



**Government of Trinidad and Tobago**  
**Ministry of the Attorney General and Legal Affairs**  
**REQUEST FOR SUBMISSION OF CVs**  
**Strengthened Information Management at the Registrar General's Department**  
**INDIVIDUAL CONSULTANT**  
**Procurement Services Consultancy**  
**Loan No: LO 3022/OC-TT**  
**SIMRGD-314-3CV-CI**

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 (SIMRGD) and intends to apply part of the proceeds to the engagement of an individual to function as Procurement Consultant for the Project Implementation Unit. This consultancy seeks to engage the services of a suitably qualified individual with a strong background in Procurement, Purchasing, Business Administration, Management or related field with experience in procurement to assist in the execution of procurement activities for the project.

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. For full details, review the Terms of Reference at <http://www.ag.gov.tt/About-Us/Vacancies> or email [procurementmla@gov.tt](mailto:procurementmla@gov.tt) to request a copy.

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). Interested persons should submit a letter of interest and Curriculum Vitae by **3:00 pm (EST) on January 10, 2020** to [procurementmla@gov.tt](mailto:procurementmla@gov.tt) addressed as follows:

The Permanent Secretary  
Ministry of the Attorney General and Legal Affairs  
Attention: Project Manager  
Strengthened Information Management at the Registrar General's Department  
Project Implementation Unit,  
Corner London and Richmond Street, Port of Spain  
Tel: 1 (868) 223-2452 ext. 3409  
E-mail: [procurementmla@gov.tt](mailto:procurementmla@gov.tt)  
**Subject: Procurement Services Consultancy (IDB Loan No: 3022/OC-TT)**

Ministry of the Attorney General and Legal Affairs (MAGLA)  
Government of the Republic of Trinidad & Tobago  
Strengthened Information Management at the Registrar General's Department  
(IDB Loan No: 3022/OC-TT)

**TERMS OF REFERENCE**

**PROCUREMENT SERVICES**

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**1.0 Background and Justification**

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of the Attorney General and Legal Affairs (MAGLA) has received financing from the Inter-American Development Bank (IDB) towards the Strengthened Information Management at the Registrar General's Department (SIMRGD). The SIMRGD project primarily aims to improve conditions for investment in Trinidad and Tobago by streamlining the property registrations process.

As part of the process to Strengthened Information Management, the project seeks to support the Registrar General's Department (RGD) in making its Land Registry holdings available to all its users. 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.

The project is mobilized through a Project Implementation Unit (PIU) which is staffed by key resources designed to lead the implementation of project deliverables, financial management and procurement of goods and services. To assist with the execution of the project, the MAGLA is seeking to contract an individual to function as a Procurement Consultant to work within the PIU.

**2.0 SCOPE OF SERVICES, TASKS AND RESPONSIBILITIES**

The Procurement Consultant will ensure that the procurement operations of the PIU are executed in accordance with the guidelines of the Inter-American Development Bank (IDB) and the Ministry of the Attorney General and Legal Affairs (MAGLA). The Consultant will support the PIU in carrying out procurement processes as required, including:

1. The execution of procurement activities as required for the implementation of the Project's activities, providing all documents in accordance with the procurement

plan and in compliance with IDB and Government procedures: These activities include and are not limited to:

- (a) Assist in the preparation or review of Terms of Reference for Consultancies and Specifications / Scope of Works for Good, Services and Works
- (b) Preparation of Bidding Documents, Requests for Proposals and Request for Quotations for all goods and services based on terms of reference and technical specifications provided by the Project Manager and/or other designated PIU consultants and Technical Staff within the Ministry. Bidding documents will include as a minimum:
  - (i) Letter of Invitation to Bid / Tender Notice
  - (ii) Terms Of Reference for Consultants and Specifications / Scope of Works and Terms and Conditions for Goods / Services / Works
  - (iii) Detailed procedures for evaluation, selection and contracting
  - (iv) Contract formats
  - (v) Technical Annexes (e.g. Certification of Eligibility and Format for Evaluation of Consulting Services and Goods);
- (c) Liaising with the required authorities for their publication; and ensuring that the appropriate documentation is placed on the UNDP websites or other required publication site.
- (d) Coordinating bidding and evaluation and negotiation processes. With tasks such as:
  - (i) Conducting pre-bid/ pre-tender meetings, providing clarification and completing minutes of the bidding process to bidders
  - (ii) Conducting / Facilitating Evaluation Meetings and the preparation of evaluation reports based on the findings of the Evaluation Committee using the relevant reporting templates in accordance with IDB and GORTT procurement guidelines
  - (iii) Provide guidance during contract negotiations on: defining contract terms, pricing, performance requirements and other contractual factors
- (e) Preparing the relevant non-objection requests to the IDB in line with their policies and guidelines and preparing the relevant requests for approval to other procurement agencies as applicable in line with GORTT policies and guidelines
- (f) Submitting approved projects, including all relevant documentation with procurement requests to MAGLA Legal Unit or Chief State Solicitor for preparation of contracts
- (g) Conducting follow up with relevant entities (Central Tenders Board, Inter-American Development Bank, other Ministries) as may be required.
- (h) Reporting on all procurement activities within the PIU related to:
  - o Assist in the preparation of progress Reports on procurements and other assigned duties

