



Government of the Republic of Trinidad and Tobago
MINISTRY OF FINANCE

CENTRAL TENDERS BOARD

EXPRESSION OF INTEREST NOTICE

CONSULTANCY SERVICES FOR MEDIA ASSET PRODUCTION FOR CHANGE MANAGEMENT AWARENESS/INFORMATION AND TRAINING

Expressions of Interest for Consultancy Services for Media Asset Production for Change Management Awareness/Information and Training as part of the 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).

Country: Trinidad and Tobago
Project: Support to Strengthen Trinidad and Tobago's Public Financial Management.
Institution: Ministry of Finance
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 Trinidad and Tobago's Public Financial Management and intends to apply part of the proceeds to the development of a series of media products for the implementation of the Ministry of Finance's change management strategy.

The primary purpose of this consultancy is to raise awareness about the importance of an IFMIS, articulate the implementation process of the IFMIS, its benefits, challenges and opportunities. This to be accomplished through the production of produced media-assets, specifically video clips and associated images and graphics, to support the implementation of the IFMIS.

The firm is expected to consult with the project execution unit for the IFMIS, the Public Financial Management Modernisation Unit, and the vendor of the software, to determine the communications context within which the information and training videos are to be developed. The consultants will also need to provide communication materials and training, for designated members of design teams who may be used in the awareness and communication, aspects of the project. The *Overview of the Objectives of the IFMIS Project* can be found on the website of the Ministry of Finance (www.finance.gov.tt).

The Central Tenders Board on behalf of the Ministry of Finance now invites eligible consulting 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 the firm,
- a detailed listing of the firm's experience in conducting similar requisite, appropriate sensitization and communications strategies,
- engagement in training activities with specific reference to change management strategies.
- the firm must indicate its technical expertise in the designing and production of information related training videos,
- other pertinent information such as prior projects they have completed, the duration of such projects and number of staff trained, with appropriate references.
- the firm must also indicate the names of any contracting entities they will use in support of their activities, and a broad and non binding overview of potential costs of the proposed project.

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.

A consulting firm will be selected under the Selection Based on the Consultants' Qualification Selection (CQS) method set out in the IDB's Consultant Policies. The shortlist of consultants shall comprise of three (3) firms.

Any further clarification and queries can be sought from the officer at Address two (2) below from **Monday to Friday from 8:00 a.m. to 4:00 p.m.**

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 Media Asset Production for Change Management Awareness/Information and Training 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. on August 27th, 2020**. Submissions will be opened shortly thereafter. The tender opening will be streamed live via Zoom and Consultants shall be provided with a link that will connect them to the live proceeding. Therefore, all Consultants interested in attending the virtual opening must indicate this prior to the closing date via email as stated in "Address 1" below.

<u>Address 1</u>	<u>Address 2</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	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: 1-868-612-9700 ext. 2812 Email: pffmmu.finance@gov.tt

Consultants 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 Ministry of Finance website: www.finance.gov.tt.

Philbert Alexander
Chairman
Central Tenders Board

CTB: 16/4/158
August 6, 2020