



REQUEST FOR PROPOSALS

RFP Ref #: EDFEMP001

RFP Date: January 15, 2024

*Research and Development of an Occupational Outlook Handbook
for Trinidad and Tobago 2024*

Closing Date – 3:00 pm AST on March 22, 2024

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

Our ref: RFP [EDFEMP001](#)
[January 15, 2024](#)

Dear Sir/Madam,

Re: RFP [EDFEMP001: Research and Development of an Occupational Outlook Handbook for Trinidad and Tobago 2024](#)

Reference is made to the captioned matter.

The Accreditation Council of Trinidad and Tobago hereby invites Proposals for the research and development of an Occupational Outlook Handbook for Trinidad and Tobago 2024. The provision of the services will be governed by the terms and conditions of the draft Contract contained in Part 'D' of the Request for Proposal documents.

A copy of the **Request for Proposal** ("RFP") is attached to this Letter for your careful review and consideration in preparation for submission of your Proposal.

A. Acknowledgement of Invitation

Proponents are asked to email their acknowledgment to this RFP invitation using the *RFP Acknowledgement Form (Appendix I)* to edfprojects@actt.org.tt by **3:00 p.m. AST on March 11, 2024, AST.**

B. Submission of Proposal

One (1) PDF soft copy emailed to employabilityconsultants@actt.org.tt, and one (1) original hard copy and of the Technical Proposal must be placed into a **sealed envelope**, labelled in accordance with *Instructions to Proponents*, Clause 15 of the RFP documents, and delivered into the appropriately labelled Tender Box located at the address below, by **no later than 3:00 p.m. AST on Friday March 22, 2024:**

The Accreditation Council of Trinidad and Tobago
Level 1, Maritime Centre
29 Tenth Avenue, Barataria, San Juan, 250606,
Trinidad and Tobago, W.I.

A Proponent requiring clarification of the contents of these RFP Documents must notify *The Accreditation Council of Trinidad and Tobago* in writing by email to the following email address edfprojects@actt.org.tt.

A proponent who resides outside of Trinidad and Tobago is required to submit the hard copy in a sealed envelope via secure courier service (such as Fed-Ex, UPS or DHL) and absorb all costs, regardless of the conduct or the outcome of the evaluation process.

The Proponent's requests for clarifications must be titled "**QUERY – REQUEST FOR CLARIFICATION (EDFEMP001)**". The request must be specific, must refer to the project title, specific section and clause and must be sequentially numbered. Inquiries must be received by no later than **3:00 p.m. AST on Friday March 11, 2024.**

The Accreditation Council of Trinidad and Tobago does not bind itself to accept the lowest cost or any proposal.

Yours respectfully,

Curtis Floyd

Executive Director

TABLE OF CONTENTS

Checklist of Documents to Accompany the Proposal.....	5
Instruction to Proponents.....	6
1. Introduction.....	6
2. Proponents’ Representative	6
3. Conflict of Interest.....	6
4. Waiver and Allocation of Risk	7
5. Confidentiality	7
6. Modification and Withdrawal of Bids	8
7. Change to Proposal Documents.....	8
8. Cancellation of the RFP Process.....	8
9. Bid Rejection	8
10. Clarifications.....	8
11. Evaluation of Proposals	9
12. Negotiation of Contract	10
13. Award of Contract	11
14. Proposal Requirements	11
15. Preparation and Submission of Proposals.....	12
16. Submissions and Due Date	13
17. Validity Period.....	14
Terms of Reference.....	15
1. Background.....	15
2. Specifics of the Request For Proposal	16
3. Scope of Services.....	16
4. The Accreditation Council of Trinidad and Tobago’s Provisions	17
5. Budget.....	17
6. Minimum Qualifications of the Proponent	17
7. Payment Terms	18

Checklist of Documents to Accompany the Proposal

Proponents are to place a tick in the checkbox for each item that is included in the Proposals

