

to the Bank for, insurance against such risks and in such amounts as shall be consistent with sound business practice and, without limitation upon the foregoing, such insurance shall cover marine, transit and other hazards incident to the acquisition, transportation and delivery of goods financed out of an amount withdrawn from the Loan Account to the place of use or installation, any indemnity thereunder to be made payable in a currency freely usable by the Borrower to replace or repair such goods.

(b) The Borrower shall require any such insurers with which insurances in respect of any insurable property financed out of an amount withdrawn from the Loan Account and other insurable property are taken out and are to be maintained to give notice periodically to the Borrower and the Bank when such insurances are to be renewed and, in addition, advise the Bank immediately on each renewal date whether such insurances are renewed.

Section 7.07 Transfer or Assignment of Loan Agreement or Loan. The Bank shall be entitled to transfer or assign at any time to the Aid Donor(s) all or any of its right, title and interest in and under the Loan Agreement and any instrument (including securities and promissory notes) given as a requirement of the Loan Agreement and in and to the whole or any part of all monies whatsoever due or to become due to the Bank thereunder. The Bank shall promptly inform the Borrower of any such transfer or assignment.

Section 7.08 Maintenance of Corporate Existence, Licences and Franchises and other special requirements if the Borrower is a limited liability company. (a) Except as the Bank may otherwise agree or as specified in the Loan Agreement, the Borrower shall:

- (i) take all necessary steps as lie within its power and use its best endeavours at all times to maintain its corporate existence and the right to carry on operations and shall acquire, maintain and renew all rights, powers, privileges, licences and franchises owned or held by it and necessary and useful in the implementation of the Project and the conduct of the business contemplated by the Project;
- (ii) not amend its Memorandum or Articles of Association; and

- (iii) observe all the Laws of the Project Country affecting the Borrower and, in particular, all the provisions of the Companies legislation in force in the Project Country as amended or modified from time to time especially in filing with the Registrar of Companies any information and documents required to be filed under such legislation.

(b) Except as the Bank may otherwise agree, at least fifty-one percent (51%) of the issued and paid up share capital of the Borrower shall be held at all times by one or more of the Governments, nationals and belongers of Commonwealth Caribbean member countries of the Bank and corporate bodies controlled by such Governments, nationals and belongers and the Borrower shall at all times be controlled by one or more of such Governments, nationals, belongers and corporate bodies.

ARTICLE VIII

Cancellation and Suspension

Section 8.01 Cancellation by Borrower. The Borrower may by notice to the Bank cancel any amount of the Loan which the Borrower shall not have withdrawn prior to the giving of such notice, except that the Borrower may not so cancel any amount of the Loan in respect of which the Bank shall have entered into a special commitment pursuant to Section 4.02.

Section 8.02 Suspension by Bank. (a) If any of the following events shall have occurred and be continuing, the Bank may by notice to the Borrower and the Guarantor suspend in whole or in part the right of the Borrower to make withdrawals from the Loan Account:

- (i) The Borrower shall have failed to make payment (notwithstanding the fact that such payment may have been made by the Guarantor or a third party) of Principal, interest, commission, commitment charge or other charges under the Loan Agreement or any principal, interest, commission, commitment charge or other payment required under any other agreement between the Bank and the Borrower.
- (ii) The Guarantor shall have failed to make payment of Principal, interest, commission, commitment charge or other charges under the Guarantee Agreement or any principal,

interest, commission, commitment charge or other payment required under any other agreement between the Bank and the Guarantor;

- (iii) The Borrower or the Guarantor shall have failed to perform or observe any of its other obligations under the Loan Agreement or the Guarantee Agreement;
- (iv) A situation shall have arisen which shall make it improbable in the Bank's opinion that the Project can be carried out or that the Borrower or the Guarantor will be able to perform or observe any of its obligations under the Loan Agreement or the Guarantee Agreement;
- (v) Prior to the Closing Date, any material adverse change in the condition of the Borrower, as represented by the Borrower, shall have occurred;
- (vi) A representation made by the Borrower or the Guarantor in or pursuant to the Loan Agreement or the Guarantee Agreement or any statement furnished in connection therewith and intended to be relied upon by the Bank in making the Loan shall have been incorrect in any material respect;
- (vii) The Borrower, if it is a member of the Bank, or the Guarantor shall have withdrawn or been suspended from membership in, or ceased to be a member of, the Bank;
- (viii) The right of the Borrower or the Guarantor to make withdrawals under any other agreement with the Bank shall have been suspended in whole or in part by the Bank;
- (ix) The right of the Bank to receive funds for the Project from the Aid Donor(s) shall have been suspended in whole or in part or shall have terminated;
- (x) A situation shall have arisen whereby, in the Bank's opinion, any withdrawal or further withdrawal from the Loan Account will cause the Bank to exceed any of the lending limits of the Bank, established by the Board of Directors of the Bank from time to time;

