



Ministry of Planning and Development

**REQUEST FOR SUBMISSION OF CVs
INDIVIDUAL CONSULTANT:**

Technical Coordinator

GLOBAL SERVICES PROMOTION PROGRAMME

Programme Sector: Integration and Trade

LOAN NO: 3112-OC-TT

GSPP-108-3CV-CI-1.1.2

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) towards the cost of the Global Services Promotion Programme, and intends to apply part of the proceeds to the engagement of a technical coordinator for the programme. This consultancy seeks to engage the services of a technical coordinator with a strong background in global/international business and trade, internationalization along with project management skills with a view to support the executing agency in the development of critical technical documents and for the acceleration of key outputs. The overall objective of the Consultancy is to provide technical advisory services to the Executing Agency in the area of global/international business and trade and provide support to the PEU in accelerating the execution of the technical aspects of the Programme.

The Ministry of Planning and Development now invites eligible individuals to submit their cover letter and curriculum vitae detailing information demonstrating that they have the required qualifications and relevant experience to perform the Services in accordance with the Terms of Reference attached. Requests for information can be submitted to the e-mail address below.

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). Cover letters and curriculum vitae from individuals (not firms) must be submitted by **Monday September 4, 2017 at 4:00 pm** to tenders@planning.gov.tt addressed as follows:

**Permanent Secretary
Ministry of Planning and Development
Attn: Mr. Tracy Hackshaw, Programme Manager
Global Services Promotion Programme,
Ministry of Planning and Development
Level 14, Eric Williams Finance Building, Independence Square, Port of Spain
Trinidad and Tobago
Tel: 1-868-225-4321
E-mail: tenders@planning.gov.tt**

TERMS OF REFERENCE – TECHNICAL COORDINATOR INDIVIDUAL CONSULTANT

1. BACKGROUND

The Global Services Promotion Programme is an Inter-American Development Bank (“IDB”) funded programme to be executed by the Ministry of Planning and Development (“MPD”). The general objective of the Programme is to support the advancement of Trinidad and Tobago’s positioning as a renowned location for global provision of Information Technology enabled services (ITeS). The expected outcomes of this Programme are increased exports and employment in the sector. This is to be accomplished through sector-specific training and support services, investment promotion and branding, and capacity building to improve the business climate and regulatory framework.

The Programme is to be implemented in three (3) main components, with the following objectives: Component 1 – Creation of Global Services Internationalization Hub (“GSI Hub”) – to provide the facilities and training for individuals and local companies that wish to improve their abilities to compete internationally in the provision of ITeS.

Component 2 – Investment Promotion and Sector Branding – to support the branding of Trinidad and Tobago as a world class location for the development and delivery of ITeS.

Component 3 – Capacity Building to update Policy and Regulatory Framework – to update Trinidad and Tobago’s policy and regulatory framework for the ITeS industry.

The Executing Agency of the Programme will be the Ministry of Planning and Development (“MPD”). In turn, the MPD will be assisted with technical expertise from public and private sector stakeholders, including: the MTI, InvesTT, the Private Sector Entity (Trinidad and Tobago Coalition of Services Industries), and exporTT to inform the decision-making process.

2. JUSTIFICATION FOR THE CONSULTANCY

After 27 months of execution, the performance of the Global Services Promotion Programme has not met the original expectations and has achieved only 2 of the projected 22 outputs for 2015 and 2016. The project is currently classified as “Alert” by the Inter-American Development Bank project monitoring system.

Given the renewed commitment of the Ministry of Planning and Development, one of the opportunities to expedite the execution of the project is to augment and strengthen the Programme Execution Unit (PEU) with expertise in global/international business and trade with experience in engagement with and execution of projects financed by multilateral development organizations.

This consultancy seeks to hire the services of a technical specialist with a strong background in global/international business and trade, internationalization along with project management skills with a view to support the executing agency in the development of critical technical documents and for the acceleration of key outputs.

3. GENERAL OBJECTIVE

The overall objective of the Consultancy is to provide technical advisory services to the Executing Agency in the area of global/international business and trade and provide support to the PEU in accelerating the execution of the technical aspects of the Programme.

