

Senator Dr. the Honourable Bhoendradatt Tewarie
Minister of Planning and Sustainable Development
Ministry of Planning and Sustainable Development
Level 14, Eric Williams Finance Building
Independence Square
Port of Spain
Trinidad and Tobago

Ref: Trinidad and Tobago ATN/OC-12994-TT.
Nonreimbursable Technical Cooperation
“Support the Enhancement of the Education
Strategy”.

Dear Minister,

This letter of agreement (the “Agreement”) between Republic of Trinidad and Tobago (the “Beneficiary”) and the Inter-American Development Bank (the “Bank”), which we are submitting for your consideration, is to formalize the terms of a grant of a nonreimbursable technical cooperation (the “Contribution”) to the Beneficiary, up to the amount of nine hundred and two thousand fifty dollars of the United States of America (US\$902,050), which shall be chargeable to the resources of the Special Program for Employment, Poverty Reduction and Social Development in Support of the millennium Development Goals, to finance the contracting of consulting services and the procurement of goods and services necessary for the execution of a technical cooperation program to support the enhancement of the Education Strategy in Trinidad and Tobago (the “Program”), which is set forth in the Annex of this Agreement. Unless otherwise stated in this Agreement, the term “dollars” shall hereinafter refer to the currency of legal tender in the United States of America.

The Bank and the Beneficiary agree upon the following:

First. Components of the Agreement. This Agreement consists of this part one, referred to as the “Special Conditions”; part two, referred to as the “General Conditions”, and the Annex, which are attached hereto. The prevalence between the above-mentioned Sections and the Annex is established in Article 1 of the General Conditions.

Second. Executing Agency. The Executing Agency of this Program shall be the Ministry of Education, through its “Programme and Projects Planning and Management Unit (PPPMU)”, hereinafter referred to as either the “Executing Agency” or “MOE”. The Executing Agency undertakes to fulfill all the obligations that result from this Agreement.

Third. Conditions Prior to First Disbursement. The first disbursement of the resources of the Contribution shall be subject to the fulfillment, to the satisfaction of the Bank, of

the conditions precedent stipulated in Article 2 of the General Conditions as well as of the following requirements:

(a) Evidence that the key personnel of the Programme and Projects Planning and Management Unit (PPPMU) have been contracted.

Fourth. Reimbursement of Expenditures Chargeable to the Contribution. With the consent of the Bank, resources of the Contribution may be used to reimburse expenditures incurred or to finance those that may be incurred in the Program on or after November 10, 2011 and up to the date of this Agreement, provided that requirements substantially similar to those set forth in this Agreement have been fulfilled.

Fifth. Deadlines. (a) The period for execution of the Program shall be twenty four (24) months, from the effective date of this Agreement.

(b) The period for the last disbursement of the resources of the Contribution shall be twenty seven (27) months from the effective date of this Agreement. Any part of the Contribution which has not been utilized within this period shall be canceled.

(c) The aforementioned deadlines and any others that may be stipulated in this Agreement may be extended, when duly justified, with the written consent of the Bank.

Sixth. Total Cost of the Program and Additional Resources. (a) The Executing Agency undertakes to make timely provision of the resources required, in addition to the Contribution, for the complete and uninterrupted execution of the Program, the "Counterpart Resources." The total Counterpart Resources required is estimated to be the equivalent of eighty five thousand dollars (US\$85,000), to make up a sum equivalent to nine hundred and eighty seven thousand fifty dollars (US\$987,050), which is estimated to be the total cost of the Program. These estimates do not reduce the obligation of the Executing Agency to provide any additional resources required to complete the Program.

(b) The Counterpart Resources provided by the Beneficiary, through the Executing Agency, shall be used to finance the cost categories which are chargeable to it, as established in the Program's budget set forth in the attached Annex.

Seventh. Recognition of Expenses Chargeable to the Counterpart Resources. The Bank may recognize as part of the local contribution expenditures incurred or which may be incurred in the Program on or after November 10, 2011, and up to the date of this Agreement, provided that requirements substantially similar to those set forth in this Agreement have been fulfilled.

Eighth. Currencies for Disbursements and Use of the Contribution. The Bank shall disburse the Contribution in dollars. The Bank may convert these convertible currencies into other currencies, including the local currency by applying the exchange rate indicated in Article 7 of the General Conditions.

Ninth. Use of Contribution. The resources of the Contribution may be used only for the procurement of goods and related services and the selection and contracting of consultants of the member countries of the Bank.

