

REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES**

TT-T1096-P003

Selection Method: Firm Procurement – Simplified Competitive

Country: *Trinidad and Tobago*

Sector: *IFD/CTI-Competitiveness, Technology and Innovation Division*

Funding – TC #: *ATN/CO-17725-TT*

Project #: *TT-T1096*

TC name: *Establishment of the Trinidad and Tobago Accreditation Service for Conformity Assessment*

[Link to TC document](#)

Description of Services:

Consultancy to Develop and Implement Change Management Plan inclusive of Branding for the Transition of TTLABS to TTASCA

The overall objective of this consultancy is to enable TTLABS to manage the risk of the transition to TTASCA for its reputation and clientele and to create the brand image for the new accreditation body, TTASCA. The consulting firm will be required to liaise and work with TTASCA management and the Ministry of Trade and Industry (MTI) in the research, development and implementation of the change management plan for TTLABS to TTASCA.

Accreditation is an independent endorsement by a third-party entity of the competence of a conformity assessment body to reliably perform specific quality tasks against internationally recognized standards. Conformity assessment bodies include medical laboratories, testing laboratories, calibration laboratories, inspection bodies and certification bodies, as well as, proficiency testing providers, reference material producers and verification bodies. Conformity assessment processes are necessary as evidence of compliance with a country's or industry's regulations and requirements. In this regard, internationally recognized accredited conformity assessment processes are essential to reduce the technical barriers to trade that may be faced by exporters through demands for repeat testing, certification and/or inspection and other such impediments – real or artificial - when their goods reach foreign markets.

A National Quality Policy for Trinidad and Tobago 2018-2030 was approved by Cabinet on April 12, 2018, along with an Implementation Plan and Communication Plan. The National Quality Policy aims to facilitate the attainment of higher levels of productivity, innovation, consumer health, environmental protection and competitiveness of local business on the global market, through the strategic strengthening and reform of the country's National Quality Infrastructure (NQI). The main components of the NQI are: Standards; Metrology; Conformity Assessment Services; Accreditation; and Information Awareness and Education Programmes. The objectives of the approved Policy are:

- To improve Trinidad and Tobago's Quality Infrastructure operating framework;
- To reform the legal framework to support the integration of Quality Infrastructure in commerce, trade and all relevant social activities;
- To build the human capital, develop the physical infrastructure needed and strengthen agencies and stakeholders; and
- To develop a system of continuous learning, adaptation and communication.

In December 2018, Cabinet approved the establishment of an independent accreditation body, to be established as a Body Corporate, under the name Trinidad and Tobago Accreditation Service for Conformity Assessment (TTASCA). TTASCA will be established with its own Act of Parliament and Regulations for the accreditation of all conformity assessment bodies, and with a Board of Directors under the purview of the Ministry of Trade and Industry. This will require amendments to the Standards Act and Regulations to remove the accreditation functions from the TTBS. In addition, new legislation will be necessary to expand TTASCA's scope of activities to move beyond TTLABS' current remit of the accreditation of laboratories and to include the accreditation of inspection and certification bodies as well. As of February 2022, a Regulatory Impact Assessment of the establishment of TTASCA has been undertaken, leading to the development of a legislative brief to guide the creation of the new legislation.

The Compete Caribbean Partnership Facility (CCPF) is executing the above-mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest. Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations (<http://beo-procurement.iadb.org/home>) by: *May 16, 2022*, 5:00 P.M. (Washington D.C. Time).

The consulting services ("the Services") include the development and establishment the new brand image of TTASCA; the development of the mission, vision and core values of TTASCA; the development of a change management plan to mitigate the potential risks to the image of the accreditation body and its clients as a result of the transition process; and the development of promotional material aligned with local and international practices and standards to be used to educate and inform the public about: a) The transition to TTASCA; and b) The benefits for Trinidad and Tobago and TTLABS-accredited laboratories.

Key Activities:

- I. Develop a more in-depth understanding of the project through discussions with Compete Caribbean, MTI and TTASCA management on the planned results of the project.*
- II. Liaise with Compete Caribbean, MTI and TTASCA management in the data gathering stage (baseline data) to develop the change management programme tailored to the needs of TTASCA.*
- III. Prepare a concise Work Plan for conducting the assignment.*
- IV. Work with the management of MTI and TTASCA to develop the Mission, Vision, Core Values and brand image for TTASCA.*
- V. Prepare promotional material for the public education and awareness of the transition to TTASCA and the benefits for Trinidad and Tobago and TTLABS-accredited laboratories.*
- VI. Develop the Change Management Plan with the management of MTI and TTASCA.*
- VII. Act as a resource person in providing additional support to TTASCA in executing the activities of the transition from TTLABS to TTASCA*
- VIII. Deliver the Change Management Plan with a close out report.*
 - The Change Management Plan should be done in an editable format for actual implementation by TTASCA and MTI management.*
 - Conduct a coaching workshop with MTI and TTASCA management on the intended implementation and sustainability of the Change Management Plan after the Consultancy.*

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-4. All eligible consulting firms, as defined in the Policy may express an interest. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the

corresponding documents.

CCPF now invites eligible consulting firms to indicate their interest in providing the services described above in the draft summary of the intended Terms of Reference for the assignment. Interested consulting firms must provide information establishing that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative.

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to:

Inter-American Development Bank

Division: Competitiveness, Technology, and Innovation (IFD/CTI)

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