include work experience in Barbados and the Caribbean region, description of similar assignments, experience in projects of similar scope and specialization, financial capability to undertake the assignment, availability of appropriate skills among staff, competence in English and other relevant information. Consultants may associate to enhance their ability to qualify.

A short list of no more than six firms will be invited to submit technical and financial proposals for the delivery of the service. The tender documents will be made available to the short listed firms only.

Consulting services will be selected and contracted in accordance with the <I>Policies for the Selection and Contracting of Consultants financed by the IDB</I> (GN-2350-7), July 2006, and participation is open to all eligible bidders as defined in the policies.

The successful applicant will be required to enter into a contract drawn up by or in a form approved by the Solicitor General or another Legal Officer in the Public Service who has received the Solicitor General's approval.

All corporate applicants must include with their application a copy of the company's Certificate of Incorporation as evidence of the fact that it is an existing registered company as of the date of application. The certificate must be in the name of the applicant. When the Certificate of Incorporation has not been submitted at the date of opening, the applicant will be given a maximum of two weeks to meet this obligation. Failure to submit the Certificate of Incorporation within the extended period would render the application void.

Local applicants are advised that the Certificate of Incorporation referred to in the above paragraph means a certificate issued under the 1985 Companies Act of Barbados or, where applicable, a Certificate of Amendment. Certificates must be dated after 31 December 1984.

Applicants interested in any tenders by the Government of Barbados should be aware that the labor clauses (Public Contracts) ACT CAP 349 shall, in so far as is applicable to the tender, apply to any contract made in respect of the tender. Full details of the conditions of the ACT CAP 349 may be obtained from the Chief Labor Officer, Labor Department (2nd Floor, East Warrens Office Complex, Saint Michael, Barbados). Electronic copies may be obtained from the following website: [www.caricomlaw.org-doc-Labour Clauses \(Public Contracts\) Act Cap 349](http://www.caricomlaw.org-doc-Labour%20Clauses%20(Public%20Contracts)%20Act%20Cap%20349).

Interested applicants may obtain further information from the Justice Improvement Programme Secretariat at the first address below, during the hours of 08:30 to 16:30, Monday through Friday, except on public holidays.

Two copies of the Expressions of Interest must be prepared in English and submitted in sealed envelopes clearly marked "Barbados Administration of Justice Programme – Request for Expressions of Interest – Consulting Services for the Institutional Strengthening Programme for the Probation Department" to the second address below no later than 16:30 hours on Wednesday, 3 February 2010. Late submissions will not be accepted and will be returned unopened to the applicants.

Applicants will be advised in due course of the result of their applications. Only successful Applicants expressing an interest in this consultancy will be invited to bid under international competitive bidding for the consulting services.

The Government of Barbados reserves the right to accept or reject any application received.

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Justice Improvement Programme Secretariat

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