Tenth. Acquisition of Goods and Related Services and Selection and Contracting of Consulting Services. The acquisition of goods and related services and the selection and contracting of consulting services will be carried out by the Executing Agency in accordance with the provisions set forth in Document GN-2349-9 (“Policies for the Procurement of Works and Goods Financed by the Inter-American Development Bank”), and in Document GN-2350-9 (“Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank”) dated March 2011, as well as in accordance with the Procurement Plan referred to in paragraph Eleventh of these Special Conditions.

Eleventh. Procurement Plan. Before starting any competitive bidding process or any request for proposals for the acquisition of goods and services (different from consulting services) and for the contracting of consulting services, the Executing Agency shall prepare and furnish to the Bank for its approval, a Procurement Plan acceptable to the Bank setting forth the particular contracts for consulting services required to carry out the Program, including the estimated cost of each contract, and the proposed methods for acquisition of goods and selection of consultants’ services, in accordance with paragraph 1 of Appendixes 1 of Documents GN-2349-9 and GN-2350-9. This Procurement Plan shall be reviewed by the parties every six (6) months during the execution of the Program, and each updated version shall be submitted for the Bank’s approval. The Executing Agency shall implement the Procurement Plan in the manner in which it has been approved by the Bank.

Twelfth. Review by the Bank. Unless the Bank agrees otherwise in writing, each contract for the acquisition of goods and for the contracting of consulting services shall be subject to an ex ante review, in accordance with the procedures established in paragraphs 2 and 3 of Appendixes 1 of Documents GN-2349-9 and GN-2350-9.

Thirteenth. Monitoring and evaluation. The Executing Agency undertakes to operate and maintain a monitoring system to evaluate the progress of all Program activities. In addition, the Executing Agency undertakes to prepare semi-annual progress reports and a final report. These reports will follow standard Bank format and will address Program activities and finances, as well as results achieved. The Executing Agency will carry out a final evaluation of the Program once ninety percent (90%) of the resources of the Contribution has been disbursed. The final report will describe and analyze the progress in reaching the targets contained in the Results Matrix of the Program.

Fourteenth. Financial Statements. (a) The Executing Agency undertakes to present to the Bank’s satisfaction the financial statements of the Program, in accordance with the provision set forth in Article 11(b) of the General Conditions, duly certified by a firm of independent auditors acceptable to the Bank and the Auditor General of Trinidad and Tobago and hired pursuant to Bank’s policies and procedures.

(b) The cost associated with the auditing referred to in subparagraph (a) above, will be financed with resources of the Contribution.

Fifteenth. Information Disclosure. The Beneficiary undertakes to notify the Bank within a maximum period of ten (10) working days from the date of signature of this Agreement, whether it considers any part of the Agreement to be confidential or sensitive, or information that may adversely affect relations between the member countries and the Bank or between private sector clients and the Bank, in which case the Beneficiary undertakes to identify those provisions considered as such. In accordance with the Bank's Disclosure of Information Policy, the Bank will make the text of this Agreement available to the public once it has been signed and has entered into effect, with the sole exception of that information which the Beneficiary has specifically identified as confidential, sensitive or adverse to relations with the Bank in the manner indicated in this paragraph.

Sixteenth. Notice. Any notice, request, or communication from one party to another by virtue of this Agreement shall be made in writing and shall be considered to have been made when the relevant documents are delivered to the Executing Agency, unless the parties otherwise agree in writing.

To the Beneficiary:

Ministry Of Education
18 Alexandra Street
St. Clair
Port of Spain
Trinidad and Tobago

Facsimile: 628-0145

To the Bank:

Inter-American Development Bank
1300 New York Avenue, N.W.
Washington, D.C. 20577
U.S.A.

Facsimile: (202) 623-3096

Please confirm your acceptance of the terms and conditions of this Agreement, in representation of the Beneficiary, by signing and returning one of the originals to the Bank's Country Office in Trinidad and Tobago.

This Agreement shall be signed in two (2) equally authentic originals by the Beneficiary and the Bank, each acting through its duly authorized representative, and will enter into force on the date of its signature by the Beneficiary.

Yours Faithfully,

/s/ Michelle Cross Fenty

Michelle Cross Fenty
IDB Representative in Trinidad and
Tobago

Agreed:

/s/ Bhoendradatt Tewarie

Bhoendradatt Tewarie
Minister of Planning and
Sustainable Development

Date: November 29, 2012

**GENERAL CONDITIONS APPLICABLE TO
NONREIMBURSABLE TECHNICAL COOPERATIONS**

Article 1. Application and Scope of General Conditions. (a) These General Conditions set forth terms and conditions generally applicable to all nonreimbursable technical cooperations made by the Bank, and their provisions form an integral part of this Agreement. Any exception to these General Conditions shall be expressly stated in the text of the Special Conditions.

