

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

CONSERVATOR RECRUITMENT– INDIVIDUAL CONSULTANCY

1. Background and Justification

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), which is financed through a loan facility funded by the Inter-American Development Bank (IDB). The SIMRGD project primarily aims to improve conditions for investment in Trinidad and Tobago by streamlining the property registration 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. Also, given the uniqueness of the collection, their historical and cultural value can be considered priceless.

In carrying out this objective of Strengthened Information Management a formal evaluation of the existing paper based collection is required. The Project Implementation Unit (PIU) is seeking a qualified independent consultant to carry out the assessment and produce a report on the current state of the records, recommendations for remedial actions and an implementation plan with priorities and timelines.

2. Objectives and Deliverables

2.1 The general objective of this consultancy is to assess the existing collection and make recommendations towards prolonging its existence against decay and destruction.

2.2 Specific deliverables are:

- (i) **Conduct conservation assessment:** systematically examining, documenting and evaluating all the factors that contribute to the preservation/deterioration of the collection, as well as its condition, to develop and implement sustainable collections plan.
- (ii) **Documentation:** write descriptive reports on the condition of the documents and be responsible for developing and producing treatment proposals and a final treatment

report.

- (iii) **Treatment:** based on condition, analysis and understanding of the material and available resources, determines best treatment approach; proposes treatment, performs treatment and thoroughly documents the work.
- (iv) **Training:** implement conservation programs and guidelines including establishing and maintaining optimal storage conditions, care and handling of the collection; providing instruction in conservation theory, approaches, methodologies, ethical practices, documentation techniques and standards, analytical procedures, and treatment techniques.
- (v) **Pest management:** discouraging, controlling and eliminating biological agents that can damage the collection; determines best policies and practices and the nature of current risk of actual infestation.
- (vi) **Costs:** proposing and estimating the costs of treatments to halt decay and stabilize collection.
- (vii) **Environmental monitoring:** develops monitoring programs, assesses environmental data, makes recommendation for implementation of monitoring programs, determines environmental specification, coordinates recommendations with the Records Manager in determining a plan of action to monitor and/or mediate problems.
- (viii) **Policy:** develops and implements operating policies, standards and procedures to assure the continued high quality of staff performance.

3. Scope of Consultancy

3.1 Type of Consultancy

An individual will be recruited for this assignment.

3.2 Tasks

No.	Description
1.	Examine, document and evaluate all the factors that contribute to the existing preservation/deterioration of the RGD collection, as well as the current condition of volumes
2.	Review national and international standards for records and archival management against RGD protocols for care of records
3.	Write descriptive reports on the condition of the stored RGD documents, including treatment proposals and a list of no greater than 30 volumes / instruments most in need of treatment
4.	Develop recommendations for protocol amendments for care of records, including pest management, environmental monitoring, costs and policy recommendations.

No.	Description
5.	Submit reports and recommendations for feedback and review by MAGLA staff. Integrate any edits / feedback as needed
6.	Develop a “Train the Trainers” program on treatments and protocol amendments for care of records for 4 – 5 RGD staff members
7.	Propose treatment on 3 - 5 selected volumes / instruments most in need of treatment as part of “Train the Trainers” program
8.	Administer “Train the Trainers” program and perform treatment on 3 - 5 selected volumes / instruments most in need of treatment as part of “Train the Trainers” program
9.	Prepare and submit a draft comprehensive collection report, including findings and recommendations for treatment and care of the RGD collection.
10.	Integrate feedback from MAGLA staff and resubmit a final comprehensive collection report, including findings and recommendations for treatment and care of the RGD collection.

Deliverables

Deliverable	Time Frame	Payment
1. Inception report with work plan and inclusive of preliminary review of records and current RGD protocols for care of records	October 2017	10%
2. Report on the condition of the stored RGD documents, including treatment proposals and recommendations. a list of no greater than 30 volumes / instruments most in need of treatment	December 2017	10%
3. Report on recommendations for protocol amendments for care of records, including pest management, environmental monitoring, costs and policy recommendations	January 2018	10%
4. “Train the Trainers” program draft manual developed on treatments and protocol amendments for care of records for 4 – 5 RGD staff members	March 2018	15%
5. Train the Trainer program implemented	April 2018	30%
6. Final comprehensive collection report, including findings and recommendations for treatment and care of the RGD collection, and final “Train the Trainers Program” manual.	June 2018	25%

3.3 Duration

The duration of the assignment will be nine (9) months from the commencement of the contract.

3.4 Work Location

The consultant will be expected to work at the MAGLA.

3.5 Supervision

The contracted consultant will report to the Permanent Secretary of the Ministry of the Attorney General and Legal Affairs or her designate. The Project Manager of the Programme Implementation Unit (PIU) will provide operational supervision.

3.6 Qualifications and Experience

The consultant should have a Master's degree from a recognized conservation training program plus at least one (1) year post graduate experience or a minimum of five (5) years equivalent professional training and experience treating works on paper are required. Good organizational and verbal skills and an ability to work in a group environment are a necessity. The successful candidate will be capable of treating fragile, oversized and historically valuable objects while working efficiently to maintain conservation standards and meeting project deadlines. The consultant should be able to demonstrate / provide details of successful completion of similar projects over the last 5 years.

The consultant must be fluent in English and from an IDB member country. See Appendix 1

4. Client Input

The client (MAGLA) will make all required documentation available, provide basic office accommodation and facilitate contact with other stakeholders and agencies as necessary.

APPENDIX 1

Bank Member Countries

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.