4. SCOPE OF WORK

The specific objectives of this Consultancy are to assist the Executing Agency in the following:

- a) Develop draft and assist in finalizing technical terms of reference and evaluation criteria for the achievement of the following key outputs:
 - i) Internationalization Training Programmess
 - ii) ITeS Sector Branding Strategy
 - iii) Investor Recruitment Strategy for ITeS Sector
- b) Assist in the evaluation of technical and financial offers related to the above mentioned deliverables.
- c) Assist the Programme Manager by providing support in the execution of, and monitoring the delivery of all activities under Components 1 and 2 to ensure the achievement of all outputs as identified on the results matrix. (Refer to Appendix 1)
- d) Develop a short, medium and long-term sustainability plan for the Global Services Internationalization (GSI) Hub for consideration by the Ministry of Planning & Development, with different options and scenarios based on best practices, including a final recommendation.
- e) In consultation with relevant stakeholders, support the design of an institutional governance strategy for the Global Services Internationalization (GSI) Hub.
- f) Review the internationalization training strategy and propose recommendations for improvement based on best practices and gaps identified.
- g) Assist the Programme Execution Unit during the negotiation of contracts for the outputs listed under 4. a)
- h) In consultation with relevant stakeholders, advise the Programme Manager on possible options relating to strategies, approaches and procurement methodologies designed to accelerate the execution of the project.
- i) Assist the PEU with the identification of potential synergies and public-private partnerships among the wide variety of consultancies and stakeholders to reduce costs and optimize programme execution.
- j) Support the PEU in the review all required technical and financial reports, including work plans, progress reports, diagnostics, etc. relevant to the outputs in 4. a)
- k) Participate in project coordination meetings with the Ministry of Planning & Development, the, PEU and relevant stakeholders to provide technical input as required.
- l) Assist with special projects as they arise and other activities as required.

5) DELIVERABLES AND REPORTING REQUIREMENTS

Within ten (10) working days of the start of each quarter (or mutually agreed reporting period), a (quarterly) progress report that details:

- a) Actions taken during the reporting period to support the achievement of planned

- performance targets; and
- b) Planned versus actual performance (outputs, activities and timelines) for the reporting period; reasons for major variances between planned and actual performance and actions planned or taken to address these variances; and performance targets for the next reporting period.
 - c) Copies of reports or other documents that provide evidence of services delivered during the reporting period should be attached to the Quarterly report.

Deliverable	Payment Percentage
<p>Inception Report- The consultant will provide the Executing Agency with a detailed SMART twelve (12) month Work Plan and Schedule one (1) week after the signing of the contract. The work plan must specify the deliverables/ outputs to be produced, the associated major activities to be undertaken to achieve the output for each activity and personnel responsible for executing each major activity. This report must also include copies of all the research findings and other background environmental data that were required to have a better understanding of tasks at hand.</p>	<p>10%</p>
<p>Quarterly Status Report 1- This report must show how well the implementation process for the strategies used to fulfil each deliverable at the end of the first quarter has been applied. In addition to this, the report must state the outputs achieved at the end of the first quarter. Included in this report should be the completion of the Terms of Reference and evaluation criteria identified under section 4. a) and evaluations identified in section 4 b) as required by the PEU.</p>	<p>20%</p>
<p>Quarterly Status Report 2- This report must include accounts of all the progress attained in achieving required deliverables. It must give a detailed account of the deliverables achieved and its outputs at the end of the 6th month of contract. Outputs for this period should include the sustainability plan and institutional governance strategy for the Global Services Internationalization Hub. In addition to this, a detailed description should be given of the status of both components 1 and 2 and a comparison of the progress of each component as compared to the year before the consultant signed the contract. The consultant must also review the internationalization training strategy and propose recommendations for improvement based on best practices and gaps identified and present to the project manager in the quarterly status report 2.</p>	<p>20%</p>
<p>Quarterly Status Report 3- This report must provide a detailed account of where the consultant is at in achieving deliverables and outputs required for the success of the project. Furthermore, it should include the</p>	<p>20%</p>