(b) If any provision of the Special Conditions or of the Annex or Annexes should present any inconsistency or contradiction with these General Conditions, the provisions of the Special Conditions or the corresponding Annex shall prevail. In case of inconsistencies or contradictions between the Special Conditions and the corresponding Annex or Annexes, specific provisions shall prevail over general provisions.

Article 2. Conditions Prior to First Disbursement. (a) The first disbursement of the Contribution shall be subject to the fulfillment of the following requirements, by the Beneficiary, directly or through the Executing Agency:

- (i) designation of the person or persons authorized to represent it in all acts relating to the execution of this Agreement, and submission to the Bank of authenticated specimen signatures of such persons. If two or more officials are designated, the designation shall indicate whether they may act severally or jointly;
- (ii) submission to the Bank of a request for disbursement, justified in writing; and
- (iii) presentation to the Bank of a timetable for use of the Counterpart Resources.

(b) If within one hundred and eighty (180) days from the effective date of this Agreement, or within such longer period as the parties may agree in writing, the conditions precedent to the first disbursement established in this Article and in the Special Conditions have not been fulfilled, the Bank may terminate this Agreement by giving notice to the Beneficiary.

Article 3. Disbursement Procedure. (a) The Bank shall make disbursements of the Contribution to the Beneficiary, through the Executing Agency, each time it requests such disbursements and provides justification, to the Bank's satisfaction, for the expenses to be paid with the Contribution resources.

(b) At the request of the Beneficiary, through the Executing Agency, and provided that the requirements set forth in paragraph (a) above, in Article 2 and in the Special Conditions have been satisfied, the Bank may establish a revolving fund with the Contribution resources,

which the Beneficiary, through the Executing Agency, shall utilize to cover eligible Program expenses charged against the Contribution. The Beneficiary, through the Executing Agency, shall inform the Bank about the status of the revolving fund within a period of sixty (60) days from the closing date of each semester.

(c) The Bank may replenish the revolving fund entirely or in part as the resources are used, if the Beneficiary, through the Executing Agency, so requests and presents to the Bank's satisfaction, a detailed statement of expenses charged to such fund, together with the supporting documents thereof and a justification for such request. The detailed statement of expenses shall be submitted according to the catalog of accounts indicated in the Annex of this Agreement, which describes the Program.

Article 4. Expenditures Chargeable to the Contribution. The Contribution shall exclusively finance those eligible expenses which are set forth in the Program budget contained in the Annex that describes the Program. Only direct and actual Program expenses may be charged to the Contribution. Indirect or general operating expenses, which are not included in the Program budget, cannot be charged to the Contribution.

Article 5. Request for Final Disbursement. The Executing Agency shall present the final request for disbursement of the Contribution, accompanied by the appropriate supporting documentation, to the Bank's satisfaction, at least thirty (30) days before the expiration of the disbursement period referred to in the Special Conditions of this Agreement, or of any extension thereto that the parties may have agreed upon in writing. This final request for disbursement shall include the supporting documentation required for payment of the auditing services mentioned in Article 11 of these General Conditions.

Article 6. Suspension and Cancellation of Disbursements and Other Measures. (a) The Bank may suspend the disbursements or cancel the Contribution if any of the following circumstances occurs: (i) the failure of the Beneficiary to fulfill any obligation stipulated in this Agreement; (ii) if it is determined at any stage that evidence is sufficient to support a finding that an employee, agent, or representative of the Beneficiary, Executing Agency or Contracting Agency, has engaged in an act of fraud and corruption during the bidding process, negotiation of a contract, or the execution of the contract; or (iii) any circumstance which, in the Bank's opinion, may render unlikely the attainment of the objectives of the Program. Under these circumstances, the Bank shall notify the Executing Agency in writing so that it may present its points of view, and after thirty (30) days from the date of the Bank's notice, it may suspend the disbursement or cancel the undisbursed portion of the Contribution.

(b) Pursuant to paragraph (a) above, the parties agree that upon the occurrence of institutional or organizational changes within the Executing Agency, which, in the Bank's opinion, might affect the timely execution of the Program's objectives, the Bank shall review and evaluate the likely attainment of the objectives and may at its discretion, suspend, condition or cancel the disbursements of the Contribution.

(c) The Bank may cancel the part of the Contribution pertaining to the procurement of certain goods, works or related services, or consulting services, if it determines at any time

that: (i) the procurement was carried out without following the procedures set forth in this Agreement; or (ii) representatives of the Beneficiary, Executing Agency or Contracting Agency have committed any acts of fraud and corruption, either in the process of selecting the supplier or consultant or in the negotiation or execution of the respective contract, and the Beneficiary has not taken timely and remedial measures, observing the due process guarantees of the legislation of the Beneficiary's country, which are acceptable to the Bank.

