



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
Mid Term Evaluation
Loan No: LO 3022/OC-TT
SIMRGD-195-SCC-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 conduct a mid-term evaluation of the loan operation. This consultancy seeks to engage the services of a suitably qualified individual with a strong background in economics, business management or financial management with significant experience in conducting assessments, mid-term reviews or final evaluations of IDB projects and or similar multinational lending agencies. The overall objective of this consultancy is to examine the operations and outcomes achieved by the SIMRGD and make recommendations for improvement.

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 III of the TOR. For full details, review the Terms of Reference here (<http://www.ag.gov.tt/About-Us/Vacancies>).

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 18th, 2018** to procurementmla@gov.tt addressed as follows:

The Permanent Secretary
Ministry of the Attorney General and Legal Affairs
Attention: Ms Kizzann Lee Sam, Project Manager
Strengthened Information Management at the Registrar General's Department
Corner London and Richmond Street, Port of Spain
Tel: 1 (868) 223-2452 ext. 3409
E-mail: procurementmla@gov.tt
Subject: Mid Term Evaluation Consultancy (IDB Loan No: 3022/OC-TT)

**STRENGTHENED INFORMATION MANAGEMENT AT THE REGISTRAR GENERAL'S DEPARTMENT
TRINIDAD AND TOBAGO, LOAN No. 3022/OC-TT**

Terms of Reference
Mid Term Evaluation - Individual Consultant

BACKGROUND

- 1.1 The Ministry of the Attorney General and Legal Affairs (MAGLA) is currently implementing a project; Strengthened Information Management at the Registrar General's Department (SIMRGD). This project is financed through a loan facility funded by the Inter-American Development Bank (IDB). The loan contract, which commenced on January 27, 2014, is valued at US\$20 million and is to be disbursed over a period of five (5) years.

The SIMRGD project primarily aims to improve conditions for investment in Trinidad and Tobago by streamlining the property registration process. Two components are financed under the project, namely: Institutional Capacity Strengthening of the Registrar General's Department (RGD); and Support to Strengthen Identification of Parcels and Persons in Property Registration.

During project design, an ex-ante economic analysis (EA) of the proposed operation was carried out using a cost/benefit approach to calculate the economic internal rate of return (EIRR) of the project. The EA focused on the project's principal expected benefit: a reduction in the average number of full work days required to undertake a search for a property title. The expected economic saving generated by the project investment, as measured in wage equivalents, was estimated based on a twenty-year cash flow projection. Finally, a sensitivity analysis was performed on the key variable driving the model to determine the economic feasibility of the project under different scenarios.

The project's Monitoring and Evaluation Plan (MEP), to this ToR, called for rigorous mid-term evaluation to learn about the impact of streamlining the RGD's property registration process on achieving project objectives. The evaluations were to determine:

- Did the Program reduce the time to register property titles and deeds?
- Did the Project improve TT's ranking on the Doing Business report?
- Did the Program help the RGD to increase its usage of its digitized system?
- Did the Program help to improve coordination and dialogue between stakeholders?
- Did the Program increase the percentage of new property transactions that use a PIN?
- Did the Program strengthen the institutional capacity of the RGD?
- How has the project impacted the Doing Business Report percentile ranking of Trinidad and Tobago by easing the property registration process?

Further, the cost/benefit analysis (CBA) run at project design was to be re-run during for the evaluations. The CBA produced during project design estimated the economic benefits expected to accrue as a result of a reduction in time required to register property in Trinidad and Tobago. The project was expected to generate economic benefits stemming from a reduction in the number of person-years that are currently devoted to searching for instruments at the Property Registry. The CBA calculated the economic value of these savings by estimating the number of searches per year, the average time per search and the cost per search. Based on net incremental benefit stream, the project's economic internal rate of return was estimated at design as 18.2%. The net present value of the incremental net benefit stream presented was estimated as US\$20.7 million. Given that the ex-ante CBA has a number of assumptions embedded in the analysis, it was deemed important to recalculate the CBA at completion when realized costs would be available, and it would be possible to recalculate the estimated benefit based on updated data and longer time series.

In keeping with the loan requirements, the project is due for a formal assessment of its performance to date. Consequently, the MAGLA, through its assigned Project Implementation Unit (PIU) is seeking a qualified independent economist to conduct a comprehensive mid-term evaluation of the project for the period 2014 -2016.