- (xi) Any event specified in sub-paragraph (vii) of Section 8.03 and sub-paragraphs (iv), (vi), (vii), (viii), (ix), (x), (xi) and (xii) of Section 9.01 shall have occurred; or
- (xii) Any other event specified in the Loan Agreement for the purpose of this Section shall have occurred.

(b) The right of the Borrower to make withdrawals from the Loan Account shall continue to be suspended in whole or in part, as the case may be, until the event or events which gave rise to such suspension shall have ceased to exist or until the Bank shall have notified the Borrower and the Guarantor that the right to make withdrawals shall be restored, whichever is earlier, but, in case of any such notice of restoration, the right to make withdrawals shall be restored only to the extent and subject to the conditions specified in such notice, and no such notice shall affect or impair any right, power or remedy of the Bank in respect of any other or subsequent event described in this Section.

Section 8.03 Cancellation by the Bank. If any of the following events shall occur, then at any time thereafter the Bank may by notice to the Borrower and the Guarantor terminate the right of the Borrower to make withdrawals from the Loan Account or with respect to any amount of the Loan, as the case may be, and, upon the giving of such notice, the amount of the Loan specified therein shall be cancelled:

- (i) The Borrower shall have failed to comply with the conditions set out in Section 6.01 (a), as amplified by the Loan Agreement, by the sixtieth (60th) day after the date of the Loan Agreement or such later date as may be specified in writing by the Bank;
- (ii) In the opinion of the Bank, it is improbable that any requirement specified in or pursuant to Section 6.01 (b) or any condition to be fulfilled in meeting any such requirement will be satisfied;
- (iii) By the date therefor referred to in the Loan Agreement, the Bank has not received any application for withdrawal from the Loan Account or for Special Commitment in accordance with Article IV or all applications received by the date shall not have been acceptable to the Bank;

- (iv) The right of the Borrower to make withdrawals from the Loan Account shall have been suspended with respect to any amount of the Loan for a continuous period of thirty (30) days;
- (v) At any time the Bank determines, after consultation with the Borrower, that an amount of the Loan will not be required to finance the Project's cost to be financed out of the Loan;
- (vi) After the Closing Date an amount of the Loan remains unwithdrawn from the Loan Account; or
- (vii) The Bank shall have received notice from the Guarantor pursuant to Section 3.05 of the General Provisions applicable to Guarantee Agreements with respect to any amount of the Loan.

Section 8.04 Amounts subject to Special Commitment not affected by Cancellation or Suspension by the Bank. No cancellation or suspension by the Bank shall apply to amounts subject to any special commitment entered into by the Bank pursuant to Section 4.02.

Section 8.05 Effectiveness of Provisions after Cancellation or Suspension. Notwithstanding any cancellation or suspension, all the provisions of the Loan Agreement and of these General Provisions which shall have been made applicable thereto shall continue in full force and effect except as in this Article specifically provided.

ARTICLE IX Events of Default

Section 9.01 If any of the following events shall occur and shall continue for the period specified, if any, then, at any subsequent time during the continuance thereof, the Bank, at its option, may by notice to the Borrower and the Guarantor declare the Principal due and payable immediately together with interest, commission, commitment charge and other charges under the Loan Agreement and upon such

declaration the Principal together with interest, commission, commitment charge and other charges under the Loan Agreement shall become due and payable immediately:

- (i) A default shall occur in the payment of Principal, interest, commission, commitment charge or other charges under the Loan Agreement and such default shall continue for a period of thirty (30) days;
- (ii) A default shall occur in the payment of Principal, interest, commission, commitment charge or other charges under the Guarantee Agreement and such default shall continue for a period of thirty (30) days;
- (iii) A default shall occur in the payment of Principal, interest, commission, commitment charge or other charge under any other loan or guarantee agreement between the Bank and the Borrower and such default shall continue for a period of thirty (30) days;
- (iv) A default shall occur in the payment of Principal, interest, commission, commitment charge, or other charges under any loan or guarantee agreement between the Guarantor and the Bank under circumstances which would make it unlikely that the Guarantor would meet its obligations under the Loan Agreement or the Guarantee Agreement and such default shall continue for a period of thirty (30) days;
- (v) A default shall occur in the performance or observance of any other obligation on the part of the Borrower or the Guarantor under the Loan Agreement or the Guarantee Agreement and such default shall continue for a period of sixty (60) days after notice thereof shall have been given by the Bank to the Borrower and the Guarantor;
- (vi) The Borrower, if it is not a member of the Bank, shall have become unable to pay its debts as they mature or any action or proceeding shall have been taken by the Borrower, if it is not a member of the Bank, or by others whereby any of the property of the Borrower, if it is not a member of the Bank, shall or may be distributed among its creditors;