Title Page	<input type="checkbox"/>
Table of Contents	<input type="checkbox"/>
Proponent's Profile	<input type="checkbox"/>
Form 1A: Technical Proposal Submission Form	<input type="checkbox"/>
Form 2A: Work Experience of Proponent	<input type="checkbox"/>
Form 4A: Description of Methodology and Workplan for Performing the Assignment	<input type="checkbox"/>
Form 5A: Team Composition and Task Assignment	<input type="checkbox"/>
Form 6A: Curriculum Vitae	<input type="checkbox"/>
Form 7A: Proposed Project Plan / Time Schedule	<input type="checkbox"/>
Form 8A: Proponent's Declaration Form	<input type="checkbox"/>
Form 9A: Confidentiality Agreement	<input type="checkbox"/>
Client Reference Form	<input type="checkbox"/>
Qualification Certificates	<input type="checkbox"/>
Valid Income Tax Clearance Certificate (if applicable)	<input type="checkbox"/>
Valid Value Added Tax Clearance Certificate (if applicable)	<input type="checkbox"/>

Instruction to Proponents

1. INTRODUCTION

The Accreditation Council of Trinidad and Tobago is seeking to engage a suitably qualified Proponent with whom it can enter into a contract for the development of a research based Occupational Outlook Handbook for Trinidad and Tobago 2024 to be hosted online.

Proponents are hereby invited to submit a **Technical Proposal**. The Proposals will form the basis for contract negotiations and ultimately for a signed contract. Proponents are only allowed to submit **one** proposal for this Request for Proposal (RFP).

Proponents are responsible for examining, with care, all the documents and information provided in this RFP and will also be responsible for informing themselves of all relevant conditions, which may in any way affect their Proposal.

All costs incurred by the Proponent associated with preparation of Responses and/or participation in this RFP are entirely the responsibility of the Proponent and shall not be chargeable in any manner to *The Accreditation Council of Trinidad and Tobago*.

2. PROPONENTS' REPRESENTATIVE

If the Proponent is part of a company; firm; joint-venture; partnership; consortium or other group, they must advise *The Accreditation Council of Trinidad and Tobago*, within the proposal, of who will be fulfilling the requirements of this RFP and provide the following information for the individual(s): name, business address, telephone number and email address of an individual who is designated as the Proponent's representative for the purpose of this RFP.

3. CONFLICT OF INTEREST

The Proponent shall not have a conflict of interest. The Proponent shall hold *The Accreditation Council of Trinidad and Tobago's* interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. The Proponent shall not qualify for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of *The Accreditation Council of Trinidad and Tobago*.

Any Proponent who is found to have a conflict of interest with one or more parties in this RFP process shall be disqualified. A Proponent may be considered to have a conflict of interest with one or more parties in this RFP process if:

- a) It has, directly or indirectly, controlling shareholders or partners in common; or
- b) Its legal representatives are the same as or have a common party in their executive boards or management, or when the decision-making quorum of their shareholders at assemblies or meetings belongs directly or indirectly to the same natural persons or

entities; or

- c) It has a relationship, directly or through common third parties, that puts it in a position where they have access to information or can influence other Proposals or the decision of *The Accreditation Council of Trinidad and Tobago* regarding this RFP process; or
- d) It submits more than one (1) application for this RFP process.
- e) It has participated directly or indirectly, in any capacity, in the preparation of the design, feasibility studies, terms of reference, or technical specifications of the works or related services that are the subject of this RFP process.

In particular, any effort by Proponents to influence *The Accreditation Council of Trinidad and Tobago* in the process of examination, clarification, evaluation and comparison of Proposals will result in the rejection of the respective Proponent's bid.

In addition, proposals may be rejected if:

- i. The Proponent fails to provide the relevant documents requested in this RFP which supports its ability to successfully complete the services specified herein.
- ii. The Proponent has pending litigation which may adversely affect its ability to provide the services contained in this RFP.

