



This project is funded
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**EU Grant to Improve Access to Vocational Education, Skills Training and Remedial Learning in the Traditional Banana Growing Communities in Jamaica
Financing Agreement No. B7- 8710/856/25**

**HEART Trust/NTA
EU Banana Sector Retraining Project**

TERMS OF REFERENCE

PROJECT AUDITOR

Background Information:

The HEART Trust-National Training Agency has been approved under the EU Grants to Improve Access to Vocational Education, Skills Training and Remedial Learning in the Traditional Banana Growing Communities in Jamaica. The 15-month project with an EU contribution of 300,000 euros, proposes an education and training project aimed at banana farmers and farm and port workers in the traditional banana growing areas of Jamaica, the parishes of St. Thomas, Portland, St. Mary, St. Catherine, Clarendon and St. James. In phase one of the project, the Agency will work with the groups to understand their education and training needs through a comprehensive set of training needs studies, career development workshops, remedial education programmes using new information and communications technologies, prevocational training and vocational skills training.

The overall objective of the project is to provide greater access to alternative training and certification opportunities for ex-banana farmers, who exited the industry within this last decade, farm and port workers who were laid off, and other persons in the communities who have been affected by the decline in the banana industry, to enable their transitioning into new, diverse and sustainable income generating activities. This will improve the income and standard of living of project participants.

The specific objective of the project is to learn a sufficient amount from the project experience to inform a more comprehensive remedial and technical and vocational skills training programme design, through conducting research and pilot projects, for an intended Phase 2 of the project.

Outputs-Results

The project will target a total of 620 project participants who will participate in pilot programmes specifically designed for the needs of the target group members and their communities. These pilot programmes will be conducted in the six target parishes. Pilot programmes offered will include:

1. **Pre-vocational training programmes** that focus on employability skills of the participants consisting of “Unit Competencies” such as
 - Communicate Effectively in the Workplace
 - Work in a Team
 - Work with Colleagues and Customers
 - Carry Out Data Entry and Retrieval Procedures
 - Communicate on the Telephone
 - Describe and Analyse Data using Mathematical Principles
 - Craft a Personal Entrepreneurial Strategy
2. **Vocational training programmes** HEART Trust-NTA has a wide array of existing programmes already in place, and has no limitation on age of participants. Thus, some members of the target group may be admitted to these existing training programmes that match the interest and aptitude of the applicant. Generally, participants need to pass a test pegged at a grade nine level of academic achievement focusing on general knowledge, English language and practical mathematics. HEART Trust-NTA has 61 locations in the six target parishes already offering skills training in 20 skill areas covering 12 economic sectors. Of the 61 locations, 9 are HEART-operated institutions and 52 are operated in conjunction with partner organisations
3. **More specialised vocational skills training programmes** will also be piloted, based on small projects designed in conjunction with specific communities and existing and possibly new community based training providers. These will be developed following our existing project development procedures
4. **ICT enabled remedial education programmes** that build on recent experiences gained with the HeadSpace Software that was piloted last year at Rockfort Vocational Training Centre in Kingston. The 3-part training programme comprising WordCraft 1 – Reading; WordCraft 2 – Writing; MathCraft – Grades 1-9; will be conducted over a six-month period. Learners will advance through the programme at their own pace supported by the on-site facilitators and the consultants’ virtual support network – via e-mail, Skype and the Learning Management System.

On conclusion of the 6-month training programme, those learners who have successfully completed the HEART Grade 9 test, will be invited to apply for any of the HEART funded programmes or re-integrate into academic programmes at the secondary level. Those who are not successful will have the opportunity to re-do the Literacy programme as required through their respective centres as they will have on-going access to the software and the on-site facilitators trained under the project. Based on the success of the project, the idea is to extend the Literacy programme to other centres, including those outside of the pilot area, either via the web-based Learning Management System, or, if they do not have access to high-speed internet, via CD-ROM.