- (vii) The Borrower, if it is not a member of the Bank, shall have taken or suffered any action for its reorganisation, liquidation or dissolution or the suspension of its operations or a receiver or liquidator shall have been appointed of all or any part of its property;
- (viii) Any modification shall have been made in the purpose, nature or objectives, capital or assets of the Borrower, if it is not a member of the Bank, and particularly any substantial revision of the legislation establishing the Borrower, if it is not a member of the Bank and is established by legislation, which may have a deleterious effect on the Project or on the purpose for which the Loan Agreement was entered into;
- (ix) The Borrower or the Guarantor shall have failed to fulfil any of its obligations to the Bank whether arising under the agreement establishing the Bank or otherwise;
- (x) There shall have been cancellation, pursuant to Section 8.01 or Section 8.03, of such an amount of the Loan as will make it improbable in the Bank's opinion that the Project can be carried out or that the Borrower will be able to perform or observe any of its obligations under the Loan Agreement;
- (xi) The Project shall have been discontinued or suspended without the prior approval of the Bank or the Borrower shall have suspended, or ceases or threatens to cease to carry on, the business contemplated in carrying out the Project; or
- (xii) Any other event specified in the Loan Agreement for the purpose of this Section shall have occurred and shall continue for the period, if any, specified in the Loan Agreement.

ARTICLE X

Termination

Section 10.01 Termination of Loan Agreement. Upon payment in full of the Principal and all interest, commission, commitment charge and other charges under the Loan Agreement, the Loan Agreement and all obligations of the parties thereunder shall forthwith terminate.

ARTICLE XI
Enforceability

Section 11.01 (a) Except as provided in paragraph (b) of this Section, the rights and obligations of the Bank and the Borrower under the Loan Agreement shall be valid and enforceable in accordance with its terms.

(b) If the Borrower is not a member of the Bank, the rights and obligations of the Bank and the Borrower under the Loan Agreement shall be construed and determined in accordance with the laws of the Project Country at the date of the Loan Agreement.

(c) Neither the Bank nor the Borrower shall be entitled in any proceeding under or pursuant to Article XIII to assert any claim that any provision of the Loan Agreement is invalid or unenforceable because of any provision of the agreement establishing the Bank or for any other reason.

ARTICLE XII
Miscellaneous

Section 12.01 All statements, reports, certificates, evidence, opinions, notices, communications and other documents or information furnished or given under the Loan Agreement shall be supplied or submitted in the English Language without cost to the Bank.

Section 12.02 No failure or delay on the part of the Bank to exercise any right, power or privilege under the Loan Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege under the Loan Agreement preclude any other or further exercise thereof or the exercise of any right, power or privilege.

Section 12.03 All notices and other communications required or permitted to be given or made under the Loan Agreement and any other Agreement between any of the parties contemplated by the Loan Agreement shall be in writing. Any such notice or other communication shall be deemed to have been duly given or made when delivered by hand or mail or by telegram, cable, telex, telefax or radiogram to

the party to which it is required or permitted to be given or made at such party's address specified in the Loan Agreement or at such other address as such party may have designated by notice to the party giving such notice or making such communication.

Section 12.04 Subject to Article 42 of the agreement establishing the Bank, if the Borrower, being a member of the Bank, or the Guarantor ceases to be a member of the Bank, any amount due to it for its shares repurchased by the Bank shall be withheld so long as the Borrower or the Guarantor remains liable to the Bank in respect of the Loan. Such amount may, at the option of the Bank, be applied on any such liability as it matures.

Section 12.05 Subject to Article 46 of the agreement establishing the Bank, in the event of a distribution of the assets of the Bank, the Borrower, being a member of the Bank, or the Guarantor shall not be entitled to receive its share in such distribution until it has settled its obligations to the Bank under the Loan Agreement or the Guarantee Agreement.