(d) For the purposes of the above paragraph, acts of fraud and corruption shall be understood to include, but not be limited to, acts of: (i) a corrupt practice is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of another party; (ii) a fraudulent practice is any act or omission, including a misrepresentation, which misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation; (iii) a coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or property of the party to influence the actions of a party; and (iv) a collusive practice is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.

(e) If, in accordance with the administrative procedures of the Bank, it is demonstrated that any firm, entity or individual bidding for or participating in a Bank-financed Program including, *inter alia*, Beneficiary, bidders, suppliers, contractors, sub-contractors, applicants, consultants, Executing Agency or Contracting Agency (including their respective officers, employees and agents) has engaged in an act of fraud or corruption, the Bank may:

- (i) decide not to finance any proposal to award a contract or a contract awarded for works, goods, related services and consultant services financed by the Bank;
- (ii) suspend disbursement of the Contribution as described in Article 6 (a) above of these General Conditions if it is determined at any stage that evidence is sufficient to support a finding that an employee, agent or representative of the Beneficiary, Executing Agency or Contracting Agency has engaged in an act of fraud or corruption;
- (iii) cancel, the portion of the Contribution earmarked for a contract as described in Article 6 (c) above of these General Conditions, when there is evidence that the representative of the Beneficiary has not taken the adequate remedial measures within a time period which the Bank considers reasonable, and in accordance with the due process guarantees of the Beneficiary country's legislation;
- (iv) issue a reprimand in the form of a formal letter of censure of the firm, entity or individual's behavior;
- (v) issue a declaration that an individual, entity or firm is ineligible, either permanently or for a stated period of time, to be awarded or participate in

contracts under Bank-financed Programs except under such conditions as the Bank deems to be appropriate;

- (vi) refer the matter to appropriate law enforcement authorities; and/or
- (vii) impose other sanctions that it deems to be appropriate under the circumstances, including the imposition of fines representing reimbursement of the Bank for costs associated with investigations and proceedings. Such other sanctions may be imposed in addition to or in lieu of other sanctions.

(f) The imposition of any action to be taken by the Bank pursuant to the provisions referred to above may be public or private.

(g) The provisions established in the precedent paragraphs (a) and (c) shall not affect the disbursement by the Bank of any amounts which the Bank by specific written agreement with the Beneficiary, Executing Agency or Contracting Agency, as the case may be, has agreed to provide from the resources of the Contribution to make payments to a supplier of goods and related services or consultant services. The exceptions set forth in this paragraph (g) shall not apply if the Bank determines that acts of fraud and corruption occurred with respect to the procurement of, or the negotiation or execution of the contract for, such goods and related services or consultant services.

Article 7. Exchange Rate for Programs Financed with Funds Expressed in Dollars of the United States of America. (a) Disbursements:

- (i) The equivalence in dollars of the United States of America of other convertible currencies in which the disbursements of the Contribution might be made, shall be calculated applying the exchange rate in effect in the market on the date of the disbursement; and
- (ii) the equivalence in dollars of the United States of America of the local currency, or other non-convertible currencies, in the case of regional Programs, in which the disbursements of the Contribution might be made, shall be calculated applying, on the date of the disbursement, the exchange rate established pursuant to the understanding in force between the Bank and the respective country for the purpose of maintaining the value of its currency, or other non-convertible currencies, in the case of regional Programs, held by the Bank.

(b) Expenses:

- (i) The equivalence in Dollars of the United States of America of an expenditure made with convertible currencies shall be calculated applying the exchange rate in effect in the market on the date in which payment is rendered for the expenditure in question.

- (ii) The equivalence in Dollars of the United States of America of an expenditure made in local currency, or in other non-convertible currencies, in the case of regional Programs, shall be calculated applying, on the date in which payment is rendered for the expenditure in question, the exchange rate established pursuant to the understanding in force between the Bank and the respective country for the purpose of maintaining the value of its currency held by the Bank.
- (iii) For purposes of subparagraphs (i) and (ii) above, it is understood that the date of payment for the expenditure, is the date on which the Beneficiary, the Executing Agency, or any other natural or legal person to whom the right to make expenditures has been delegated, makes the respective payments to the contractor, consultant or supplier.

Article 8. Exchange Rate for Programs Financed with Funds Constituted in Convertible Currencies Other than the US Dollar. (a) Disbursements. The Bank may convert the disbursed currency chargeable to the resources of the trust fund indicated in the Special Conditions in:

- (i) other convertible currencies applying the exchange rate in effect in the market on the date of the disbursement; or
- (ii) the local currency or other non-convertible currencies, in the case of regional Programs, applying, on the date of the disbursement, the following procedure: (A) the equivalence of the currency of the trust fund indicated in the Special Conditions shall be calculated in Dollars of the United States of America, applying the exchange rate in effect in the market; (B) next, the equivalence of these Dollars of the United States of America shall be calculated in local currency or other non-convertible currencies, in the case of regional Programs, applying the exchange rate established pursuant to the understanding in force between the Bank and the respective country for the purpose of maintaining the value of its currency held by the Bank.