4. WAIVER AND ALLOCATION OF RISK

The Proponent acknowledges and agrees that it is solely responsible for obtaining its own commercial, legal, accounting, engineering and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. The Proponent who submits a Proposal to *The Accreditation Council of Trinidad and Tobago* is deemed to have released *The Accreditation Council of Trinidad and Tobago* from, and waived any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected or arising out of the contents of this RFP or any such information as is described in this paragraph.

A Proponent who submits a Proposal is deemed to have agreed that it is solely responsible for and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its Proposal.

5. CONFIDENTIALITY

All information supplied by *The Accreditation Council of Trinidad and Tobago* and its stakeholders in connection with this RFP shall be treated as confidential by the Proponent, save for such information that may be disclosed so far as necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submissions of the Proposals.

All information supplied by Proponents in response to this RFP shall be treated as confidential by *The Accreditation Council of Trinidad and Tobago*, unless disclosure is required by law.

6. MODIFICATION AND WITHDRAWAL OF BIDS

Proponents may modify or withdraw their Proposals after submission provided that the modification or notice of withdrawal is received in writing by *The Accreditation Council of Trinidad and Tobago* **prior to** the prescribed deadline for the submission of Proposals.

7. CHANGE TO PROPOSAL DOCUMENTS

Any clarification or change to these Proposal Documents, prior to the Closing date specified herein will be made only by written addenda issued by *The Accreditation Council of Trinidad and Tobago* to each potential Proponent collecting these Proposal documents as at the date the clarification or change was made.

The Accreditation Council of Trinidad and Tobago will not be held responsible for any interpretations made by Proponents as a result of information received by any means other than by written addenda.

Each addendum, when issued, is to become a part of these Proposal Documents and each Proponent is required to acknowledge receipt of all addenda to *The Accreditation Council of Trinidad and Tobago* by email to edfprojects@actt.org.tt.

8. CANCELLATION OF THE RFP PROCESS

The Accreditation Council of Trinidad and Tobago reserves the right to cancel the RFP process in its entirety or even partially for any reason without defraying any costs incurred by any company/firm/joint venture/partnership/consortium. Notice of such cancellation will be communicated to all participating firms.

9. BID REJECTION

Notwithstanding anything to the contrary which may be contained or implied in this RFP, *The Accreditation Council of Trinidad and Tobago* does not bind itself to accept the lowest Proposal and further reserves the right to reject any and all parts of any and all Proposals which is judged to be in violation of the spirit and intent of this RFP.

10. CLARIFICATIONS

If a Proponent finds discrepancies in or omissions from the RFP, or should the intent or meaning of any provision be unclear or ambiguous, or should any question arise relative to the RFP; the Proponent should promptly notify *The Accreditation Council of Trinidad and Tobago* in writing **via email at** edfprojects@actt.org.tt.

All requests for clarification must be submitted at least nine (9) working days prior to the deadline for receipt of proposals. An acknowledgement of all requests for clarification will be sent by *The Accreditation Council of Trinidad and Tobago*.

Replies to such requests, if necessary, will be in writing and copies of all questions and answers will be provided to all Proponents. No requests for clarification received after the specified date and time will be entertained.

11. EVALUATION OF PROPOSALS

Proposals received shall be subjected to a combination of pass/fail or yes/no and weighted evaluation criteria. Proponents will be required to demonstrate that they meet the minimum criteria outlined in **(Section 6 of the Terms of Reference)**, on a pass or fail basis.

The evaluation of Proposals will be conducted in the following stages:

A. PRELIMINARY EXAMINATION

Proposals that are received will be reviewed to ensure that all documents and information requested in the RFP documents are included in the submission. At this point, incomplete submissions that fail to meet the minimum mandatory criteria may be deemed substantially non-responsive to the requirements outlined in the RFP and will not be considered further.

B. EVALUATION OF TECHNICAL SPECIFICATIONS

Each submission deemed substantially responsive during the preliminary examination stage and that meets the mandatory minimum criteria shall be evaluated against the following pre-determined evaluation criteria and scoring system.

Proponents are required to achieve a minimum score of not less than 50% of the points allocated for each evaluation criterion, as well as not less than 75% of the maximum score attainable, to be deemed technically qualified to be considered for the award of contract.