ARTICLE XIII

Arbitration

Section 13.01 (a) Any controversy between the parties to the Loan Agreement and any claim by any such party against any other such party arising under the Loan Agreement which shall not be determined by agreement between the parties shall be submitted to arbitration before an Arbitration Committee as hereinafter provided.

(b) The parties to such arbitration shall be the Bank on one side and the Borrower on the other side.

(c) The Arbitration Committee shall consist of three arbitrators appointed as follows:

One arbitrator shall be appointed by the Bank, another by the Borrower and a third (hereinafter called the umpire) shall be appointed by agreement between the parties, either directly or through their respective arbitrators. If the parties fail to agree on who shall be the umpire, he shall be appointed at the request of either party by the

Secretary-General of the Caribbean Community. If either side fails to appoint an arbitrator, he shall be appointed by the Secretary-General of the Caribbean Community at the request of the other party. If either of the appointed arbitrators or the umpire is unwilling or unable to act or to continue to act in such capacity, his successor shall be appointed in the same manner as for the original appointment. The successor shall perform the same functions and shall have the same powers as his predecessor.

(d) An arbitration proceeding may be instituted under this Section upon notice by the party instituting such proceeding to the other party. Such notice shall contain a statement setting forth the nature of the controversy or claim to be submitted to arbitration, the nature of the remedy sought and the name of the arbitrator appointed by the party instituting such proceeding. Within thirty (30) days after the giving of such notice, the other party shall notify the party instituting the proceeding of the name of the arbitrator appointed by such other party.

(e) If within sixty (60) days after giving notice instituting the arbitration proceeding the parties shall not have agreed upon an umpire, either party may request the appointment of an umpire as provided in paragraph (c) of this Section. If within forty-five (45) days after becoming entitled to do so, neither party requests the appointment of an umpire as provided in paragraph (c) of this Section, the arbitration proceeding shall be deemed to have been abandoned.

(f) The Arbitration Committee shall convene in Barbados at such time and place as shall be fixed by the umpire. Thereafter the Arbitration Committee shall meet in Barbados or in the Project Country at such time and place as the Arbitration Committee shall determine.

(g) Subject to the provisions of this Section and except as the parties shall otherwise agree, the Arbitration Committee shall decide all questions relating to its competence and shall determine its procedure. All decisions of the Arbitration Committee shall be by a majority vote.

(h) The Arbitration Committee shall afford to both sides a fair hearing and shall render its award in writing. Such award may be rendered by default. An award signed by a majority of the Arbitration Committee shall constitute the award of the Arbitration Committee. A signed counterpart of the award shall be transmitted to each party. Any such award rendered in accordance with the provisions of this

Section shall be final and binding upon the parties to the Loan Agreement. Each party shall abide by and comply with any such award rendered by the Arbitration Committee in accordance with the provisions of this Section.

(i) The parties shall fix the amount of the remuneration of the Arbitrators and such other persons as shall be required for the conduct of the arbitration proceedings. The Bank and the Borrower shall each defray its own expenses in the arbitration proceedings. The costs of the Arbitration Committee shall be divided between and borne equally by the Bank on the one side and the Borrower on the other. Any question concerning the division of the costs of the Arbitration Committee or the procedure for payment of such costs shall be determined by the Arbitration Committee.

(j) The provisions for arbitration set forth in this Section shall be in lieu of any other procedure for the determination of any controversy between the parties to the Loan Agreement or any claim by any such party against the other such party arising thereunder.

(k) If within thirty (30) days after the counterparts of the award shall be delivered to the parties the award shall not be complied with, any party may enter judgement upon or institute a proceeding to enforce the award in any court of competent jurisdiction against any other party, may enforce such judgement by execution or may pursue any other appropriate remedies against such other party for the enforcement of the award and the provisions of the Loan Agreement. Notwithstanding the foregoing, this Section shall not authorise any entry of judgement or enforcement of award against any party that is a member of the Bank except as such procedure may be available otherwise than by reason of the provisions of this Section.

(l) Service of any notice or process in connection with any proceeding under this Section or in connection with any proceeding to enforce any award pursuant to this Section may be made in the manner provided in Section 12.03. The parties to the Loan Agreement waive any and all other requirements for the service of any such notice or process.

