

REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES**

Selection #: TT-T1096-P001

Selection Method: Simplified Competitive Selection

Country: Trinidad and Tobago

Sector: *Competitiveness, Technology, and Innovation (IFD/CTI)*

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:

Training for Personnel and Assessors in ISO/IEC 17011, ISO/IEC 17025 and ISO 15189

The objective of this consultancy is to ensure that a strong training package is delivered to management, staff and assessors to equip them in the knowledge of operation of an accreditation body for laboratory assessment programmes and medical laboratory assessment programmes, and to use training methods that will allow recipients to then pass knowledge gained to other persons within the organisation.

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 November 2020, 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, CCPF 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: **15 January, 2021**, 5:00 P.M. (Washington D.C. Time).

The consulting services ("the Services") include the following activities to be implemented over a 6-month period: liaise with TTASCA management in the planning stages; prepare and deliver the training programmes in ISO/IEC 17011, ISO/IEC 17025, and ISO 15189 to participants from TTASCA; prepare a training manual to be used by TTASCA for future activities; and prepare a close-out report on the capacity-building activity

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 below 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:

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Draft Summary of Terms of Reference

The scope of services includes the following:

- Liaising with TTASCA management in the planning stages; preparing and delivering the training programmes in ISO/IEC 17011, ISO/IEC 17025, and ISO 15189 to participants from TTASCA; preparing training manuals to be used by TTASCA for future activities; and preparing a close-out report on the capacity-building activity.

The Consulting Firm will carry out the following key activities that will facilitate the achievement of the objective:

- Assess the training requirements for TTASCA to manage and operate an internationally recognized Accreditation Body in accordance with ISO/IEC 17011 for the scope of medical laboratories based on ISO 15189, and testing and calibration laboratories based on ISO/IEC 17025. This assessment should identify the training needs of the organization to allow it to develop a pool of competent trainers and lead and technical assessors.
- Liaise with Compete Caribbean and TTASCA management to develop the training programmes that are consistent with the TTASCA training needs assessment.
- Prepare the training manuals with activities based on the agreed training programme and topics to be covered.
- Deliver the following training programmes to participants from TTASCA: ISO/IEC 17011; ISO/IEC 17025; ISO 15189.
- Conduct assessments of knowledge gained for each participant in each training programme.
- Prepare Train-the-Trainer (ToT) training manuals to be used by TTASCA for future training activities.
- Prepare a close-out report on all training activities conducted, including recommendations for TTASCA to address any real or potential non-conformities with ISO/IEC 17011.

Consulting firms should have specific expertise and knowledge, which will be the main criterion for their selection.