

## **REQUEST FOR EXPRESSIONS OF INTEREST** **CONSULTING SERVICES**

**Selection # as assigned by e-Tool:** TT-T1099-P001

**Selection Method:** Full Competitive Selection

**Country:** Trinidad and Tobago

**Sector:** Transport

**Funding – TC #:** ATN/OC-18740-TT

**Project #:** TT-T1099

**TC name:** Improving Mobility in Trinidad and Tobago

**1.1 Description of Services:** Support to the Ministry of Works and Transport in their goal of establishing a Transit Authority. The scope of the services includes but is not limited to:

- i. Identifying and shaping the legal, regulatory, policy and institutional frameworks necessary to create a Transit Authority to oversee the whole public transportation system, including water-taxis, inter-island ferries, maxi-taxis, taxis, Public Transportation Service Corporation (PTSC) and other public transport service providers; both in Trinidad and in Tobago.
- ii. Reviewing physical infrastructure, fleet investment, and other transportation assets under current government owned or operated services.
- iii. Leading a consultative process to define the mission, vision and key objectives of the Transit Authority and outlining an organizational structure and staffing requirements to facilitate effective discharge of the organization's role, as well as job profiles and performance management tools for strategically important positions.
- iv. Defining and documenting processes, procedures, and an accompanying training manual to achieve the stated objectives.
- v. Developing an implementation strategy and plan, including identifying potential risks and mitigating actions to address them. This should also present interim institutional strengthening and reform recommendations or transition plans for relevant current government owned or operated services.
- vi. Identifying a funding and innovative revenue structure to ensure the financial sustainability of the proposed entity.
- vii. Identifying a list of investment needs – physical infrastructure, hardware, software, capacity building/training – to ensure capacity, relevance, and effectiveness of the authority for the first 24 months after enacted.

**Link to TC document:** <https://www.iadb.org/en/project/TT-T1099>

The Inter-American Development Bank (IDB) is executing the above-mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest. Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations ( <http://beo-procurement.iadb.org/home> ) by: **January 5, 2022** 5:00 P.M. (Washington D.C. Time).

The consulting services ("the Services") include:

### **Review of existing information**

- i. Identify stakeholders within Ministries, local governmental and other governmental organizations that are active in public transportation policy, legislation, regulation, and enforcement. Conduct meetings with key personnel of the identified stakeholder organizations to map the current status of policy, legislation, and organization with respect to public transportation in Trinidad & Tobago.
- ii. Collect all existing information on legislation for road transport and infrastructure (such as the Highway Act, Motor Vehicles and Road Traffic Act), regulation, diagnostics, data, and reports for their respective analysis and better understanding of the characteristics of the sector.
- iii. Conduct meetings with key personnel of the Public Transportation Service Corporation (PTSC) and other state public transport service providers to understand the current role of all key positions, factual activities vis-à-vis indicated in procedures, and added value that these roles generate to the organization.
- iv. Engage key stakeholders and organizations such as Maxi-Taxi Driver Associations.
- v. Elaborate focus groups with users of public transportation to understand priority of the key factors for the transport sector in TT.

### **External environment analysis and Benchmarking with other countries**

- i. Identify countries in the region and globally that successfully coordinate the planning, management, operation, and maintenance of transportation and collect all information related to responsibilities and roles of Transit Authorities in other countries, to be considered as best practices in the new organization in Trinidad and Tobago. Case studies for successful authorities in developing nations would be of relevance.
- ii. Prepare a SWOT and other external environmental analyses to identify areas for improvement in Trinidad and Tobago compared to benchmark countries identified in part (i).

### **Transit Authority Design**

- i. Identify (recent) examples of national authorities with similar responsibilities, conduct a comparative exercise of scope, responsibility, implementation time and requirements, and advise the authorities and the Bank on the most recommended institutional design.
- ii. Identify legal and regulatory changes required to establish the authority and grant the powers to effectively perform its functions.
- iii. Define the key stakeholders within the Transport sector and propose an institutional arrangement, with clearly defined roles and responsibilities for each entity and transparent procedures for inter-agency communication and cooperation, to improve coordination and operational efficiency within the sector.
- iv. Consult with key stakeholders, including the public, and define the mission, vision, and objectives of the new authority.
- v. Recommend a structure, policies, procedures, staffing needs etc., as outlined in Scope of Services above, to establish a Transit Authority.
- vi. Identify and clearly present the benefits of establishing the Transit Authority as proposed. While the indirect benefits such as reduced congestion through less private vehicles on the road are expected, a compelling economic and policy benefit analysis is expected from the efficient operations of the Authority. This may require a conceptual Business Case.

### **Dissemination of results**

- i. Prepare and host workshops to different levels of the organization to indicate the findings
- ii. Hold meetings with Ministry of Works and Transport, IDB, and other key stakeholders to present designs of the Transit Authority and gather feedback to be incorporated into final design

- iii. Present final design of the Authority Organizational Chart, including procedures and implementation plan including budget and timeline.

The Consultant shall consider the following products to be developed in the mentioned timeframe:

Products	Timeframe <sup>1</sup>
Product 1: Data gathering and analysis of existing information. Deliverable 1a: Inception Report listing key legislation, policies, urban, development and transportation master plans and details of Consultant's process workflow – due 1 month after commencement. Deliverable 1b: Initial Report – due on completion of this phase of the Services.	2 months
Product 2: SWOT and other analyses, Benchmarking with other countries, case study for preferred model	2 months
Product 3: Transit Authority Design Legislative framework, funding and revenue recommendations Institutional strengthening/reform recommendations	3 months
Product 4: Stakeholder consultation workshops, summary of feedback, and table outlining how feedback was incorporated.	4 1/2 months
Product 5: Final Transit Authority Design and Implementation Plan and Report	6 months

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-4. All eligible consulting firms, as defined in the Policy may express an interest. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the corresponding documents.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described above in the draft summary of the intended Terms of Reference for the assignment. Interested consulting firms must provide 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.). Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative.

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to: Pablo Guerrero, [pablogu@iadb.org](mailto:pablogu@iadb.org)

<sup>1</sup> Time begins after signature of the contract

Inter-American Development Bank

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