

TRINIDAD AND TOBAGO

SUPPORT FOR A SEAMLESS EDUCATION SYSTEM PROGRAMME

Consulting Services

ORGANIZATIONAL REVIEW OF HUMAN RESOURCE MANAGEMENT STRUCTURE AND PROCESSES

Loan No. LO 2138/OC-TT

Expressions of Interest

7 July 2011

The Government of the Republic of Trinidad and Tobago (GORTT) has received financing from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments under the project, Support for a Seamless Education System Programme (LO2138/OC-TT). This is in keeping with the Government's official policy for development of the Education System and the nation's children through its transformation initiative.

Integral to the success of this program and the transformation initiative, is the Ministry of Education's (MOE's) pursuit of several complex educational projects, many of which require the inputs of large consulting firms. One such area relates to the MOE's quest to strengthen its institutional base in order to create a more effective combination of manpower and resources to implement the newly conceptualized strategies.

The current exercise represents one of the projects of this genre, whereby the MOE is keen to review and strengthen its operational status, staffing, resources, and processes in its HRM and IHRIS Divisions, as well as receive recommendations on how to create a more effective alignment of roles and resources in its top and upper middle-management structure. Accordingly, on behalf of the MOE, the Central Tenders Board invites eligible consulting firms/institutions to express their interest in providing, Technical Assistance for the Conduct of an Organizational review of the MOE's Human Resource Management structure and processes, and its IHRIS implementation, as well as its organization structuring at top and upper middle-management levels, leading to appropriate strategies.

Interested consulting firms/institutions must submit information establishing that they have the quality of staff and the managerial capacity to perform these services and should also indicate their experiences and expertise in the conduct of needs assessments, and in the formulation of HRM strategies and implementation plans. They should also indicate that they have the financial capacity to execute the assignment as well as some prior experience in similar projects and environments.

The consulting firms/institutions will be selected in accordance with the procedure set out in the document GN-2350-7 (IDB's <I>Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank</I>), dated July 2006, which can be found at the website: www.iadb.org/procurement. Universities must demonstrate that they satisfy clause 1-11 (b) of the IDB's policies for the selection and contracting of consultants which state that: "Government-owned enterprises or institutions in the Borrower's country may participate only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under commercial law; and (iii) are not dependant agencies of the borrower or Sub-Borrower.'

Local government-funded universities may be considered since they may provide special and unique services in view of their understanding of the cultural and social organization of the country.

The selection criteria will include the following:

- Demonstration of the capacity to design and implement projects/programs in the subject area
- Similar experience in the required area of work in developing countries
- Current workload (to be demonstrated by the number of on-going assignments)
- Financial capability and commitment

The information requested will be used to prepare a short list of firms/institutions to be invited to submit detailed proposals, in response to a Request for Proposals document, at a later date.

Further information/clarification may be obtained from the first address below, Monday through Friday, during the hours of 08:30 to 16:00 hours (local time).

The original and three copies of the information must be placed in separately sealed envelopes and be addressed to the Chairman, Central Tenders Board at the second address below, clearly marked on the outside: "Expressions of Interest for Consulting Services for the Conduct of an Organizational review of the MOE's Human Resource Management structure and processes, and its IHRIS implementation, as well as its Organization Structuring at top and upper middle-management levels, leading to appropriate strategies to support the Ministry of Education's Transformation Initiative through its Seamless Education System Programme, – Inter-American Development Bank Loan No. LO 2138/OC-TT"

Envelopes must be deposited in the brown tenders box, located in the lobby of the Board's Office, no later than 13:00 hours (local time) on Thursday, 7 July 2011. Late applications will not be considered in any circumstances. Interested consultants should note that the dimensions of the slot of the tenders box are 37.5 cm x 5.5 cm, and as applications should be packaged accordingly.

Applications will be opened publicly shortly thereafter. Consultants or their representative may be present at the opening.

The Central Tenders Board reserves the right to cancel the present bidding process in its entirety or even partially, without defraying any cost incurred by any firm submitting its application.

Interested consultants are advised that this request for expressions of interest will be advertised in the local press as well as in <I>Development Business</I>online and the IDB Website.

<I>For Information:</I>

(1) Ministry of Education
Support for a Seamless Education Programme
Attn: Mr. Maurice Chin Aleong, Programme Manager
18 Alexandra Street
Saint Clair, Trinidad and Tobago
Tel: (868) 622-6585, 628-5262
Fax: (868)628-5461
E-mail: moesespu@gmail.com

<I>EOI Responses submissions:</I>

(2) Central Tenders Board
Attn: Indrani Rampersad, Chairman
116 Frederick Street
Port of Spain, Trinidad and Tobago
Tel: (868) 625-4330
Fax: (868) 625-1809
E-mail: mofctb@tsstt.net.tt