

# **CENTRAL TENDERS BOARD**

## **Request for Expressions of Interest for Consulting Services**

**Project: EXPRESSIONS OF INTEREST (EOI) FOR CONSULTING SERVICES FOR THE CONDUCT OF AN ORGANIZATIONAL REVIEW OF THE MOE'S HUMAN RESOURCE MANAGEMENT (HRM) STRUCTURE AND PROCESSES, ITS INTEGRATED HUMAN RESOURCE INFORMATION SYSTEM (IHRIS) IMPLEMENTATION AND ITS ORGANIZATION STRUCTURING AT TOP AND UPPER-- MIDDLE MANAGEMENT LEVELS, LEADING TO APPROPRIATE STRATEGIES.**

**Support for a Seamless Education System Programme  
Ministry of Education (MOE) Government of the Republic  
of Trinidad and Tobago (GORTT)  
Inter-American Development Bank (IDB) Loan # LO 2138/OC-TT.**

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 (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 transformation initiative, is the 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 Ministry of Education, the Central Tenders Board (CTB) invites eligible consulting firms/institutions to indicate 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 provide 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: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank**) dated July, 2006. Universities must demonstrate that they satisfy clause 1-11 (b) of the Bank 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.

Selection will be done in accordance with the policies of the IDB 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 selection criteria shall include the following:

- ❖ Demonstration of the capacity to design and implement projects/programme 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 (rfp) document, at a later date.

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 information must be placed in separately **sealed envelopes** and must be addressed to the Chairman, Central Tenders Board at address (2) below and must be 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, (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 Board’s Office **not later than 1:00 p.m. (local time) on Thursday, 7<sup>th</sup> July,2011.**

Interested consultants should note that the dimensions of the **SLOT** of the Tenders Box are 37.5 cm x 5.5 cm and as such 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.

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

Interested consultants are advised that this Request for Expressions of Interest Notice will be advertised in the local press as well as at the United Nations Development Business (UNDB) online, and on the IDB’s Website.

## Contact Information

### Address (1) (For Information)

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Support for a Seamless Education Programme  
Ministry of Education  
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St. Clair  
Republic of Trinidad and Tobago  
Telephone No. 1(868)622-6585/628-5262  
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Email address [moesespu@gmail.com](mailto:moesespu@gmail.com)

June 10, 2011  
CTB: 16/4/94

### Address (2) for (EOI Responses SUBMISSIONS)

Chairman  
Central Tenders Board  
116 Frederick Street  
Port of Spain  
Republic of Trinidad and Tobago  
Telephone No. 1(868) 625-4330  
Fax No. 1(868)625-1809  
Email address [mofctb@tstt.net.tt](mailto:mofctb@tstt.net.tt)

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