

**Country: TRINIDAD AND TOBAGO**

**Project: MODERNIZATION OF THE TELECOMMUNICATIONS SECTOR PROJECT**

**Sector: Telecommunication**

**Abstract: INDIVIDUAL CONSULTANT TO SERVE AS EXECUTIVE DIRECTOR**

**IDB Project Code: ATN/MT-7537-TT**

**Terms of Reference**

The Government of the Republic of Trinidad and Tobago (GORTT), through the Ministry of Public Administration and Information (executing agency), has secured funding from the Multilateral Investment Fund (MIF) for a technical assistance program to modernize the telecommunications sector in Trinidad and Tobago, which is administered by the Inter-American Development Bank (IDB). A key component of the program is the establishment of the Trinidad and Tobago Telecommunications Authority (TTTEL), which is to be the governing body for telecommunications, with the power to oversee and regulate the telecommunications sector.

Briefly, TTTEL will facilitate the orderly development of telecommunications services under conditions of fair competition, promote and protect the interests of the public, promote universal access to telecommunication services, and regulate broadcast services.

The GORTT is now seeking to recruit an individual consultant to serve as the Executive Director of TTTEL for a period of two years.

The consultant would be required to:

- Collaborate with the Board on the formulation of a strategic plan, financing plan, training plan and a recruitment plan
- Collaborate with the Board to develop an appropriate organizational structure for the TTTEL and ensure that the necessary personnel are recruited
- Conduct training programs for the Deputy Executive Director and other senior managers
- Undertake a comprehensive review of market conditions and existing institutional framework, policies and regulations in the telecommunications sector
- Ensure that terms and reference for the selection of consultants and service providers are prepared
- Develop, with the assistance of consultants, core telecommunications regulations for the effective management of the telecommunications sector, for submission to the approval of the Minister
- Establish appropriate administrative, human resource, financial and information management systems for the TTTEL
- Ensure that operational guidelines for TTTEL are prepared
- Review the current license fee structure and develop proposals for their adjustment, where necessary, with appropriate technical expertise
- Formulate for the approval of the GORTT an appropriate tariff regime for fixed and mobile telephone services
- Ensure that training programs are delivered for appropriate staff of the TTTEL, the line Ministry and relevant government agencies with a view to advancing TTTEL's organizational objectives
- Establish enforcement and compliance mechanisms and systems, including procedures for determining and implementing sanctions for non-compliance with industry rules and standards
- Develop and implement procedures for measuring quality of service standards
- Prepare, with appropriate technical expertise, a national numbering plan
- Direct the development of a modern Frequency Spectrum Management System (FSMS), including provision of a plan to ensure that all spectrum management activities in bands of current and short-term interest are in place, and the establishment of a database to support spectrum management activities in bands of current and short-term interest
- Develop a well-articulated dispute resolution program to enhance the TTTEL's role in mediating between customers and service providers in an expeditious and neutral manner, including a system for resolving customer complaints and in keeping with a customer charter
- Manage the development and implementation of strategies and policies necessary to achieve the full operationalization of the TTTEL
- Advise the TTTEL Board and the Minister responsible for Telecommunications on regulatory issues pertaining to the Information and Communication Technology sector
- Report to the Board on the activities of the TTTEL and oversee the implementation of Board decisions
- Represent the TTTEL's interest in national emergencies
- Manage the staff and funds of the TTTEL
- Prepare and submit, for approval of the Minister, annual budget estimates and ensure the collection of fees and other sums or payments

The consultant will also have the following reporting relationships:

- Reports to the TTTEL Board Chairman on all aspects of its management
- Works closely with the Minister and the Permanent Secretary of the line Ministry

- Liaises with the officer from the executing agency, designated as Project Coordinator, with regards to the implementation and administration of the Project

The consultancy will be evaluated by the executing agency on the basis of the following performance parameters:

- Early operationalization of TTTEL, with fully capable professional staff and well-documented internal operating procedures
- Setting of the strategic direction of TTTEL
- Establishment of a comprehensive and well-functioning regulatory system, including procedures for evaluating and recommending licenses and concessions
- Development of guidelines for the determination of interconnection terms and conditions, inclusive of prices, and the capability to apply them
- Implementation of the modern FSMS
- Development of universal obligations
- Provision of training to staff in the line Ministry, TTTEL and relevant government agencies

Individual consultants from MIF member countries are invited to submit applications with a view to being considered by the Selection Committee, which will comprise of representatives of the executing agency and the Board of TTTEL. The Selection Committee will make a recommendation to the TTTEL Board for final approval; then the recommendation will be forwarded, through the executing agency, to the IDB's applicable rules will apply in determining the eligibility of the consultant.

Applications will be evaluated using the following criteria:

- Professional qualifications (post-graduate qualifications in Economics, Law or Engineering)
- Specialist knowledge and extensive experience in the telecommunications sector, particularly in the field of regulation
- Extensive knowledge of international practices and policies in the telecommunications regulatory sector, including North America, Europe and internationally (e.g., World Trade Organization and the International Telecommunications Union)
- Prior experience working with multilateral development agencies (e.g., World Bank, IDB) and work in the liberalization of the telecommunications sector in the Caribbean is highly desirable, similar work in countries elsewhere would be an asset.
- Language proficiency (competency in English)
- A minimum of ten years managerial experience

Interested consultants may obtain further information from the Head, Telecommunications Policy Unit, Ministry of Public Administration and Information (address below).

The application must include the following:

- List of academic qualifications
- Summary of professional experience
- Briefing on previous project assignments associated with telecommunication liberalization/regulations
- Information on managerial experience
- List of at least two references from clients/employers

Interested consultants should submit three copies, in English, of their application clearly marked "Engagement of an Individual Consultant – Executive Director, Trinidad and Tobago Telecommunications Authority" to the address below no later than 1600 hours (local time) on Friday, 13 February 2004.

Ministry of Public Administration and Information  
Attn: Mr. Peter Mitchell, Head, Telecommunications Policy Unit  
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IDB62-624/04