Table 1: Evaluation Criteria and Scoring System

No.	Qualification Criteria	Max Score	Min Score
1.	Qualifications and experience of the Proponent and Team to be assigned to the contract a) Doctoral degree in Education or Social Science (Proponent) (7 pts) b) Post graduate degree in Education or Social Science (Team Member(s)) (5 pts) c) Demonstrated experience in the following: a. Mixed methods research b. Conducting research and analysing the results of research, inclusive of tracer studies c. Experience with analysis of data for the development of an Occupational Outlook Handbook, inclusive of Occupational clusters d. Development of online Occupational Outlook Handbooks and other related documents	80	80%

No.	Qualification Criteria	Max Score	Min Score
	<ul style="list-style-type: none"> e. Production of reports that accurately presents findings in a logical manner for various audiences f. Completion of a minimum of 3 projects in the last 5 years (60 pts) d) Demonstrated proficiency in: <ul style="list-style-type: none"> a. Use of SPSS, SAS or other statistical analysis software b. Microsoft Office Suite, c. Computer Literacy d. Digital Literacy (8 pts) 		
2.	Methodology <ul style="list-style-type: none"> a) Technical approach to the assignment (5 pts) b) Quality of work plan (risk assessment, planning, implementation, testing, support, evaluation and handover) (20 pts) c) Proposed milestones and timelines are in alignment with Project timelines (5 pts) 	30	75%
3.	Knowledge of the local post-secondary and tertiary education and training sector as expressed in Proponent's Profile: <ul style="list-style-type: none"> a) Years as a researcher understanding the labour market needs and job sector in Trinidad and Tobago (5 pts) b) Knowledge of the minutiae requirements of post-secondary and tertiary education and training institutions and their programmes (5 pts) c) Understanding of academic and TVET programmes and their differences (5 pts) 	15	60%
4.	Knowledge of the context as expressed in Proponent's Profile <ul style="list-style-type: none"> a. Knowledge of country conditions b. English language proficiency and knowledge in technical contexts c. Language transfer to local and sector contexts 	10	50%
5.	Client References (from three Clients)	15	50%
	Total	150	75%

Proposals will be evaluated using the Fixed Budget Selection method.

12. NEGOTIATION OF CONTRACT

The Accreditation Council of Trinidad and Tobago reserves the right to enter into discussion, and as appropriate, negotiate with the top-ranked proponent to clarify, among other things, the scope of services and the deliverables of the assignment. The objective of the negotiations will be for The Accreditation Council of Trinidad and Tobago to achieve best value for money.

Should negotiations with the top-ranked Proponent fail, the discussions would be formally terminated.

13. AWARD OF CONTRACT

The contract will be executed following successful negotiations with the top-ranked, or subsequent Proponent, and the fulfilment of *The Accreditation Council of Trinidad and Tobago* requirements for the creation of binding legal relations, including its internal approval process.

The successful Proponent and *The Accreditation Council of Trinidad and Tobago* shall make every effort to execute the formal contract within fourteen (14) days from the date of the Letter of Award.

Unsuccessful Proponents will be duly notified as soon as possible after the award of contract.

14. PROPOSAL REQUIREMENTS

All Proposals must be made in accordance with the instructions/specifications given herein. The Technical Proposal Forms are to be completed, duly signed and/or notarised by the Proponent's Authorised Representative and submitted in the appropriately labelled Proposal envelopes. Failure to submit all requested documentation may result in the Proposals not being considered for evaluation, or in Proponents failing to achieve maximum scores during the evaluation of Proposals.

