



Government of the Republic of Trinidad and Tobago

## MINISTRY OF FINANCE

### CENTRAL TENDERS BOARD

# REQUEST FOR EXPRESSIONS OF INTEREST NOTICE

**ENGAGEMENT OF AN INDIVIDUAL CONSULTANT FOR THE PROVISION OF ARCHIVIST SERVICES FOR THE STRENGTHENED INFORMATION MANAGEMENT AT THE REGISTRAR GENERAL'S DEPARTMENT, MINISTRY OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) INTER-AMERICAN DEVELOPMENT BANK (IDB) LOAN#3022/OC—TT**

**Country:** TRINIDAD AND TOBAGO  
**Project:** STRENGTHENED INFORMATION MANAGEMENT  
**Institution:** THE REGISTRAR GENERAL'S DEPARTMENT  
SPECIFIC PROCUREMENT NOTICE  
Loan No: 3022/OC-TT

**Deadline Date for Submissions:** **Thursday June 7<sup>th</sup>, 2018.**

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) towards the cost of the *Strengthened Information Management at the Registrar General's Department* and intends to apply part of the proceeds to the engagement of an individual for the above-mentioned Consultancy.

Background: The Registrar General's Department (RGD), Ministry of the Attorney General and Legal Affairs (MAGLA) is responsible for the registration, dissemination and preservation of real and personal property held in Trinidad and Tobago. The collection houses documents that are critical to ascertaining land tenure of all privately owned property in Trinidad and Tobago and relied on by local and foreign investors to provide information on land parcels.

In carrying out its objective of Strengthened Information Management, a formal evaluation of the existing paper and electronic based collection is required. This consultancy seeks to engage the services of a suitably qualified individual with a Graduate Degree in Archival Administration, Library Science, Public Administration, Art History or related discipline or a Graduate degree

from an ALA accredited program for library and information science, with significant experience in a major archival or manuscript repository, including substantive management, planning and supervisory responsibilities to conduct this assessment. The overall objective of this consultancy is to improve the organization and storage of material within the catalogues collection and records of the RGD.

In this regard, the Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of the Attorney General and Legal Affairs now invites eligible individuals to indicate their interest in providing the services by submitting their cover letter and curriculum vitae providing information demonstrating that they have the required qualifications and relevant experience in accordance with the Terms of Reference (TOR) and using the curriculum vitae format at Appendix II of the TOR.

Individuals will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9) and is open to all eligible individuals as defined in the policies which can be found at website: <http://www.iadb.org/procurement>.

For clarification and queries contact the Officer at address *two* (2) below from **Monday to Friday from 8:00 am to 4:00 pm (Local Time)**.

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The Terms of Reference (TOR) can be obtained from **Monday to Friday during office hours 8:00 am to 4:00 pm (Local Time)** at the Central Tenders Board's Office at address one (1) below.

The duration of the assignment is approximately nine (9) months.

An original and three (3) copies of the submission must be placed in a sealed envelope(s) clearly marked: -

**“Expressions of Interest for the Engagement of an Individual Consultant for the Provision of Archivist Services for the Strengthened Information Management at the Registrar General’s Department, Ministry of the Attorney General and Legal Affairs, Government of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan #3022/OC-TT”**

Envelopes must be addressed to the Chairman, Central Tenders Board at Address One (1) below and deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office not later than **1:00 pm (Local Time) on Thursday June 7<sup>th</sup>, 2018**. Submissions will be opened publicly shortly thereafter. The consultant or an authorized representative may attend the opening at Address One (1) below.

Address (1)

Chairman  
Central Tenders Board  
116 Frederick Street  
PORT OF SPAIN  
Republic of Trinidad and Tobago  
Tel: 1-868-625-3565  
Facsimile: 1-868-625-1809  
Email: [mofctb@gov.tt](mailto:mofctb@gov.tt)

Address (2)

Kizzann Lee Sam  
Project Manager  
Project Implementation Unit - Strengthened  
Information Management at the Registrar  
General's Department.  
Ministry of the Attorney General and Legal Affairs  
Level 10, AGLA Tower, Government Campus  
Corner of London and Richmond Streets, PORT OF  
SPAIN, Republic of Trinidad and Tobago  
Tel. No. 1-868-223-2452 Ext.3409  
Email: [procurementmla@gov.tt](mailto:procurementmla@gov.tt)

Consultants should note that the dimension of the slot in the Tenders Box is **37.5 cm x 5.5 cm** and as such, submissions should be packaged accordingly.

The Central Tenders Board does not bind itself to accept any submission.

The Central Tenders Board reserves the right to cancel the Request for Expressions of Interest in its entirety or even partially, without defraying any cost incurred by any Individual in the preparation and submission of such Expression of Interest.

**Late submissions will not be considered under any circumstances.**

Interested Individuals are advised that the Request for Expressions of Interest will be advertised on the United Nations Development Business (UNDB) Website, the IDB Website and the Ministry of Finance website (<http://www.finance.gov.tt>).

Koriesha Emamali  
Chairman  
Central Tenders Board  
Government of the Republic of  
Trinidad and Tobago

CTB: 16/4/148  
May 8<sup>th</sup>, 2018