



Government of the Republic of Trinidad and Tobago

Ministry of Trade and Industry

RESPONSE TO QUESTIONS FOR CLARIFICATION

Consultancy for the Provision of Communications and Change Management Services for the Establishment of a Single Trade and Investment Promotion Agency for Trinidad and Tobago

ISSUED 9 JUNE 2022

- 1. The [organization] does not have “Auditor’s report together with audited financial statements made in accordance with approved standards for the last two (2) years”, will the Letter of Comfort certifying the Bidder is in good financial standing suffice for the submission?**

The Letter of Comfort will suffice for the submission and should be accompanied by an indication of when the Auditor’s report would be submitted and/or why same has not been completed.

- 2. What is the updated expected timeline for start of the project? The RFP indicates Q2 of 2022, but this is not feasible with current dates of submission of proposals.**

It is expected that the project will begin as soon as contract negotiations are completed with the selected bidder.

- 3. Is the new organisation going to be in one location?**

The new organization will be accommodated in a single location.

- 4. Please confirm that the Communications Plan should target three main groups:**

- 1. Internal staff for the change in progress**
- 2. The population of Trinidad and Tobago to update them of the new organisation**
- 3. The international investors/ buyers of Trinidad and Tobago goods and Services**

The Communication Change Management Plan should target main stakeholder groups as advised by the Consultant.



5. Does the Communications Plan also [include] a Strategic Marketing and Branding of the new organisation or will this be a separate project after the merger?

The Communications Plan is intended to be focused on communicating the change in institutional arrangements to stakeholder groups. A Strategic Marketing and Branding Plan for the new organization is not needed in this consultancy.

6. Does the client expect follow up guidance and support for execution after the completion of the projects? If yes, for how long after? Should consultancy support after the close off the project will be costed within the project fee.

It is not anticipated that there would be need for follow-up guidance and support after the completion of the project. Given the duration of the Change Management contract it is envisaged that the consultant would be present during and after the establishment of the proposed agency to appropriately support the pre-; mid-; and post-transition processes.

7. Has the MTI, Inter-Ministerial Committee (IMC) and the Board of Directors of the new agency approved a structure and staffing requirements for the Agency?

No, the MTI, IMC and Board of Directors have not approved the structure and staffing requirements for the new agency. This is the subject of the Consultancy for the Provision of Human Resource and Industrial Relations Services for the Establishment of a Single Trade and Investment Promotion Agency for Trinidad and Tobago, the output of which would include the Organizational Structure and Job Descriptions.