(m) Notwithstanding the provisions of paragraph (j) of this Section, if the Borrower is not a member of the Bank, nothing in this Section shall be deemed to preclude either of the parties from exercising or instituting any legal or equitable action to enforce any right or claim arising out of or pursuant to any

instrument given as a requirement of the Loan Agreement with respect to the repayment of the Principal and payment of interest, commission, commitment charge and other charges and submission to arbitration under this Section shall not be deemed to be a condition precedent or in any way prejudice such exercise or other enforcement of any such right or claim.

ANNEX

[Section 4.04 (a) (ii)]

MEMBERS OF THE BANK

Regional Members

1. Anguilla
2. Antigua and Barbuda
3. Bahamas - Commonwealth of The
4. Barbados
5. Belize
6. British Virgin Islands
7. Cayman Islands
8. Colombia
9. Dominica - Commonwealth of
10. Grenada
11. Guyana - Co-operative Republic of
12. Haiti - Republic of
13. Jamaica
14. Mexico
15. Montserrat
16. Saint Kitts and Nevis
17. Saint Lucia
18. Saint Vincent and the Grenadines
19. Trinidad and Tobago - Republic of
20. Turks and Caicos Islands
21. Venezuela

Non-Regional Members

1. Canada
2. China - The People's Republic of
3. Germany
4. Italy
5. United Kingdom

SCHEDULE 2

[Section 1.03 (a) (ii)]

THE PROJECT

OBJECTIVE

1. The objective of the Project is an enhanced TVET system with the capacity to provide access to relevant and effective education and training. This will be achieved through the construction of new facilities, the provision of equipment and learning materials, teacher training and the development of an appropriate TVET institutional framework.

DESCRIPTION AND SCOPE

2. The Project supports a larger national plan for the reform and development of the TVET system in Guyana. The Project will invest in two broad areas: (a) increasing access to quality TVET programmes; and (b) enhancing the capacity of the TVET system. The Project will provide for the requisite support services including project management and construction supervision.

(a) **Increasing Access to Quality TVET Programmes**

This component will increase access to TVET through the construction of technical institutes (TIs) in Regions 3 and 5 which are currently without such facilities. The new facilities will accommodate approximately 200 full-time students each, while arrangements will be made for providing part-time training opportunities to persons who are currently employed. Appropriate equipment will be provided to deliver the practical components of the nine (9) programmes which have been determined based on the needs and existing technologies in industry. Both institutions will offer Level 1 training initially, and by the third year of operation will be offering Levels 2 and 3 programmes. In addition to the technical areas, programme offerings will include training in numeracy, literacy, life skills, and entrepreneurship development. The Project will also provide equipment for a technology laboratory at Guyana Technical Institute (GTI) to support an existing programme of technical teacher training. Given the poor state of equipment in a number of institutions, the Project will provide for new equipment for three other TIs in at least two key subject areas.

Provision will be made for:

- (i) Land.
- (ii) Building and civil works:
 - (aa) Construction of two (2) new TIs in Regions 3 and 5;
 - (bb) Improvements to the access road and bridge in Region 3.
- (iii) Tools, workshop equipment and learning materials.
- (iv) Furniture for classrooms, offices and other areas.

(b) Enhancing the Capacity of TVET System (The TVET Enhancement Component)

This component comprises sub-components to: (i) strengthen the institutional capacity to manage TVET systems and processes; and (ii) train administrative staff and TVET instructors. These activities complement efforts aimed at improving the quality of TVET. The Project will engage consultants to work with counterparts located at the Council for TVET in planning and implementing some of the key programmes of the Council. The Project will also provide for short term training, including attachments to regional institutions for a minimum of 22 TI instructors, and local training in pedagogy of at least 125 technical instructors. Provision will be made for:

- (i) Consultancies to assist GOGY to:
 - (aa) prepare and implement an appropriate Standards-based Curriculum;
 - (bb) develop and implement procedures and systems for the implementation of Occupational Competency Assessment and Certification for TVET students and workers in Guyana;
 - (cc) develop a National TVET Strategic Plan 2010-2020;
 - (dd) prepare programmes for the continuous training and development of TVET staff so as to improve pedagogical and managerial/administrative competence and performance; and
 - (ee) formulate a five-year Operational Plan for TIs – including assistance with resource scheduling and development of appropriate Maintenance Plans.
- (ii) Training for the TI senior administrative staff – including exchange programmes with relevant TVET institutions in the region.
- (c) **Design and construction supervision services.**
- (d) **Project management services.**

Further details of selected Project components are provided at Appendix 1 to this Schedule.

