

# **BARBADOS ADMINISTRATION OF JUSTICE PROGRAMME REQUEST FOR EXPRESSIONS OF INTEREST COURT REPORTING CONSULTANCY SERVICES**

**Country:** Barbados

**Project:** Administration of Justice Programme

**Financing:** Inter-American Development Bank

**Abstract:** Court Reporting Consultancy Services for the Magistrates Courts

**Sector:** Consultants

**Loan:** 1332/OC-BA

**Project No.** BA-0055

**Contract/Bid Numbers:** JIPS/SM- 029 and JIPS/SM-030

**Deadline:** August, 11th, 2010

1. The Government of Barbados has received financing from the Inter-American Development Bank (IDB) towards the modernization and strengthening of Administration of Justice and intends to apply part of the loan funds to procure the services of two (2) consultants for which this Request for Expression of Interests is issued.
2. The project is expected to be undertaken over a six month period and involves, *inter alia*:
  - a. Consultant No. 1 – JIPS/SM-029- Providing the Magistracy with immediate court reporting services in the Magistrates courts, and
  - b. Consultant No. 2 – JIPS/SM/030- Coordinating a pilot project in Audio Digital Court Reporting (ADCR) within the Magistrates' Courts.
3. This invitation is open to Applicants from eligible countries of the Bank.
4. The Government of Barbados through the Executing Agency, the Justice Improvement Programme Secretariat, Office of the Attorney General, now invites eligible individual consultants from IDB member countries with experience in providing computer aided transcription services as well as developing and implementing technology based court reporting/recording pilot programmes to indicate their interest in providing the services.

5. Interested individual consultants must provide their Curriculum Vitae which should indicate 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, understanding of the required services, competence in English and other relevant information. Applicants will be evaluated based on the following criteria:
  - a. Academic Qualification
  - b. General Experience
  - c. Specific Experience
  - d. Language
6. Consultants may bid for any one of the consultancies but **not** both.
7. Consultancy services will be selected and contracted in accordance with the Policies for the Selection and Contracting of Consultants financed by the Inter American Development Bank (GN-2350-7) July 2006, Section V.- Selection of Individual Consultants- and participation is open to all eligible bidders as defined in the policies.
8. 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.
9. Applicants interested in any tenders by the Government of Barbados should be aware that the labour 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 Labour Officer, Labour Department, 2<sup>nd</sup> Floor East Warrens Office Complex, St. Michael Barbados. Electronic copies may be obtained from the following website: <http://www.caricomlaw.org-doc-Labour> Clauses (Public Contracts) Act Cap 349.
10. Interested Applicants may obtain further information from the Justice Improvement Programme Secretariat at the following address during the hours of 8.30 a.m. to 4.30 p.m., Monday through Friday, except on public holidays:

The Project Director  
Justice Improvement Programme Secretariat,  
2<sup>nd</sup> Floor Goding House,  
Spry Street,  
St. Michael,  
Barbados,  
West Indies,  
Tel: (246) 427-7579, Fax: (246) 427-8061,  
Email: [jips@caribsurf.com](mailto:jips@caribsurf.com) or [justiceimprovement@barbados.gov.bb](mailto:justiceimprovement@barbados.gov.bb)

11. Two (2) copies of the Curriculum Vitae must be prepared in English and submitted in sealed envelopes clearly marked:

**“Barbados Administration of Justice Programme- Request for Expressions of Interest- Consultant No. 1 - JIPS/SM-029- Court Reporting Consultancy Services for the Magistrates Courts”**

**or**

**“Barbados Administration of Justice Programme- Request for Expressions of Interest- Consultant No. 2 - JIPS/SM-030- Court Reporting Consultancy Services for the Magistrates Courts”**

**to the following address no later than 4.30 p.m. on August 11th, 2010 .**

The Chairman  
Special Tenders Committee  
Central Purchasing Department  
Holborn Circle  
Fontabelle  
St. Michael

12. **Late submissions will not be accepted and will be returned unopened to the Applicants.**
13. Applicants will be advised in due course of the result of their application. Only successful Applicants expressing an interest in this consultancy will be invited to bid for the consulting services.
14. The Government of Barbados reserves the right to accept or reject any application received.