



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF TRADE AND INDUSTRY

Expression of Interest

For An Individual Consultant

TO PROVIDE ADVISORY SERVICES TO DEVELOP A NATIONAL POLICY FOR ARCHIVES, RECORDS AND INFORMATION MANAGEMENT AND IMPLEMENTATION PLAN FOR TRINIDAD AND TOBAGO

Institution: **Ministry of Trade and Industry**
Country: **Trinidad and Tobago**
Project: **Strengthening of the Single Electronic Window for Trade and Business Facilitation**
Sector: **Trade**
Loan No. **3575/OC-TT**

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) for the Project, *Strengthening of the Single Electronic Window (SEW) for Trade and Business Facilitation*. Funding received for the project shall be applied to the Consultancies identified below.

The Ministry of Trade and Industry now invites individual consultants to indicate their interest in providing the following consulting service:
Advisory Services to Develop a National Policy for Archives, Records and Information Management and Implementation Plan for Trinidad and Tobago

The details for the above Service are provided in the Terms of Reference. Expressions of Interest (EOIs) must include an Expression of Interest Letter (Attachment I) and a Curriculum Vitae (Attachment II). **This Expression of Interest Notice, the Terms of Reference** and the **Submission Forms** (Attachments I and II) can be accessed on the Ministry's website at www.tradeind.gov.tt.

A consultant will be selected under the Individual Consultant Selection (Open Invitation) procedures, in accordance

with Section V of the Policy for the Selection and Contracting of Consulting Services (GN2350-9) financed by the IDB which can be found at the following website: www.iadb.org/procurement

Interested individuals must submit their EOI no later than 13th February 2022 via Email to PIUSEW@gov.tt with the subject: Individual Consultant – **To Provide Advisory Services to Develop a National Policy for Archives, Records and Information Management and Implementation Plan for Trinidad and Tobago**.

EOIs will be evaluated on the basis of the individual's qualifications and experience as stated in the Terms of Reference. Any request for clarification must be sent by 6th February 2022, with the heading "Request for Clarification" in writing by electronic mail to the MTI's address as follows:

Attn: Programme Manager
email: piusew@gov.tt

The MTI reserves the right to cancel this EOI in its entirety or partially without defraying any cost incurred by individuals.

The MTI does not bind itself to accept any EOI. Late EOIs will **NOT** be considered under any circumstances.

Permanent Secretary
Ministry of Trade and Industry



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AND INDUSTRY

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