



A Proposal for the development and establishment of a Printing and Packaging Institute in Trinidad and Tobago.

Proposal Deadline: October 1st 2010

Prepared: August 23, 2010

Proprietary and Confidential

1. BACKGROUND

The Printing and Packaging Industry Council (PPIC) commissioned and received results of a workforce study of the printing and packaging sector in Trinidad and Tobago. The results showed severe skills shortages at all levels within the sector – from managerial to shop floor.

In order to address this shortage of skilled labour within the industry, the PPIC is requesting a comprehensive proposal for the development and establishment of a Printing and Packaging Institute under the purview of the University of Trinidad and Tobago (UTT) at existing campuses around the country – viz. Metal Industries Company Limited (MIC) for package design and plastics manufacturing training, and John S. Donaldson Technical Institute (JSDTI) for graphic design and paper printing and plastics manufacture training.

The BDC has been engaged as the co-operating organization, based on our focus on development of this sector through the Sector Secretariat, the administrative arm of the PPIC.

The BDC is therefore seeking to identify and select a consultant to perform the activities identified in the Scope of Works detailed in this document. Information that will allow a service provider to understand the scope of the effort and develop a proposal that will meet the needs of the PPIC.

2. OBJECTIVE OF THE ASSIGNMENT

The key objectives of the Consultancy will be to develop and present a proposal for the establishment of a Printing and Packaging Institute in Trinidad and Tobago (PPITT).

3. SCOPE OF WORK

- (i) A background analysis, which will include:
 - ◆ Review of the Workforce Study, the Skills Foresight study, the Training Providers' Study, Occupational Classifications
 - ◆ Analysis of the trends in training locally and internationally for the Printing and Packaging industry
 - ◆ Identify gaps in current local training and training required to develop the industry for future product development, as identified in the PIRA Study – *An assessment of New and Emerging Technologies in the Printing and Packaging Industry in Trinidad and Tobago.*

- (ii) Design a framework to establish the PPITT that would include:
 - The current and foreseeable training needs of the domestic industry.
 - Development of a curriculum with appropriate courses and course content for the PPITT.

- Identification and quantification of the human resources required for execution of the training and teaching program.
- Identification of the physical resources including classrooms, laboratories, machinery, equipment, computer hardware, software and other requirements for establishment of the PPITT.
- A ten-year developmental plan for the PPITT, inclusive of capital and operational budget for the period.
- An implementation schedule for the projects and activities included in the proposal.
- Identification of relevant agencies responsible for activities listed in recommendations and implementation schedule.
- Key indicators of success and methods for monitoring and reviewing the process.

Inherent to the ten year development plan for the PPITT would be the goal to begin training persons within one year of approval of the initiative.

4. ADMINISTRATIVE ARRANGEMENTS

The Printing and Packaging Industry Council under the administrative arm of the Business Development Company of Trinidad and Tobago (BDC) will provide the necessary support to the team.

5. OUTPUTS

The key deliverables expected from the assignment include:

- i. **An inception report** within two (2) weeks after commencing the assignment, which should include the consultant's ideas, views and preliminary findings. The report must also highlight the overall approach to the project.
- ii. **An interim report** should be submitted to the Chairman of the Printing and Packaging Industry Council (PPIC), no later than four (4) weeks after the agreed start date. The Consultant would be guided and evaluated by the PPIC and Secretariat established for this purpose.
- iii. Present the **First Draft Report** to the Printing and Packaging Industry Council **no less than eight weeks after the start date** to gain feedback and support.
- iv. Submit a **final proposal no later than ten weeks after the agreed start date**, which will take into consideration all comments from the Council, the University, its respective campuses and other stakeholders.

6. BUDGET

The budget for conducting this assignment shall detail the following:

1. Estimated total cost of the study;
2. Methodology for conducting the assignment;
3. The time frame required to complete the project.

7. REPORTING

An inception report should be submitted to the Chairman of the PPIC, c/o Business Development Company, within **two (2) weeks** after the agreed start date. The consultant would be guided and evaluated by the Secretariat established for this purpose.

An interim report should be submitted to the Chairman of the PPIC, c/o Business Development Company, within **four (4) weeks** after the agreed start date. The consultant would be guided and evaluated by the Council and Secretariat established for this purpose.

Present to the members of the Printing and Packaging Industry Council, by **week eight**, a first draft report of the study to gain feedback and support.

The Chairman in consultation with members of the PPI Council and the University will provide comments on the proposal to the consultant after receiving the first draft report.

A final version of the report will be presented by **week ten** which will take into consideration all comments from the Council and the University.

At this stage the consultant, working with the support of the Secretariat, may also be required to make presentations to a wider stakeholder community.

8. FEES

The Consultant shall be paid 20% of the Consultancy Fees on signing of the contract; 50% on the timely submission of the First Draft Report after signing of the contract and the final 30% on the final submission and acceptance of the report by the PPIC.

9. ASSUMPTIONS AND AGREEMENT

BDC reserves the right to reject all or any of the proposals at its own discretion.

Addendum to the RFP: if it becomes necessary, the BDC reserves the right to revise any part of this RFP.

The costs included in your proposal would be inclusive of 15% Vat in TT dollars.

Evaluations and progress reporting will take place during the course of the project, which will be presented in a timely manner at the end of each achieved milestone identified in the project implementation schedule.