

## TENDER NOTICE

The Integrity Commission of Trinidad and Tobago wishes to invite suitably qualified persons/organizations to submit proposals for the award of a Consultancy contract to provide advice to the Commission on the optimum organizational form, staff size and structure necessary to achieve its mandate.

The Integrity Commission was established under the Constitution of the Republic of Trinidad and Tobago. It is an autonomous body that seeks to promote integrity as a foundational element of the Trinidad and Tobago society. The Commission is mandated under the Integrity in Public Life Act, 2000 to prevent and detect corruption as well as instances of non adherence to the code of conduct. The Commission also has a public education function as it relates to integrity under the Act. The Commission is currently reviewing its powers under the Act in order to make it more effective and has arrived at firm proposals in this regard.

### Summary Objectives of Consultancy

- (i) Obtain recommendations on alternative legal/organizational form for the Commission that would enhance its independence.
- (ii) Obtain recommendations on an appropriate staff structure (including job descriptions) for the Commission in the context of its Strategic Plan.
- (iii) Obtain recommendations regarding remuneration, pension arrangements and other terms and conditions with respect to the proposed structure.

### Summary qualifications and experience

- (i) Lead Consultant must possess at least a Master's Degree and ten (10) years experience in Human Resources with competencies in human resource planning, organizational development and compensation management.
- (ii) Considerable experience in change management.
- (iii) Access to an Attorney-at-Law to advise on organizational form and its implications.

### Tender documents

Further details regarding the Terms of Reference of the Consultancy are provided in the tender package which also contains instructions to bidders and the evaluation criteria. This can be collected at the Office of the Integrity Commission, **4<sup>th</sup> Floor, UTC Financial Centre, Port of Spain from Monday to Friday between the hours of 8.00 a.m. and 4.00 p.m. until 13<sup>th</sup> November, 2012.**

**Submission of tenders**

One original along with three copies of your submission should be addressed as follows, and the envelope sealed and placed in the Tender Box provided at the Commission:

**The Registrar  
The Integrity Commission  
4<sup>th</sup> Floor UTC Financial Centre  
Port of Spain**

**All submissions/bids must be received by the Commission by 13<sup>th</sup> November, 2012 at 4.00 pm. Late submissions will not be considered.**

**Martin Farrell  
Registrar**



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'Organizational Development Consultancy'**

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