Location of TIs

3. The TIs will be constructed on sites in Regions 3 and 5 respectively. The Region 3 site comprises approximately 1.391 ha (149,725 ft²) of land at Plantation Grandeveldt within the town of Leonora on West Coast Demerara. The site is part of a larger lot (2.695 ha or 290,119 ft²), the remainder of which is slated for the development of a sports ground. The land is currently owned by the Guyana Sugar Company (GUYSUCO). The site is bounded by residential areas on the north and west and vacant lots to the east and south. An industrial park is to be constructed to the south of the site.

4. The site in Region 5 is located within the town of Experiment on west coast Berbice, approximately 75 kilometres east of Georgetown. The site is approximately 0.673 ha (72,433 ft²) in area and bounded by primarily residential areas on the west and east, agricultural lands to the south and the

main road to the north. The site is owned by the Government. Both sites are flat, unoccupied and accessible from existing roads. However, in the case of Region 3 the existing access can only accommodate pedestrian traffic.

5. The primary access to Region 3 site is to be upgraded by GOGY as part of the Project. This will require widening an existing road to the west of the site and upgrading (strengthening and widening) the attendant bridge which crosses an existing drainage canal onto the site proper.

6. In terms of the quality enhancement activities emphasis has been placed on developing an institutional framework to permit the coherent development of the TVET sub-sector. Therefore, the focus of the interventions has been the strengthening of the Council for TVET as the primary agent for effecting change in the sub-sector. In order to address the issue of equitable access, expanded capacity will be provided in under-served Regions. The programme offerings will respond to basic skills requirements for industry in general in the first instance.

PROJECT COST AND FINANCING

7. The Project is estimated to cost USD9.622 million. A summary of the Project Cost and Financing Plan is shown in the Table below and a detailed Project Cost, Phasing and Financing Plan is set out at Appendix 2 to Schedule 2.

TABLE: SUMMARY OF PROJECT COSTS AND FINANCING PLAN
(S'000)

Item	CDB	GOGY	TOTAL
A. Improving access to quality TVET:			
1. Land	-	444	444
2. Building and civil works	3,678	828	4,506
3. Tools, workshop equipment and learning materials	1,760	-	1,760
4. Furniture and Fixtures	196	-	196
Sub-total	5,634	1,272	6,906
B. Enhancing the capacity of TVET System:			
5. Institutional Strengthening	231	43	274
6. Training	215	-	215
Sub-total	446	43	489
7. Design services and construction supervision	-	276	276
8. Project management	-	250	250
Base Cost	6,080	1,841	7,921
9. Physical Contingency ¹	695	157	852
10. Price Contingency ²	593	124	717
Total Cost Before Financing Charges	7,368	2,122	9,490
11. IDC	132	-	132
Total Project Cost	7,500	2,122	9,622
%	78	22	100

IMPLEMENTATION

8. The Project is expected to be implemented over a period of approximately 30 months commencing February 2009. A Provisional Implementation Schedule is shown at Appendix 3 to this Schedule.

DETAILED DESCRIPTION OF PROJECT COMPONENTS

BUILDING AND CIVIL WORKS

Construction of Regions 3 and 5 TIs

Table 1: Facility Areas

Blocks	Areas (m ²) Regions 3 & 5
Workshops	523
Classrooms	1,194
Administrative spaces (including offices, sick bay, library, canteen and multi-purpose hall)	814
Totals:	2,531

Each of the TVET facilities will comprise 3 blocks, with areas as indicated in Table 1 above, as well as parking spaces, 18.2 cubic metre (4,000 US gallon) capacity water storage tanks and appropriate external works. The buildings are of single storey reinforced concrete block work and/or reinforced concrete frame construction; except for the Administrative Block which is two-storeys. Each campus will accommodate specialised spaces for the following nine technical subjects:

- (a) Masonry
- (b) Carpentry and Joinery
- (c) Agricultural Mechanics
- (d) Electrical Installation
- (e) Motor Vehicle Mechanics
- (f) Welding, Plumbing
- (g) Fitting and Machining
- (h) Information Technology
- (i) Secretarial Science

In addition, the curriculum will include classes in basic literacy and numeracy, life skills, and entrepreneurial skills. Four standard classroom areas are provided for general subjects with a design capacity of up to 25 students per room (1.67 m² per student). One of these general classrooms will also be used as a technical drawing lab. Drawings of the typical building elevations for each region are shown at Attachments 3.2 (a), 3.2 (b) and 3.2 (c).