A. Technical Qualification Proposal

The Technical Proposal shall contain the following Forms, duly completed and where applicable signed and notarised by the Proponent's Authorised Representative, and other documents required to provide evidence of the Proponent's qualifications and experience:

- 1) Form 1A: Technical Proposal Submission Form
- 2) Form 2A: Work Experience
- 3) Form 4A: Description of the Methodology and Work Plan for Performing the Assignment
- 4) Form 5A: Team Composition and Task Assignments
- 5) Form 6A: Format of Curriculum Vitae (CV) for Proposed Key Professional to be assigned to the Project (Please complete as required. Do not complete with "See Attached Résumé")
- 6) Qualification (academic, technical, professional and training) certificates
- 7) Form 7A: Proposed Project Plan / Time Schedule for completing the assignment
- 8) Form 8A: Proponent's Declaration Form(s) to disclose all criminal or civil matters, if any, that the Proponent has had for the past ten (10) years
- 9) Form 9A: Confidentiality Agreement
- 10) Profile
- 11) Certificate of Incorporation and (where applicable continuance) pursuant to the Companies Act 1995, as amended (if applicable)
- 12) Certificate of Registration (if applicable)

- 13) Copy of the completed Return of Beneficial Interest in the Shares of a Company Form (Form 45 of the Companies Act, Chapter 81:01 (Section 337C(6), 337D) (where applicable)
- 14) Disclosure of any or all criminal or civil matters that the Proponent has had for the past ten (10) years. *Refer to Form 8A – Proponent’s Declaration Form*
- 15) Sample Letter of Engagement/Service Level Agreement
- 16) Any additional information the Proponent deems necessary.

15. PREPARATION AND SUBMISSION OF PROPOSALS

The Proponent shall bear all costs associated with the preparation and submission of their Proposal and *The Accreditation Council of Trinidad and Tobago* will in no way be responsible or liable for such costs, regardless of the conduct or the outcome of the evaluation process.

The Proposal submitted by Proponents and all correspondence and documents exchanged shall be written in the English Language (United Kingdom).

The Proposal shall be signed by the Proponent or by his duly authorised representative. There shall be no erasures or correction fluid applied to the Proposal. All changes shall be “crossed off”, corrected and initialled by the Proponent’s duly authorised representatives.

Proposals should be as thorough and detailed as possible so that *The Accreditation Council of Trinidad and Tobago* may properly evaluate the Proposer’s capabilities to provide the required services.

Foreign proponents must submit the hard copy documents via secure courier service (such as Fed-Ex, UPS or DHL) and absorb all costs, regardless of the conduct or the outcome of the evaluation process.

A. Technical Proposal Submission

Proponents are required to submit the following items as a complete Technical Proposal:

- a) Title Page showing the RFP subject, the name of the Proponent, address, telephone number, the name of a contact person, and the date (Month, Day, Year e.g. July 26, 2023)
- b) Table of Contents
- c) Checklist of documents submitted in the Proposal
- d) The documents and completed forms listed in Section 14A: Technical Qualifications Proposal

All documents in [Appendix 1](#), which are the Expression of Interest and Reference Information, must be submitted by *3:00 p.m. AST on March 11, 2024*, to edfprojects@actt.org.tt.

16. SUBMISSIONS AND DUE DATE

The Proponent is required to submit one (1) original hard copy and one (1) PDF soft copy to employabilityconsultants@actt.org.tt by *3:00 p.m. AST on March 22, 2024*, addressed:

*Proposal to research and develop an Occupational Outlook Handbook
for Trinidad and Tobago 2024*

**The Accreditation Council of Trinidad and Tobago
Level 1, Maritime Centre
29 Tenth Avenue, Barataria, San Juan, 250606,
Trinidad and Tobago, W.I.**

The subject of each Proposal email should be labelled “TECHNICAL PROPOSAL: RFP Ref #EDFEMP001: RESEARCH AND DEVELOP AN OCCUPATIONAL OUTLOOK HANDBOOK FOR TRINIDAD AND TOBAGO 2024. The first page of each proposal should include the following:

**[NAME OF PROPONENT]
[ADDRESS]
[CONTACT PHONE NUMBER(S)]**

The Accreditation Council of Trinidad and Tobago, may at its sole discretion, extend the deadline stated above by issuing an amendment, in which case a statement would be issued via ACTT’s website and Proponents shall be subject to the new deadline as extended.