(b) Expenses: (i) The equivalence in the currency of the trust fund, indicated in the Special Conditions, of an expenditure made with convertible currencies shall be calculated applying the exchange rate in effect in the market on the date in which payment is rendered for the expenditure in question.

- (ii) The equivalence in the currency of the trust fund, indicated in the Special Conditions, of an expenditure made in local currency or other non-convertible currencies, in the case of regional Programs, shall be calculated in the following manner: (A) the equivalence in Dollars of the United States of America of such expenditure, applying, on the date in which payment is rendered for the expenditure in question, the exchange rate established pursuant to the understanding in force between the Bank

and the respective country for the purpose of maintaining the value of its currency held by the Bank; (B) next, the equivalence in the currency of the trust fund indicated in the Special Conditions of the value of the expenditure in Dollars of the United States of America, shall be calculated applying the exchange rate in effect in the market on the date in which payment is rendered for the expenditure in question.

- (iii) For purposes of subparagraphs (i) and (ii) above, it is understood that the date of payment for the expenditure, is the date on which the Beneficiary, the Executing Agency, or any other natural or legal person to whom the right to make expenditures has been delegated, makes the respective payments to the contractor, consultant or supplier.

Article 9. Other Contractual Obligations of Consultants. In addition to the special requirements included in the Special Conditions, Annex or Annexes and in the respective terms of reference, the Executing Agency agrees that contracts signed with Consultants shall also specify the Consultants' obligations to:

- (a) provide any clarifications or additional information that the Executing Agency or the Bank consider necessary with respect to the Consultants' reports required under the terms of reference set forth in their respective contracts;

- (b) provide the Executing Agency and the Bank with any additional information as they may reasonably request concerning the performance on their work;

- (c) in the case of international consultants, perform their work in an integrated manner with the local professional staff assigned or contracted by the Beneficiary to participate in the execution of the Program, with a view to carrying out technical and operational training of such staff by the conclusion of the work;

- (d) assign copyrights, patents and any other form of industrial property right to the Bank in cases where such rights result from the work and documents carried out by the Consultants under the consulting contracts financed with resources of the Program; and

- (e) notwithstanding paragraph (d) above, in order to obtain a timely dissemination of the results of the Program, the Bank authorizes the Beneficiary, or the Executing Agency, to make use of the products resulting from the consulting services financed with the resources of the Program, with the understanding that the Beneficiary, or the Executing Agency, shall utilize such consulting products under the terms set forth in Article 15 of these General Conditions.

Article 10. Acquisition of Goods and Services. (a) The Beneficiary may acquire, chargeable to the Contribution, the goods and services (other than consulting services) required for the execution of the Program, in an amount not to exceed the allocation specified for that purpose in the budget set forth in the Annex that describes the Program.

(b) When the goods acquired and services (other than consulting services) contracted for the Program are entirely financed with local counterpart contribution, the Beneficiary shall, whenever possible, follow procedures that allow the participation of several bidders, and shall take into account principles of economy, efficiency and price reasonability.

(c) When sources of financing other than resources of the Contribution or of the Counterpart Resources are used, the Beneficiary may agree with the financing entity the procedure to be followed for the acquisition of goods and services. Notwithstanding, at the Bank's request, the Beneficiary shall prove the reasonability of both the price agreed upon or paid for the acquisition of such goods and services, and of the financial conditions of such credits. The Beneficiary shall likewise demonstrate that the quality of the goods meets the technical requirements of the Program.

(d) During the execution of the Program, the goods referred to in subsection (a) above shall be used exclusively for the execution of the Program.

(e) The goods included in the Program shall be adequately maintained according to generally accepted technical standards, at a level compatible with the services that they should provide.