OBJECTIVES AND ACTIVITIES OF THE CONSULTANCY

The objective of the consultancy is to conduct a mid-term evaluation, including economic analysis, of the above-specified loan operation. The report will serve as an input for the project's continued relevance, efficiency levels and effectiveness. The report should respond to the questions and evaluation specifications outlined in the MEP, Operations Manual, in paragraphs 1.3 and 1.4 above and to the following;

- (i) The extent to which the project objectives listed within the Operations Manual have been met as of the date of commencement of the evaluation, and assess the likelihood of achieving them upon project completion;
- (ii) Reduction in the time to register property titles and deeds.
- (iii) Operational performance of the PIU, RGD and Ministry's organization structure in relation to the project. Including institutional strengths and weaknesses.
- (iv) Receipt of necessary resources as planned.
- (v) Cost-effectiveness of the project.
- (vi) Adherence to stipulated guidelines with respect to procurement activities, accountability, financial reporting and audits.
- (vii) Templates and guidelines for project development, implementation, monitoring and evaluation
- (viii) Identify potential options for improving the program, which could include modification of activities, responsibilities of PIU staff, schedule of activities

and budget allocations, among others

CHARACTERISTICS OF THE CONSULTANCY

Type of consultancy: Individual

Commencement date and duration. Duration of 40 working days over a three (3) month period, starting Q1, 2018.

Place of work: Port of Spain, Trinidad and consultant's place of residence.

Qualification and experience:

Masters degree or equivalent in economics, business management, financial management or related field with a career spanning over ten (10) years in economic evaluation and public investment projects

At least ten (10) years' experience working in the areas of institutional assessment, strategic planning and review; familiarity with design and implementation of public sector modernization programs and processes.

At least ten (10) years of professional experience in conducting assessments, mid-term reviews or final evaluations of IDB projects and or similar multi-national lending agencies

At least seven (7) years of experience working with Latin America and / or Caribbean Governments or similar.

Working knowledge of Project Management Systems, techniques and concepts, e.g. risk analysis.

The consultant must be fluent in English language and belong to an IDB member country.

DELIVERABLES

The consultant will present to the MAGLA a draft mid-term and a final mid-term evaluation, reflecting all comments and requests of the MAGLA to the draft report. The report shall be prepared in accordance with IDB guidelines for economic analysis and requirements provided in Section II. An executive summary should also be included. The consultant will make modifications to the evaluations and evaluation methodology as necessary during the process of approval to ensure that the CBA corresponds to project changes effectuated during project implementation.

The consultant will participate in an inception meeting with MAGLA, to be held within the first week of the consultancy. The primary purpose of the inception meeting is to discuss the work plan. Additionally, the consultant is required to participate

in a technical meeting as necessary to present and discuss the results of the evaluation to the Project Steering Committee and other stakeholders; where comments from this meeting will be incorporated in the final Mid-Term Evaluation Report.

The consultant will submit the following deliverables to MAGLA:

1. Inception Report including work plan – One week (1) after the commencement of the consultancy. This should contain a detailed work plan and description of the methodology and instruments to be used including draft interview guides and organizational assessment instrument
2. Draft Mid-Term Evaluation Report within six (6) weeks after the start of the consultancy.
3. Final Mid-Term Evaluation Report within eight (8) weeks of the start of the consultancy.

PAYMENT SCHEDULE

Upon submission and acceptance of the Inception report	20%
Draft Mid-Term Evaluation, upon acceptance by MAGLA	50%
Final Mid-Term Evaluation, upon acceptance by MAGLA and IDB	30%
Total	100%

CLIENT INPUT

The MAGLA will make all required documentation available (inclusive of the aforementioned Economic Analysis and Monitoring and Evaluation Plan), basic office accommodation and facilitate contact with other stakeholders and agencies as necessary.

VII. COORDINATION AND REPORTING

7.1 The consultancy will be conducted in close coordination with key representatives of MAGLA, and in particular with the PIU team overseeing implementation of the SIMRGD project.

Any coordination or reporting related to the fulfillment of this consultancy will be made with the PIU Project Manager or designated representative.

APPENDIX I

Curriculum Vitae (CV)

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

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

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.]*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
<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 and Publications:

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

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
<i>[List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)</i>	

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]

Name of Expert

Signature

Date

(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 not currently debarred by a multilateral development bank (If yes, identify who)

I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

APPENDIX II

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.