Proposals received after the deadline date shall be rejected and an email sent to the Proponent stating same.

Submissions may be withdrawn by Proponents in keeping with the procedures in the solicitation document. In this regard, proposal that have been ‘Withdrawn’ shall be recorded. Each proposal that was ‘Modified’ shall be opened immediately following the corresponding Proposal from the Proponent making the modified submission.

Activity	Time (AST)	Date
RFP advertised	9:00 a.m.	January 15, 2024
Deadline for Clarifications	3:00 p.m.	March 11, 2024
Deadline for Addenda	3:00 p.m.	March 15, 2024
Deadline for Submission of Proposals	3:00 p.m.	March 22, 2024
Notification of Award to Proponents	3:00 p.m.	May 08, 2024
Standstill Period (7 days)	3:00 p.m.	May 09, 2024 – May 17, 2024

Expected Date for Contract Award	9:00 a.m.	May 24, 2024
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17. VALIDITY PERIOD

Proposals shall be valid for a period not less than Two Hundred and Forty (240) Days from the closing date for the submission of Proposals. *The Accreditation Council of Trinidad and Tobago*, in exceptional circumstances, reserves the right to request all Proponents to extend the validity period of their Proposals. Any Proponent who extends the validity period in compliance with *The Accreditation Council of Trinidad and Tobago* request will not be permitted to otherwise modify their Proposal.

Terms of Reference

CONSULTANCY SERVICES TO RESEARCH AND DEVELOP AN OCCUPATIONAL OUTLOOK HANDBOOK FOR TRINIDAD AND TOBAGO 2024 RFP# EDFEMP001

1. BACKGROUND

The Accreditation Council of Trinidad and Tobago is the legal regulatory body responsible for quality assuring Post-Secondary and Tertiary Education (PSTE) institutions and programmes, and ensuring the successful implementation of a comprehensive external quality assurance system in Trinidad and Tobago. Since its inception in 2005, *The Accreditation Council of Trinidad and Tobago* has contributed to the development of a culture of quality assurance and enhancement by institutions and providers within the PSTE sectors. Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago empowers the Council to develop, implement and monitor national quality standards for the higher education sector.

The Accreditation Council of Trinidad and Tobago is embarking upon a series of research and capacity building project components that serve to enhance the quality of PSTE institutions/providers in Trinidad and Tobago with better educational opportunities for sustainable employability of students and graduates.

The outcomes of the National Employability Study, include a Future Jobs Report and an Occupational Handbook that will aid the PSTE institutions with curriculum development, programme monitoring and review, to ensure that graduates are prepared for current and future employment. Given that accredited institutions benefit from government investment, the ability of these and other institutions to utilise this information in their programme/curriculum development, is one way *The Accreditation Council of Trinidad and Tobago* can ensure return on investment made by the government of Trinidad and Tobago. Therefore, this project will also assist *The Accreditation Council of Trinidad and Tobago* to achieve its third goal under its revised Strategic Plan 2020-2025, which is '*Improving external quality assurance and performance monitoring systems in the PSTE sector*'. To best achieve these outcomes, *The Accreditation Council of Trinidad and Tobago* intends to coordinate and manage the project using suitably qualified consultants and partnerships with other organisations within its allocated budget.

The National Employability Project aims to accomplish five (5) objectives that will be conducted in two (2) phases. The two phases are research and development of an Occupational Outlook Handbook 2024 and research and development of a Future Jobs Report 2024 – 2029 that will achieve the objectives listed below:

- Determine the gaps in the skills, knowledge, competencies and attitudes in programmes offered by institutions/providers.
- Determine the present and future areas experiencing shortages and surges in supply of graduates.
- Determine the present and future skills, knowledge, competencies and attitudes required by employers/industry/sectors.
- Compile and produce an electronic, searchable ‘Occupational Outlook Handbook for Trinidad and Tobago 2024’, patterned after international best practise, to assist students on possible occupations that can be explored upon completion of their secondary school education or other programme of study.
- Preparation of a final Summary Report to be submitted to Cabinet.