Article 11. Financial Statements. (a) When the period for execution of the Program exceeds one (1) year, and the amount of the Contribution exceeds one million five hundred thousand Dollars of the United States of America (US\$1,500,000), the Beneficiary, through the Executing Agency, undertakes to submit, to the Bank's satisfaction:

- (i) annual financial statements, and one final financial statement, regarding Program expenditures charged to the Contribution and to the Counterpart Resources. These financial statements shall be audited by independent public accountants acceptable to the Bank, in accordance with procedures satisfactory to the Bank;
- (ii) the annual financial statements shall be presented no later than ninety (90) days following the close of each year of execution, beginning with the year that corresponds to the fiscal year in which disbursements of the Contribution begin; and the final financial statement shall be presented no later than ninety (90) days following the date of the last disbursement of the Contribution, with the exception of the disbursement of the resources necessary to cover the cost of the auditing services referred to in this Article. These time periods shall only be extended with the written consent of the Bank; and
- (iii) the Bank may suspend disbursements of the Contribution, if it does not receive, to its satisfaction, the annual financial statements within the periods stipulated in paragraph (ii) above, or within any extension of these periods it may have authorized.

(b) When the period for execution of the Program does not exceed one (1) year, or the amount of the Contribution is equal to or less than the equivalent of one million five hundred thousand Dollars of the United States of America (US\$1,500,000), the Beneficiary, through the Executing Agency, undertakes to submit to the Bank's satisfaction, and within ninety (90) days following the date of the last disbursement of the Contribution, with the exception of the disbursement of the resources necessary to cover the cost of the auditing services referred to in this Article, a financial statement of Program expenditures charged to the Contribution and to the Counterpart Resources, audited by independent public accountants acceptable to the Bank and in accordance with procedures satisfactory to the Bank.

Article 12. Internal Control and Records. The Beneficiary, the Executing Agency, or the Contracting Agency, as the case may be, shall maintain an appropriate system of internal accounting and administrative controls. The accounting system shall be organized so as to provide the necessary documentation to permit the verification of transactions and facilitate the timely preparation of financial statements and reports. The records of the Program shall be maintained for a minimum of three (3) years after the date of final disbursement of the Contribution, in such a way that: (a) make it possible to identify the sums received from the various sources; (b) show, in accordance with the catalogue of accounts approved by the Bank, the investments in the Program, both with the resources of the Contribution and with the other funds to be provided for its complete execution; (c) include sufficient detail to show the works performed, the goods acquired and the services contracted, as well as the utilization of such works, goods and services; (d) such documents include documentation relating to the bidding process and the execution of the contracts financed by the Bank including, but not limited to, bid requests, bid packages, summaries, bid evaluations, contracts, correspondence, work product and drafts, and invoices, including documents relating to the payment of commissions, and payments to agents, consultants and contractors; and (e) show the cost of the investments in each category and the progress of the Program.

Article 13. Inspections. (a) The Bank may establish such inspection procedures as it deems necessary to assure the satisfactory development of the Program.

(b) The Beneficiary, the Executing Agency and the Contracting Agency, if any, shall permit the Bank to inspect at any time the Program, the equipment and materials involved therein, and to examine such records and documents as the Bank may deem pertinent. The personnel which the Bank shall send or designate as investigators, agents, auditors or experts for this purpose shall receive the complete cooperation of the respective authorities. All the costs relating to transportation, salaries, and other expenses of such personnel shall be borne by the Bank.

(c) The Beneficiary, the Executing Agency or the Contracting Agency, as the case may be, shall, upon request of an authorized representative of the Bank, provide to the Bank any documents, including procurement-related documents, that the Bank might reasonably request. In addition, the Beneficiary, the Executing Agency and the Contracting Agency shall make their personnel available, upon reasonable notice, to respond to questions from Bank personnel, which arise during the review or audit of such documents. The Beneficiary, the Executing Agency or the Contracting Agency, as the case may be, shall produce the documents in a timely manner or

shall submit an affidavit to the Bank setting forth the reasons why the requested material is unavailable or is being withheld.

(d) If the Beneficiary, the Executing Agency or Contracting Agency, as the case may be, refuses to comply with the Bank's request, or otherwise obstructs the Bank's review of the matter, the Bank in its sole discretion, may take appropriate action against the Beneficiary, Executing Agency or Contracting Agency, as the case may be.

Article 14. Other Commitments. The Beneficiary, through the Executing Agency shall also:

(a) provide the Consultants and local experts with secretarial services, offices, office supplies, communication services, transport and any other logistical support required for the execution of their work;

(b) present to the Bank a copy of the Consultants reports and their comments thereof;

(c) provide the Bank with any other additional information or legal reports as it may reasonably request concerning execution of the Program and the use of the Contribution and the Counterpart Resources; and

(d) keep the Bank's Representative in the respective country or countries informed of all aspects of the Program.

Article 15. Publication of Documents. Any document issued under the Bank's name or logotype, as part of a special Program, joint program, research Program or any other event financed with the resources of the Program intended for publication, shall be previously approved by the Bank.

Article 16. Supervision in the Field. Without prejudice to the supervision of the Program activities performed by the Executing Agency, the Bank may supervise the Program in the field through its Country Office in the country or countries as it may designate for such purpose.