- Assist in the preparation and updating of Annual Procurement Plan in conjunction with PIU's preparation of the Annual Operations Plan and Project Execution Plan by inputting all necessary timelines and budgetary considerations in addition to technical and financial selection criteria for each procurement activity
- Maintain proper records and liaise with Financial Specialist to prepare disbursement projections and payments
- Support the contract management process through contract completion: manage the risks in project management; establish and maintain appropriate systems for Contract Administration; ensure contractors' compliance with specifications/ scope of work; ensure performance appraisals are completed as required.
- Provide advice and Guidance on the interpretation of procurement policy; on how to resolve queries or problems that may arise.
- As directed by the Procurement Specialist, execute other tasks and special assignments required to ensure efficient and timely implementation of procurement activities.

### **3.0 CONSULTANT'S REPORTING OBLIGATIONS**

The Consultant will be required to complete all tasks and deliverables as agreed with the Permanent Secretary or her designate and will submit monthly progress reports that will include:

- A concise summary of the overall progress with details of the tasks performed with duration and outputs
- Outstanding issues and actions to resolve (challenges, description and explanation of delays and impacts and recommendations for resolutions);
- Important meetings and other events with brief statements of their conclusions.
- Expected work programme for the month

Other reports may be requested by the Permanent Secretary or her designate as required.

Each report must be in the format agreed with the Permanent Secretary or her designate and submitted at the end of each month as (i) hard copy (ii) one electronic file in editable word processing format and (iii) an electronic file in PDF format.

Payments for satisfactory performance of deliverables to the Permanent Secretary or her designate's satisfaction, shall be payable upon submission of the corresponding invoice.

## **4.0 QUALIFICATION AND EXPERIENCE**

The Procurement Officer must have:

### **MINIMUM ACADEMIC QUALIFICATION:**

- An Undergraduate Degree in Procurement, Purchasing, Business Administration, Management, Accounting or related field and a minimum of five (5) years' relevant work experience in procurement
- Chartered Institute of Procurement and Supply (CIPS) Level 3 or other related professional certifications will be an asset

### **MINIMUM GENERAL EXPERIENCE:**

- At least three (3) years of experience working in Government Unit / Departments or similar
- Experience working on projects for International Multilateral Organization such as IDB would be an asset

### **MINIMUM SPECIFIC EXPERIENCE:**

- Minimum three (3) years' working experience in Procurement in the Public Sector
- Minimum three (3) years' experience in the preparation and evaluation of tender documents (Invitations to Bid (ITBs), Requests for Quotations (RFQs), Tender Notices, Requests for Proposals (RFPs) etc.)
- Experience in the management of procurement process (conducting evaluation meetings, pre-tender meetings and preparation of relevant reports)
- Experience in the preparation of procurement plans and related reports

*Only individuals who meet the minimum qualifying requirements will be considered.*

### **OTHER KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of public sector and the Inter-American Development Bank's (or similar multi-national agencies) procurement policies and procedures and reporting requirements.
- Working knowledge of project management would be an asset
- Strong interpersonal and communication skills
- At least three (3) years of computer skills (proficient in Microsoft Office Suite, Database Management, Microsoft project and other productivity software tools)
- Knowledge of sources of supplies, equipment, material and services, their availability, market prices and trends

- Ability to prepare simple and complex tender documents and prepare the relevant reporting documents and contracts.

#### **4.0 COMPULSORY COMPLIANCE:**

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-9 March 2011*: Section I. Clause 1.11 Eligibility. See information on Eligible Countries at Appendix I.
- No Conflict of Interest: as per *Policies for the Selection and Contracting of Consultants Financed by IDB-GN-2350-9 March 2011*: Section I Clause 1.9 Conflict of Interest
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

#### **5.0 CHARACTERISTICS OF THE CONSULTANCY**

- i) **Type of Consultant:** Individual
- ii) **Contract Duration:** 12 months
- iii) **Place (s) of Work and Timing:** The Consultant will work from the Ministry of the Attorney General and Legal Affairs or as otherwise advised by the Project Manager. He/She shall also be expected to provide no less than forty (40) hours of consulting time per week at the Offices of the Ministry on an agreed schedule.
- iv) **Working Language:** English
- v) **Eligibility:** The Consultant must be from an Eligible IDB member country - **See Appendix I**
- vi) **Reporting Relationship:** The Procurement Officer will report to the PIU's Procurement Specialist under the overall coordination of the Project Manager

#### **Attachments:**

**Appendix I - Bank's Eligible countries**

**Appendix II - CV format**

**Appendix III - Selection criteria/sub criteria**

## APPENDIX I

### ELIGIBLE COUNTRIES

This section lists the Bank's member countries, to determine the country of origin of goods.

“Eligible countries are: Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, and United States, Uruguay and Venezuela.”