Deliverable	Payment Percentage
comprehensive stakeholder management plan with strategies to engage and obtain the buy-in of key stakeholders to support the execution of the programme.	
Quarterly Status Report 4- This report must include an account of the deliverables achieved at the end of this quarter. Furthermore, a detailed description should be given of the status of both components 1 and 2 and a comparison of the progress in each component as compared to the status prior to engagement. Specific activities are defined in the table at appendix I.	20%
Final Report- Report must show the summation of outputs achieved at the end of contract and an evaluation of how successful the consultant was in achieving deliverables. Report must include all activities carried out, lessons learned, and all relevant documentation.	10%

Note The consultant will submit to the PEU quarterly reports on progress made in line with the approved Work Plan and Schedule, including, suggestions on how to advance the execution of the project and challenges identified. Furthermore, at the end of every milestone activity the consultant is required to create a report on each.**

6) CHARACTERISTICS OF THE CONSULTANCY

- a) Type of Consultancy: Selection based on Qualifications of Individual Consultants
- b) Contract Duration: The Duration of the Contract is one (1) year.
- c) Location of Assignment: GSI Hub, Global Services Promotion Programme Execution Unit's Offices (25 Ramsaran Street, Chaguanas, Trinidad & Tobago).
- d) Consulting Time: Twenty (20) hours per week
- e) Post of Duty: as mutually agreed between the Programme Manager & the Consultant.
- f) Working Language: English

7) REQUIRED SKILLS AND CORE COMPETENCIES

The Consultant will be expected to possess the following:

- a) A minimum of seven (7) years of practical experience designing and executing global/international trade projects.
- b) At least five (5) years of experience in executing and engaging with projects funded by multilateral development organizations.
- c) Knowledge of international best practices in international business & trade, global services, and public sector reform as evidenced by experience in at least two (2) projects of a similar nature.
- d) At least (5) years of experience working with procurement policies and guidelines of multilateral development institutions including, but not limited to the World Bank, the Inter-

- American Development Bank, the Caribbean Development Bank, the United Nations etc..
- e) Postgraduate training & qualifications in a relevant area such as economics, international business, global/international trade, internationalization or similar required.
 - f) Evidence of advanced Project Management training (e.g. PRINCE2, PMI-Project Management Professional (PMP), IPMA certification or equivalent) required.
 - g) Experience working with Latin American and Caribbean governments, with a special emphasis in agencies within the Ministries of Finance, Planning and Trade or equivalent.

8) SUPERVISION AND REPORTING REQUIREMENTS

The Consultant will report to the Programme Manager of the PEU.

9) CONFIDENTIALITY

The Consultant shall not, except as authorized by the MPD, or required by the stipulated duties under the contract, use for the Consultant's own benefit or gain or divulge to any persons, firm, company or other organization whatsoever any confidential information belonging to the Government or relating to the affairs or dealing which may come to the provider's knowledge during the engagement. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than in breach of this clause.

10) ELIGIBILITY

The applicable rules of the Government of the Republic of Trinidad and Tobago will apply in determining the eligibility and selection of the consultant. It should be noted that only individuals from member countries of the Inter-American Development Bank (IDB) are eligible to apply.

Appendix 1

Activity	Minimum Output Year end
Component I: Global Services Internationalization Hub	
GSI Hub building outfitted according to physical and technological specifications plan	1
Number of ITeS firms in tenancy at the Hub	4
Number of individuals utilizing flexible workspace and technology	200
Number of participants in training and support services utilizing the childcare and lactation facilities	120
Component 1: Internationalization Training and Support	
Number of Internationalization Training Programmes	24
Number of Participants in Internationalization Training Programmes	360
Capacity Building in export readiness for SMEs	
Number of SME ITeS firms that enter new international markets	50
Percentage of Firms receiving internationalization support services who report efficiency gains	80%
% Increase in Number of SME ITeS firms exporting	25%
Increased Exports of IT-enabled services	
% Increase in exports of ITeS	75%
Programmes of Connect Americas	

Activity	Minimum Output Year end
Number of exporting companies engaged with Connect Americas	50
Component 2: Sector Branding	
Development of sector branding strategy	1
Number of promotion forums organized	2
Participation in regional and international promotion forums	10
ITeS trade statistics registry created	1
Sector baseline statistical census completed	1
Diaspora Mentorship events conducted	20