

## **CENTRAL TENDERS BOARD**

### **REQUEST FOR THE SUBMISSION OF CURRICULUM VITAE DOCUMENTATION FOR CONSULTING SERVICES**

**PROJECT: PROVISION OF CONSULTING SERVICES BY AN INDIVIDUAL, IN THE  
ROLE OF ICT ADVISER, TO THE MINISTRY OF EDUCATION (MOE)**

Support for a Seamless Education System Programme,  
(SES). Ministry of Education (MOE), Government of the  
Republic of Trinidad and Tobago. (GORTT)

**-Inter-American Development Bank (IDB) Loan-2138/OC-TT.**

The Government of the Republic of Trinidad and Tobago (GORTT) has received financing from the Inter-American Development Bank (IDB), and has been applying part of the proceeds to payments under the project, Support for a Seamless Education System Programme (SES) (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 Programme and the MOE's transformation initiative, is the pursuit of several complex educational projects, many of which require the inputs, expertise and advisories of the MOE's ICT Division at the stages of both conceptualization and implementation. These include the ongoing computerization of the entire school system, the infusion of ICT into the school curriculum, and the imminent HRM / IHRIS project.

The MOE has decided on the recruitment of an individual consultant to lend expertise in ICT applications, hardware, strategies, and database management to the Ministry of Education. This consultant will be engaged as an ICT Adviser to the Ministry of Education, with express responsibilities to the service of the needs of the MOE and its user Departments.

The recruitment methodology applicable in this instance essentially involves the issuing of a Specific Procurement Notice (SPN) to attract Curriculum Vitae submissions from interested candidates followed by the assessment of the qualifications, experiences, capacity and special characteristics of the interested candidates.

Accordingly, on behalf of the Ministry of Education, the Central Tenders Board invites eligible Individuals to submit their updated Curriculum Vitae (CV) documentation, with accessible references, to be considered for the above consulting position:

The information provided should demonstrate that the submitting individual possesses the qualifications, skill, quality, capacity and experiences to perform the required services.

Selection will be done in accordance with the policies of the IDB relative to the selection of individual consultants (IICQ) and as detailed in the “Policies for Selection and Contracting of Consultants financed by the IDB” which can be found at the website: <http://www.iadb.org/procurement>

The candidates submitting CV information shall be assessed on the basis of the following criteria:

- **Demonstration of the possession of formal / accredited post-graduate qualifications in the field of ICT.**
- **Proven international experience (in at least 3 countries) in the design and implementation of an ICT Strategy in education.**
- **Demonstration of knowledge of and considerable experience in operational information systems, ICT hardware and software applications, and in the design, development and maintenance of databases.**
- **Demonstration of the mental and organizational capacity to perform in the role.**
- **Evidence of the possession of additional abilities, qualities and characteristics which may enhance the levels of performance of the contractual requirements and of the MOE.**

**Candidates may access the Terms of Reference (TOR) document for the consultancy on-line at the website of the Ministry of Education at [www.moe.gov.tt](http://www.moe.gov.tt) Or, by contacting the Ministry officials at [moesepu@gmail.com](mailto:moesepu@gmail.com)**

Further information/clarification may be obtained from the address at (1) below from Monday to Friday during the hours of 8:30 a.m. to 4:00 p.m. local time.

The original and three (3) copies of the C V documentation and application letter must be placed in one **sealed envelope, with the original clearly identified**, and must be addressed to; The Chairman, Central Tenders Board at address (2) below and must be clearly marked on the outside:-

**“Request for the provision of Consulting Services to the Ministry  
of Education in the Role of ICT Adviser to the MOE.  
(GORTT) – Inter-American Development Bank (IDB)  
Loan # LO 2138/OC-TT”**

Envelopes must be deposited in the **BROWN** Tenders Box, located in the lobby of the Central Tenders Board office at 116 Frederick Street, Port of Spain, Trinidad, **not later than 1:00 p.m. (local time) on Thursday 27<sup>th</sup> June, 2013.**

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

The **Central Tenders Board** reserves the right to cancel the process in its entirety or even partially, without defraying any cost incurred by any individual submitting his/her application.

Late applications will **NOT** be considered in any circumstances.

### Contact Information

#### Address (1) (For Information)

Mr. Bhadase Seetahal- Maraj  
Project Manager Education  
System & Development  
Ministry of Education  
18 Alexandra Street

St. Clair.

Republic of Trinidad and Tobago  
Telephone No. 1(868)628-1048  
or 628-3894  
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[pppmuinmoe@gmail.com](mailto:pppmuinmoe@gmail.com)

[moesespu@gmail.com](mailto:moesespu@gmail.com)

C.T.B: 16/4/112  
June, 2013

#### Address (2) for (SUBMISSIONS of C V data)

Chairman

#### Central Tenders Board

116 Frederick Street .  
Republic of Trinidad and Tobago  
Port-of-Spain  
Telephone No. 1(868) 625-4330  
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E-mail address: [mofctb@tstt.net.tt](mailto:mofctb@tstt.net.tt)

Indrani Rampersad  
Chairman,  
Central Tenders Board  
Government of the Republic of  
Trinidad & Tobago