



Government of the Republic of Trinidad and Tobago
MINISTRY OF FINANCE

CENTRAL TENDERS BOARD

EXPRESSIONS OF INTEREST NOTICE

Expressions of Interest for Consultancy Services for the Design and Implementation of a Training System in Project Cycle Management as part of the Public Financial Management reforms associated with the introduction of an Integrated Financial Management Information System (IFMIS) for the Ministry of Finance, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB), Loan # 3473/OC-TT

Country: Trinidad and Tobago

Project: Support to Strengthen the Trinidad and Tobago's Public Financial Management.

Institution: Ministry of Finance Republic of Trinidad and Tobago

Sector: Public Sector Management

Specific Procurement Notice

Loan: #3473/OC/TT

The Government of the Republic of Trinidad and Tobago via the Ministry of Finance (MOF) has received financing from the Inter-American Development Bank (IDB) for the Project Support to Strengthen the Trinidad and Tobago's Public Financial Management and intend to apply part of the proceeds to the Design and Implementation of a training system in Project Cycle Management.

The main purpose of this consultancy is to train the staff of the Ministry of Planning and Development, line ministries, and the Tobago House of Assembly, engaged in the formation and development of the government's investment programme, in all aspects of the project management, including from initial preparation and appraisal of projects, to project implementation and monitoring, and project close out and post-evaluation. The overarching objective is to improve the technical capacity of civil service staff in project management, to enhance the efficiency of project implementation within the Central Government, and to establish a core of trained project management professionals, who can sustain a process of continuous project management training for staff within the civil service.

The firm is expected to plan, organize and execute structured workshops based on a project planning and management framework which will provide a consistent basis for the planning, evaluation and monitoring of project inputs and outputs. The focus and topics will include, but will not be limited, necessarily, to those outlined below:

- I. Project Preparation and Appraisal;** Covering the Project Cycle, its phases and stages, key documentary project requirements. The Logical Framework Methodology, Stakeholder Analysis, Gender Based Social Analysis and Environmental Impact and Risk Assessment, etc.
- II. Analysis of Financial Statements:** Including, Cash Flow (Sources and Application), Debt Ratios, Investment Cost Schedule, Depreciation Schedule, Capital Replacement Schedule, etc.

- III. **Economic Analysis;** Covering Externalities, Economic Rate of Return (ERR), Net Present Value, Internal Rate of Return, Benefit /Cost ratios, etc.
- IV. **Project Planning and Management;** Dealing with Implementation Planning, Work Breakdown Structure, Project Scheduling and Budgeting, Project Organization Structure. Responsibility Matrix, etc.
- V. **Monitoring and Evaluation;** Project performance measurement, Earned Value Analysis, Budgeted Cost of work performed, Actual cost of work performed, Budget at Completion, etc.
- VI. **Project Reporting and Close Out. (including contract management)**

The basic framework for the training will consist of workshops in which lectures will be combined with practical work sessions (including computer applications) and peer review presentations. Given that all course participants will be full-time public servants, a fragmented course outline, i.e. large gaps between training periods, will not be considered. Training is expected to be continuous; each full course is to be covered in one specific time frame, e.g. 4, 6, 8, or 9 weeks at a time.

The Central Tenders Board on behalf of the Ministry of Finance now invites eligible firms to indicate their interest by providing information demonstrating that they have the required qualifications and relevant experience to perform the services. Submissions must include, at a minimum: the company's profile, a signed letter of transmittal, the nationality of firm, a detailed listing of the firm's experience in conducting similar training in Project Cycle Management, with specific reference to the management of public sector investment, the names of the contracting and financing entities for each project/contract listed, the status of the firm within each project, the duration of the project and number of staff trained, references, the level of technical expertise within the firm, in the key subject areas to be covered in the training, and other pertinent information.

Consulting firms 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 bidders as defined in the policies, which can be accessed at website: <http://www.iadb.org/procurement>.

A Consulting firm will be selected in accordance with the Quality and Cost Based Selection method set out in the Consultant Policies. The short list of consultants shall comprise six firms with a wide geographic spread, with no more than two firms from any one country.

Any further clarification and queries can be sought from the officer at *Address two (2)* below from **Monday to Friday from 8:00 am to 4:00 pm Local Time.**

An Original and five (5) copies of the data must be submitted in sealed envelope(s) clearly marked:

Expressions of Interest for Consultancy Services for the Design and Implementation of a Training System in Project Cycle Management for the Ministry of Finance, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan #3473/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 p.m. (Local Time) on November 07, 2019**. Submissions will be opened shortly thereafter. An authorised representative of the firm may attend the opening at *Address one (1)* below.

<p><u>Address 1</u> 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</p>	<p><u>Address 2</u> Chief Technical Coordinator Public Financial Management, Modernisation Unit (PFMMU) Ministry of Finance Level 18 Eric Williams Financial Building Independence Square, Port of-Spain, Republic of Trinidad and Tobago Telephone:1-868-627-9700 ext. 2812 Email : pmmu.finance@gov.tt</p>
---	---

Applicants should note that the dimensions of the **slot** in the Tenders Box are **37.5 cm x 5.5 cm** and as such, documents 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 Firm in the preparation and submission of such Expressions of Interest.

Late submissions will not be considered under any circumstances.

Interested Firms 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:16/4/155
October 02, 2019