5. **A Training Needs Analysis** will be conducted to provide additional knowledge about the target population to sharpen the focus and improve services for an intended Phase 2 of the project. A consultant will be hired to conduct the analysis under the direction of the Director, Research & Evaluation, HEART Trust-NTA, who will develop the Terms of Reference, in consultation with the EC project office, and conduct a competitive procurement of the consulting services. The aim of the analysis is to gather extensive information on the target group including:

- The geographic, gender and age distribution
- The labour market status, particularly focusing on reasons for both unemployment and withdrawal from the labour market
- The educational background of members of the group
- The work experience history, patterns, sequences, skill sets and their transferability
- The occupational interests and economic aspirations of members
- The availability of members for participation in education and training and work experience activities and constraints in accessing these activities
- An analysis of special needs and consideration as to how to sub-divide the groups according to needs

6. **Career Development Workshops** will be conducted in each of the six parishes for 50 persons per parish and a total of 300 individuals. Participants will be exposed to career counselling workshops aimed at their specific needs and priorities. There will be a need to expose participants to the wide range of careers and corresponding education and training opportunities available through the HEART Trust-NTA. The large expansion of tourism presently occurring in Jamaica provides fertile ground for change in occupation by participants, who can benefit from new opportunities in hotel housekeeping, grounds and landscape, food and beverage services, and hotel maintenance. This will be particularly relevant for participants from Portland, St. Mary and St. James.

The Career Development programme will include exposure to career information about the variety of jobs and qualifications in the economy, assessment of aptitude, occupational interest and academic achievement, individual and group counselling about vocational choice, remedial, pre-vocational, or vocational skills training selection, resume development, and interviewing skills. These workshops will be located at various HEART venues including HEART regional and parish offices.

7. **A Programme Evaluation** will be conducted between months five and fourteen of the project to assess the strengths and weaknesses of the project and to gather lessons learnt so as to inform an intended Phase 2 of the project. Each result area and the activities associated with it will be evaluated in terms of relevance, effectiveness and efficiency. A qualified Programme Evaluation Consultant will be selected and this Terms of Reference document has been prepared to initiate this process. HEART Trust-NTA has Programme Evaluation expertise on staff who will supervise the work of the consultant selected.



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Scope of Work:

The Auditing Firm or person will be contracted to provide an examination of the project work conducted by HEART-NTA, its Partners and sub-contractors in the delivery of the project to the end beneficiaries in the 6 target parishes that began in October 2008. This work is detailed in the section above.

The audit will review records and files of the project work delivered and held in the HEART project office and verify that it was executed as per the work programmes and contracts agreed between the two respective parties.

The audit may also conduct spot checks with individuals engaged by and on the project to ensure activity took place as stated by the filed records – this need not be in person due to time constraints and potential distances involved and may be done by phone calls. In this way outputs achieved and listed by the project parties may be corroborated.

The audit will compare the stated intent and scope of the HEART project (as it was initially agreed with the EUBSP) with the actual achievements of the projects as it was delivered. It should take note of any changes that were made from the initial project scope as arose from the experience of delivering the project.

The audit will also check and verify the accounting and financial records associated with the project to ensure funds were disbursed as stated for valid expenses and in line with contracts awarded.

Objectives:

The objective of the Audit is to ensure that:

1. The project was delivered as agreed in the stated intent of the contract signed by HEART-NTA with the EUBSP – with any subsequent changes as agreed between both parties incorporated into the final delivery
2. The work delivered by the sub-contracted parties was as per contracts awarded and that the outputs delivered were valid and accurate
3. The financial transactions for the project were correct, properly accounted for and for valid expenditure as per EU guidelines
4. The project filing systems, paper trails and record keeping were robust enough to provide satisfactory evidence of the project activities and accomplishments well into the future.

Activities

The Auditor will need to review the following work elements done in the course of the project:

- a) Career Counselling Workshop
- b) UWI Consultancy Research and Reports
- c) Westminster Consultancy Project Evaluation
- d) PANMEDIA Marketing activity
- e) ICT remedial training by HEADSPACE
- f) JFLL remedial training activity
- g) Ebony Park Vocational Skills Training

The Auditor will need to liaise with the Project Team and the Accounting Dept in HEART-NTA to examine the financial transactions and payments made with respects to this project.

The Auditor will need to access and review all the project files and documents kept by the Project Team

The Auditor may need to spot check with beneficiaries and other third parties connected with the project to verify records and achievements as necessary

The auditor is not expected to comment on the quality of the project work or its degree of success – this is being done by the project evaluation consultancy. The auditor is principally checking to see that what has been stated as being done has in fact occurred and was done so within the EU project guidelines.

Deliverables:

The key deliverable of this work will be an auditor's report in standard format stating the principal findings of the project audit and stating, if any, qualifications to the report – highlighting good practice and making recommendations for improvement where necessary.



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Time Period and Payment Schedule:

The Audit assignment should commence by December 10, 2009 and be completed no later than December 28th 2009.

A **single quote figure** for the total bid shall be provided for comparative purposes with other tenders. This will show a break-down of the time elements for the work and charge rate(s) associated in JA\$ per day.

An initial mobilisation payment of 40% of total quote will be made shortly after signing of the contract.