Access Road and Bridge Works

This will include the widening of an existing dirt road which will form the primary access to the site of the Region 3 Centre, including the provision of appropriate drainage works. It will also include the reconstruction of an existing timber bridge to support vehicular traffic going to the site. The design of these works is still to be completed.

Tools, Workshop Equipment and Learning Materials

This component includes procurement of relevant materials for the two (2) new TIs, equipment for the refurbished teaching laboratory at Guyana Technical Institute (GTI), and selected replacement equipment for 3 existing TIs in programme areas where equipment has been deemed obsolete. During project implementation, GOGY, in collaboration with CDB, will identify the existing schools to be equipped as well as the key programme areas to be addressed.

GOGY has developed a list of the equipment required for the new TIs. An indicative summary of some of the proposed equipment for the technical workshop subjects are shown, by subject area, in the table below. A list of replacement equipment for the existing TIs is still to be developed.

Table 1: Equipment List

Subject Area	Indicative List
Masonry	hammers, saws, portable power tools, levels, squares, helmets, safety goggles, chisels, tile cutters, poker vibrators, etc.
Carpentry and Joinery	jig saw, stationary planers, routers, finishing sander, circular saws, professional wood cutting band saw (stationary), small hand tools, bench plane, clamps, combination rip/crosscut saw, doweling jigs, etc.
Agricultural Mechanics	diesel and gasoline engines, headlight aiming kit, hand tools, compressors, hydraulic crane (5 tonne), trolley jacks, etc.
Electrical Installation	digital multi-meters, clamp meters, circuit tester, cable cutters, fish tape, breaker panels, pipe vises, bench grinders, etc.
Motor Vehicle Mechanics	universal brake caliper set, automotive gas engine performance (instructional material), oxygen sensor probe analyser, battery charger, digital oscilloscope, circuit tester, booster cables, chain hoist, hydraulic press set, miscellaneous small tools, etc.
Welding	AC/DC ARC welder and accessories, welding gloves, chipping hammers, welding aprons and helmets, argon gas bottles, heavy duty bench, MIG welder, etc.
Fitting and Machining	lathes, pipe cutters, bench grinders, pneumatic tools, compressor, miscellaneous small tools, etc.
Plumbing	pipe wrench sets, pipe cutters sets, rigid power driver sets, pipe stands, PVC/ABS pipe saws (hand), closet augers, electric drain cleaner, assorted small tools, pressure testers, reciprocation saws, etc
Secretarial Science	Typewriters, cash register, shredder, printer, photocopier

Note that there is some overlap in the equipment requirements and some course equipment has been omitted where it is already included in the list for another programme. Relevant text books for each programme will be provided under this component.

This component also includes the procurement of personal computers and peripherals for the information communications technology laboratories and libraries, and the upgrade of the facilities at GTI. The upgrade of the facilities at GTI is expected to cost approximately USD56,000. A partial list of items for these areas is tabulated below.

Table 2: Equipment List

Area	Indicative Equipment List
Computers and equipment	10 computer workstations, photocopier, printer scanner, television, voltage regulator, UPS, network cabling and equipment.
Teacher Training Laboratory at GTI	25 desktop computers, 2 UPS, camcorder, printer, TV, smart board, network system and cabling.

Provision has made for the procurement of equipment for three other TIs in programme areas where equipment has been deemed obsolete.

Furniture

This component will include items as follows:

Desks, chairs, refrigerator, photocopier, tables, technical drawing desks, water dispensers, fire extinguishers, storage cabinets and shelving, air conditioners for selected spaces

Information on the cost of individual procurement packages may be found in the Procurement Plan at Schedule 3.