Eligible Territories are:

- a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France
- b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA
- c) Aruba – as a constituent country of the Kingdom of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Kingdom of the Netherlands
- d) Hong Kong – as a Special Administrative Region of the People's Republic of China”

#### Nationality and origin of Goods and Services Criteria

The policy provisions make it necessary to establish criteria to determine: a) the nationality of the firms and individuals eligible to bid or participate in a bank-financed contract and b) the country of origin of goods and services. For these determinations, the following criteria shall be used:

##### (A) Nationality.

- a) An individual is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:
  - i. is a citizen of a member country; or
  - ii has established his/her domicile in a member country as a “bona fide” resident and is legally entitled to work in the country of domicile.

b) A firm is considered to have the nationality of a member country if it meets the two following requirements:

- i. is legally constituted or incorporated under the laws of a member country of the Bank; and
- ii. more than fifty percent (50%) of the firm's capital is owned by individuals or firms from member countries of the Bank.

All members of a joint venture and all subcontractors must meet the nationality criteria set forth above.

#### (B) Origin of Goods.

Goods have their origin in a member country of the Bank if they have been mined, grown, harvested, or produced in a member country of the Bank. A good has been produced when through manufacture, processing or assembly, another commercially recognized article results that differ substantially in its basic characteristics, function, or purpose of utility from its parts or components.

For a good consisting of several individual components that need to be interconnected (either by the supplier, the purchaser or by a third party) to make the good operative and regardless of the complexity of the interconnection, the Bank considers that such good is eligible for financing if the assembly of the components took place in a member country, regardless of the origin of the components. When the good is a set of several individual goods that are normally packaged and sold commercially as a single unit, the good is considered to originate in the country where the set was packaged and shipped to the purchaser.

For purpose of origin, goods labeled "made in the European Union" shall be eligible without the need to identify the corresponding specific country of the European Union.

The origin of materials, parts or components of the goods or the nationality of the firm that produces, assembles, distributes or sells the goods, does not determine the origin of the goods.

#### (C) Origin of Services.

The country of origin of services is that of the individual or firm providing the services as determined under the nationality criteria set forth above. These criteria apply to services ancillary to the supply of goods (such as transportation, insurance, erection, assembly, etc.), to construction services, and to consulting services.



**APPENDIX II**

**Curriculum Vitae (CV)**

<b>Position Title and No.</b>	<i>[e.g., K-1, TEAM LEADER]</i>
<b>Name of Expert:</b>	<i>[Insert full name]</i>
<b>Date of Birth:</b>	<i>[day/month/year]</i>
<b>Country of Citizenship/Residence</b>	

**Education:** *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

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**Employment record relevant to the assignment:** *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
<i>[e.g., May 2005-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]</i>		

**Membership in Professional Associations:**

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**Language Skills (indicate only languages in which you can work):**

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**Adequacy for the Assignment:**

<b>Detailed Tasks conducted:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>

**Experts contact information:** *[e-mail....., phone.....]*

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

*[day/month/year]*

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Name of Expert  
Date

Signature

- (i) This CV correctly describes my qualifications and experience
- (ii) I am employed by the Executing or the Implementing Agency
- (iii) I was part of the team who wrote the terms of reference for this consulting services assignment
- (iv) I am currently debarred by a multilateral development bank (If yes, identify who)

Yes	No

**APPENDIX III**  
**EVALUATION CRITERIA**

	<b>SELECTION CRITERIA FOR PROCUREMENT SERVICES</b>	<b>MAXIMUM POINTS</b>
<b>1</b>	<b>Academic Qualification</b>	<b>20</b>
	a) Undergraduate Degree in Procurement, Purchasing, Business Administration, Management, Accounting or related field	15
	b) CIPS Certification or other related professional certification	5
<b>2</b>	<b>General Experience</b>	<b>20</b>
	<b>a) Experience working in the field of Procurement</b>	<b>15</b>
	i. More than five (5) years	15
	ii. 2 - 5 years	10
	iii. 1 - 2 years	7
	iv. Less than 1 year	5
	<b>b) Experience working in the Public Sector Environment</b>	<b>5</b>
	i. More than three (3) years	5
	ii. 1 – 3 years	3
	iii. Less than 1 year	1
<b>3</b>	<b>Specific Experience</b>	<b>50</b>
	<b>a) Experience in the preparation and evaluation of tender documents (ITBs, RFQs, Tender Notices, Requests for Proposals etc.)</b>	<b>20</b>
	i. More than five (5) years	20
	ii. 2-5 years	15
	iii. 1-2 years	7
	iv. Less than 1 year	5
	<b>b) Experience in the management of procurement process (conducting evaluation meetings, pre-tender meetings and preparation of relevant reports)</b>	<b>15</b>
	i. More than five (5) years	15
	ii. 2 - 5 years	10
	iii. 1 - 2 years	7
	iv. Less than 1 year	5
	<b>c) Experience in the preparation of procurement plans and related reports</b>	<b>15</b>
	i. More than three (3) years	15
	ii. 1-3 years	10
iii. Less than 1 year	5	
<b>4</b>	<b>Adequacy for the Assignment</b>	<b>10</b>
	a) Knowledge of IDB or similar and GORTT procurement policies and procedures	5
	b) Working knowledge of project management systems	5
	<b>Total Points Attainable</b>	<b>100</b>