A final payment of 60% of the total quote will be made upon satisfactory completion of all deliverables and signoff by the Project Committee – expected to be no later than December 30th 2009.

Counterpart and Reporting Structures

The overall project will be managed by the HEART Trust-NTA through its Planning & Project Development Division under the auspices of Elizabeth Terry, Director.

The consultant will report to Ms Terry but have day to day contact with the Project Administrator with regards to operational and logistical matters.

The Projects and Partnerships Unit will provide the required project secretariat services.

Counterpart Responsibilities:

1. Assist with provision of all files and records associated with project
2. Provide logistical support to access beneficiaries and third party contractors and project partners
3. Provide access to HEART-NTA accounting and financial systems data related to the project
4. Provide information on EU project documentation signed and reference to related EU project guidelines

Cost of Tendering

The tenders shall bear all costs associated with the preparation and submission of their tenders and that the procuring entity will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

Language of Tendering

Tenders documents should be prepared and submitted in the English Language.



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Tender Prices

A detailed budget outlining the labour price, travelling and other resource costs must be clearly done and submitted along with the pre-qualification documents.

The proposer should submit labour rates on an hourly and daily basis for any effort billable under the project including professional effort of a lead or associate consultant, junior professional effort that may be used to gather, organize and present secondary data, and any clerical assistance that may be required.

The proposer should indicate the estimated cost for travelling from one location to another clearly identifying the base from which they will operate and the purpose for which they need to travel.

Other resource costs (e.g., material, overheads, etc.) must be clearly described and tied to the various activities planned for the project.

Clarification of Tender Documents

Methods by which tenders may seek clarification on the tender document should be done in writing on their official letterhead and e-mailed, hand delivered, mailed or faxed. Telephone queries are not acceptable.

All clarification queries are to be addressed to Mrs. Elizabeth Terry, Director of Projects and Partnerships at the HEART Trust/NTA, 6b Oxford Road, Kingston 5 or e-mailed to elizabeth.terry@heart-nta.org. The Fax telephone number is 960-9486.

Amendment of Tender Documents

If at any time prior to the deadline for submission of tenders the procuring entity amends the tender document(s), the details of the amendment will be issued as an addendum and where it becomes necessary, the procuring entity may extend the deadline for submission of tenders. This will be communicated via email, NCC website or the printed media depending on the media originally used for advertising the tender.

Late Tender

Any tender submitted to the procuring entity after the prescribed deadline for the submission of tenders will not be accepted.

Modification and Withdrawal of Tenders

Bidders may modify or withdraw their tenders after tender submission provided that written notice of the modification or withdrawal is received by the procuring entity prior to the prescribed deadline for submission of tenders.

The requirements for tender submission remain the same for the submission of modifications or withdrawals.



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Proposals should be sent to:

Mrs. Elizabeth Terry
Director, Projects and Partnerships
Planning & Project Development Division
HEART Trust/NTA
6B Oxford Road
Kingston 5

Procurement Process

Proposals are due by 12:00 noon on December 7th, 2009. No submissions will be accepted past this deadline. Proposals will be delivered to the HEART Trust/NTA 6B Oxford Road, Kingston 5 and placed in the box at the reception area marked Proposals for Marketing Services Provision of EU Banana Sector Retraining Project. A receipt will be provided to those submitting proposals.

Proposals will be opened at 12:30pm on **December 7th** at the offices of the HEART Trust/NTA 6B Oxford Road, Kingston 5 and those submitting proposals are invited to witness the opening of the proposals.

All proposals submitted by incorporated firms must contain a valid Tax Compliance Certificate and all those submitting proposals must be on the National Contracts Commission Register of Public Sector Contractors.

HEART's Procurement Committee oversees the competitive bidding process. This committee, including the Director and Senior Director of the Division will evaluate the proposals based on:

1. The technical capability and experience of the individual(s) or firms demonstrated by evidence of the quality of the proposal submitted, qualifications and of similar work undertaken and the ability to produce on time as evidenced by references to other contracts and projects undertaken, broken down as follows:
 - a. Quality of proposal/approach to consultancy – 25%
 - b. Qualifications of supplier-20%
 - c. Completion of similar projects-25%
2. On time performance-will be checked with referees, but not scored; those with poor references will be rejected
3. Price - 30%

Notification of Award

Within **5 working days of the closing date**, the procurement entity will notify the successful bidder in writing and promptly notify unsuccessful bidder of their unsuccessful bid for the contract.

Signing of Contract

Following the completion of the acceptance letter, the procuring entity will arrange with the successful bidder for the signing of a contract.