Article 17. Limitation of the Bank's Obligation. It is understood that the granting of the Contribution by the Bank does not constitute any obligation whatsoever to totally or partially finance any program or Program that may be undertaken directly or indirectly as a result of the execution of the Program.

Article 18. Arbitration. For the solution of any controversy which may arise hereunder and which is not resolved by agreement of the parties, said parties shall unconditionally and irrevocably submit to the following arbitration procedure and award:

(a) **Composition of the Tribunal.** The Arbitration Tribunal shall be composed of three (3) members, to be appointed in the following manner: one by the Bank, another by the Beneficiary, and a third, hereinafter called the "Referee", by direct agreement between the parties or through their respective arbitrators. If the parties fail to agree on who shall be the Referee, or if one of the parties fails to appoint the Referee, the Referee shall be appointed, at the request of

either party, by the Secretary General of the Organization of American States. If either of the parties fails to appoint an arbitrator, he shall be appointed by the Referee. If either of the appointed arbitrators or the Referee is unwilling or unable to act or to continue to act, his successor shall be appointed in the same manner as for the original appointment. The successor shall perform the same functions and shall have the same powers as his predecessor.

(b) **Initiation of the Procedure.** In order to submit the controversy to arbitration the claimant shall address to the other party a written communication setting forth the nature of the claim, the satisfaction or compensation sought, and the name of the arbitrator it has appointed. The party receiving such communication shall, within forty-five (45) days, notify the adverse party of the name of the person it has appointed as arbitrator. If, within thirty (30) days after delivery of such notification to the claimant, the parties have not agreed upon the person who is to act as Referee, either party may request the Secretary General of the Organization of American States to make the appointment.

(c) **Convening of the Tribunal.** The Arbitration Tribunal shall be convened in Washington, District of Columbia, on the date designated by the Referee and, once convened, the Tribunal itself shall decide when it shall meet.

(d) **Procedure.**

- (i) The Tribunal shall be competent only to hear the matter in controversy. It shall adopt its own procedures and may on its own initiative designate whatever experts it considers necessary. In any case, it shall give the parties the opportunity of making oral presentations.
- (ii) The Tribunal shall proceed ex aequo et bono, basing itself on the terms of this Agreement, and shall issue an award even if either party should fail to appear or to present its case.
- (iii) The award shall be in writing and shall be adopted with the concurrent vote of at least two of the members of the Tribunal. It shall be handed down within sixty (60) days from the date on which the Referee has been appointed, unless the Tribunal determines that, due to special and unforeseen circumstances, such period should be extended. The parties shall be notified of the award by means of a communication signed by at least two members of the Tribunal. The parties agree that any award of the Tribunal shall be complied with within thirty (30) days from the date of notification and it shall be final and not be subject to any appeal.

(e) **Costs.** The fees of each arbitrator shall be paid by the party which appointed him and the fees of the Referee shall be paid by both parties in equal proportion. Prior to the convening of the Tribunal, the parties shall agree on the remuneration of any other person who by mutual agreement, they deem should participate in the arbitration proceedings. If such agreement is not reached in a timely manner, the Tribunal itself may determine the compensation reasonable for such person under the circumstances. Each party shall defray its own expenses in

the arbitration proceedings but the expenses of the Tribunal shall be divided and borne equally by both parties. Any doubt regarding the division of expenses or the manner in which they are to be paid shall be determined, without appeal, by the Tribunal.

(f) **Notification.** All notifications regarding the arbitration proceeding or to the award shall be made in the manner provided in the present Agreement. The parties expressly waive any other form of notification.

ANNEX

The Program

Support the Enhancement of the Education Strategy

I. Objective

- 1.01** The main objective of the Program is to support the enhancement of the education strategy of the Ministry of Education (“MOE”).
- 1.02** The Program has four specific objectives that will support the new strategic direction of the MOE and inform future operations: (i) to further understand the requirements for a comprehensive, integrated and seamlessly developed Education System that contributes to the achievement of the Value Outcomes of the new MOE Strategy; (ii) to enhance the MOE Strategy and its operationalization by defining terms, performance measures, indicators, and milestones; (iii) to increase the institutional capacity of the MOE to conduct continued research; and (iv) to develop a comprehensive MOE Information and Communication Technologies (“ICT”) for Education strategy.

