



**Government of the Republic of Trinidad and Tobago**  
Ministry of Digital Transformation

# REQUEST FOR EXPRESSIONS OF INTEREST FROM INDIVIDUAL CONSULTANTS

Loan No. TT-L1061 Programme to Accelerate the Digital Transformation Agenda

Country: Trinidad & Tobago,

Closing Date: 22 February, 2024

1. The Government of the Republic of Trinidad and Tobago (GoRTT) (the “Borrower”) has applied for financing from the Inter-American Development Bank (IDB), (the “Bank”) toward the cost to implement the **Programme to Accelerate the Digital Transformation Agenda TT-L1061 (the Programme)**. The Ministry of Digital Transformation (MDT), an executing agency of the Borrower, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this invitation is issued.
2. The MDT now invites eligible individual consultants to indicate their interest in being engaged as individual consultants for the establishment of the Project Execution Unit (PEU) within the Ministry to undertake the respective responsibilities of the following roles:
  - **Programme Manager** - to coordinate and oversee the implementation and execution of the project activities including day-to-day administration and operations.
  - **Financial Specialist** - to ensure that the accounting of the Programme is executed in accordance with generally accepted accounting principles and in compliance with with IDB and Government accounting and reporting guidelines.
  - **Procurement Specialist** - to be responsible for the execution of procurement- related activities for Goods, Works, Non-consulting services and Consulting services under the Loan Agreement.
3. More details on the Services are provided in the Terms of Reference and annexes which are available upon request via email to: **ProcurementUnit@mdt.gov.tt** which should be addressed as follows:

**Permanent Secretary (Ag.)**

**Attention Ms. Patti King**

**Public Procurement Officer**

**Procurement Unit**

**Ministry of Digital Transformation**

**Level #5, National Library Building,**

**23 Abercromby Street, Port of Spain**

**Telephone:868.623.4724 ext. 31353|Fax: 868.627.8636**

***Late submissions will not be accepted.***

## **LIMITATIONS / RESERVATIONS**

The Ministry of Digital Transformation reserves the right to accept or reject any submission without defraying any cost incurred by the applicant in the preparation and submission of this EOI. The Ministry reserves the right to cancel or withdraw and or amend this notice and any associated notices entirely or in part, without defraying any of the cost incurred by the proponent.