2. SPECIFICS OF THE REQUEST FOR PROPOSAL

The Accreditation Council of Trinidad and Tobago wishes to enter into a fixed price contract with a suitably qualified Proponent capable of providing the required services, for a period of sixteen (16) weeks. The Proponent will be paid in Trinidad and Tobago dollars ONLY.

3. SCOPE OF SERVICES

To work collaboratively with *The Accreditation Council of Trinidad and Tobago* to research and develop an Occupational Outlook Handbook for Trinidad and Tobago 2024. Specifically, the Proponent will be required to:

1. Collect, review and analyse existing graduate tracer studies data (within past 3–5 years) conducted by a sample of PSTE institutions and conduct graduate tracer studies with select PSTE institutions.
2. Collect and analyse data from employers based on:
 1. the preparation of graduates for employment
 2. requirements (skills, knowledge, attitudes, etc.) for positions
 3. job descriptions for sampled positions
 4. definitions of job titles
4. Analyse data to create Occupational clusters stating:
 1. their demand and/or surplus, and
 2. skills, attitudes and values required and knowledge/educational requirements
5. Determine the gaps that exist in the programme design of PSTE institutions
6. Compile and produce an online ‘Occupational Outlook Handbook for Trinidad and Tobago 2024’ outlining Occupational clusters in Trinidad and Tobago with the requisite skills, knowledge, competencies and attitudes; areas of training and possible providers of training

Specific deliverables for this Consultancy are:

1. Gap Analysis Report on present skills, knowledge, competencies attitudes and needs of employers/industry sectors
2. Graduate Employability Report
3. Report from:
 - (a) a focus group conducted to solicit additional feedback and analysis on the report contents
 - (b) two (2) online consultations on Employability for institutions and employers
4. 'Occupational Outlook Handbook for Trinidad and Tobago 2024' in a format suitable for placing online
5. Needs Analysis and Evaluation Report for *The Accreditation Council of Trinidad and Tobago* Management and regulatory staff
6. Final Report to be submitted to the Cabinet of the Republic of Trinidad and Tobago on the research undertaken and the outcomes with any recommendations for the way forward

4. THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO'S PROVISIONS

The Accreditation Council of Trinidad and Tobago will provide the following:

1. *The Accreditation Council of Trinidad and Tobago's* Head Office will house the National Employability Study (NES) Secretariat and will be used for planning and administration. The NES Secretariat includes:
 - a. A Project Coordinator and Administrator who will coordinate all phases of the project and verify the timely submission of the deliverables;
 - b. A Project Liaison who will provide the technical assistance and work with the Proponent and other team members

The NES Steering Committee will also provide technical support to and work with the Proponent.

5. BUDGET

The Accreditation Council of Trinidad and Tobago has a fixed budget for the aforementioned services. The budget for the services described above is **TT\$100,000.00**.

6. MINIMUM QUALIFICATIONS OF THE PROPONENT

The preferred service provider must be able to demonstrate a minimum level of certification and experience as follows:

1. Doctoral degree in Education or Social Science (Proponent)
2. Post graduate degree in Education or Social Science (Team Member(s))
3. Demonstrated experience in the following:
 1. Mixed methods research

2. Conducting research and analysing the results of research, inclusive of tracer studies, for the development of an online Occupational Outlook Handbook and other related documents
3. Production of reports that accurately presents findings in a logical manner for various audiences

7. PAYMENT TERMS

Subsequent to signing of the contract, the Proponent is required to present an Invoice for the agreed upon total. Once deliverable(s) of the Proponent have been verified and accepted/approved, payment will be initiated based on the Invoice provided upon signing of the contract. Payment will be made within sixty (60) days of acceptance of the deliverables. If the Invoice has a discrepancy, this must be resolved prior to the processing of the payment. Therefore, in cases of a discrepancy, payment will be made within sixty (60) days of the resolution of the discrepancy.