II. Description

- 2.01** To achieve the objective described in the previous section, the Program will finance the following outputs and activities:

Component 1

- 2.02** The first component seeks to develop a comprehensive understanding of the leading practice Education and Development Systems which demonstrate satisfaction of the Outcomes as defined within the Ministry of Education's Vision for the Children of Trinidad and Tobago, including appropriate definitions of performance measures, indicators and milestones. An important milestone related to this output is the final report related to the international study.
- 2.03** The following activities are associated with the objective of the first component: (i) the review and analysis of the current version of the MOE Strategy and other documents related to the transformative initiative; (ii) the analysis of feedback provided by MOE on the MOE strategy to transform the education sector; (iii) collaboration with MOE and education stakeholders to advance the Education System by defining performance measures, indicators and milestones for the MOE Strategy; (iv) an international study of successful Education Systems that have been developed and implemented to support a similarly defined vision and value outcomes for children through education as that of the Trinidad and Tobago MOE, the study is to include a comparative local education sector study; (v) a workshop of national education specialists to review the results of the research performed and considerations for the Trinidad and Tobago Education System

design and Development; (vi) the organization of a workshop with Ministers of Education (of the region) to share the experience of their success and provide feedback on the Trinidad and Tobago Strategy and Research; and finally (vii) the dissemination of the results of all activities, final documents and lessons learned via different media (i.e. conferences listed, MOE website).

Component 2

2.04 The second component seeks to complete research and development workshops.

2.05 The following activities are associated with the objective of the second component: (i) the review the institutional research capability of the MOE, specifically of the Division of Educational Research and Evaluation (DERE) and the Educational Planning Division, and provide an analysis of the potential impact of implementing an improved research and development strategy at all levels; (ii) the exploration of opportunities for the development of sustainable partnerships between schools, communities, and public/private institutions to support the MOE Strategy via a workshop with potential partners; (iii) the organization of a workshop to formulate an approach, plan and methodology to support the design of relevant operations to contribute to developing a Seamless and Integrated Education System to satisfy the Value Outcomes for children; and finally (iv) the Dissemination of the results of all activities, final documents and lessons learned via different media (i.e. a conference, MOE website).

Component 3

2.06 The third component aims to complete a comprehensive National Information and Communication Technologies for Education Strategy.

2.07 The following activities are associated with the objective of the second component: (i) conducting a diagnostic of the local state of ICT for Education and the feasibility of implementing an ICT for Education strategy, including the expansion of the one-to-one laptop initiative and use of ICT to foster students' 21st century skills; (ii) carrying out of an evaluation based on a nationally representative sample of the Ministry's one-to-one laptop initiative and develop a baseline to support implementation of the ICT for Education strategy; (iii) collaboration with the MOE and key stakeholders to design a national ICT for Education strategy; (iv) the organization of a workshop on ICT for Education based on the results of the studies completed in ICT for education; and (v) dissemination of the results of all activities, final documents and lessons learned via different media including publications and a sub-regional discussion on technology-based learning in schools.

III. Total Cost of the Program

- 3.01** The cost of the Program is estimated to be nine hundred and eighty seven thousand fifty dollars (US\$987,050), in accordance with the following budget:

**Budget
(in US\$)**

Categories	Bank	Counterpart	Total	%
Education and Development System Research finalized	381,050	60,000	441,050	44.68%
MOE R&D capability strengthened	69,300	0	69,300	7.02%
Comprehensive ICT for Education Strategy finalized	246,700	25,000	271,700	27.53%
Administration	160,000	0	160,000	16.21%
Financial Audit	25,000	0	25,000	2.53%
Monitoring and evaluation	20,000	0	20,000	2.03%
Total	902,050	85,000	987,050	100%
Percentage	91.39%	8.61%	100%	

IV. Execution

- 4.01** An MOE Project Manager based in the Program and Projects Planning and Management Unit (PPPMU) of the MOE will be assigned to the Program. Two additional staff will be responsible for supporting the implementation.
- 4.02** The Ministry of Education will be responsible for the overall TC administration and oversight including: (i) conducting regular monitoring and implementation of the project; (ii) developing and maintaining project planning documents updated with clear activities, timelines and resource requirements; (iii) properly addressing any risks and issues that may impact the project; (iv) implementing all activities in accordance with the program plan; (v) facilitating planning and logistics for all workshops/events; (vi) providing brief monthly updates to the Bank; (vii) ensuring consultants contracted have a counterpart team to support the consultancy; (viii) ensuring adherence to the project plan and timelines; (ix) preparing Terms of Reference and bidding documents as required; (x) selecting, contracting and supervising the consulting services for the Program in accordance with Bank policies; (xi) administrating and monitoring contracts' execution and compliance with contractual obligations; (xii) financial management and reporting, including preparing and submitting disbursement requests and final financial statements to the IDB; (xiii) collaborating with the IDB during implementation, monitoring and financial administration; and (xiv) facilitating the final project close-out at project's end, including clarification regarding how the results of the project will be used to support the Ministry and to improve education quality.