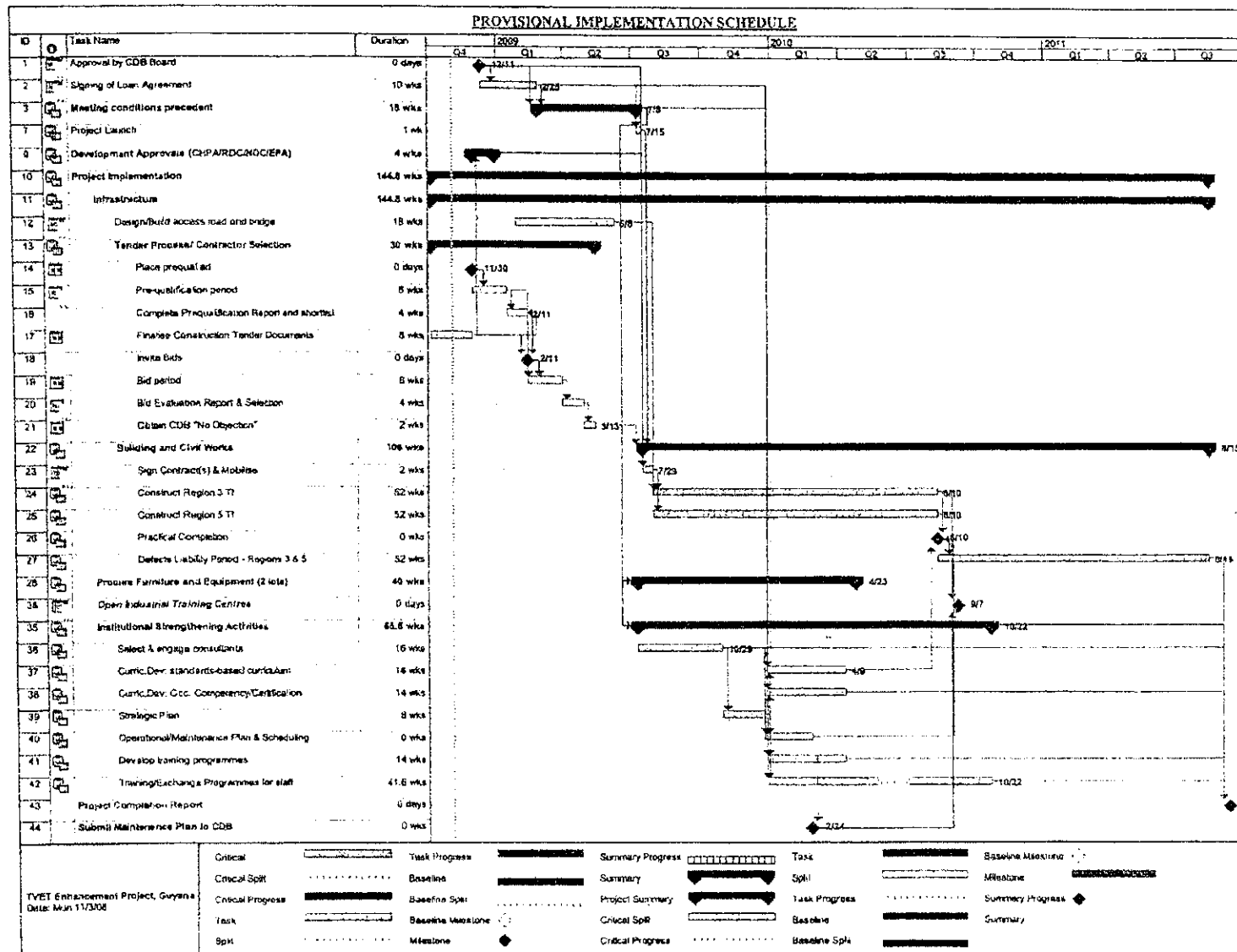
PROJECT COST, PHASING AND FINANCING PLAN
(USD '000)

ITEM	2008			2009			2010			2011			TOTAL		
	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL
A. Improving access to quality TVET															
1. Land	-	-	-	-	444	444	-	-	-	-	-	-	-	444	444
2. Building and civil works	-	-	-	1,542	487	2,029	2,136	341	2,477	-	-	-	3,678	828	4,506
3. Tools, workshop equipment and learning materials	-	-	-	304	-	304	1,456	-	1,456	-	-	-	1,760	-	1,760
4. Furniture and fixtures	-	-	-	39	-	39	157	-	157	-	-	-	196	-	196
Sub-total	-	-	-	1,885	931	2,816	3,749	341	4,090	-	-	-	5,634	1,272	6,906
B. Enhancing the capacity of TVET system															
5. Institutional Strengthening	-	-	-	71	16	87	160	27	187	-	-	-	231	43	274
6. Training	-	-	-	5	-	5	210	-	210	-	-	-	215	-	215
Sub-total	-	-	-	76	16	92	370	27	397	-	-	-	446	43	489
7. Design services and construction supervision	-	175	175	-	38	38	-	39	39	-	24	24	-	276	276
8. Project Management	-	21	21	-	37	37	-	87	87	-	55	55	-	250	250
Base Cost	-	196	196	1,961	1,072	3,033	4,119	494	4,613	-	79	79	6,080	1,841	7,921
9. Physical Contingency ^{1/}	-	20	20	233	73	307	462	56	518	-	8	8	695	157	852
10. Price Contingency ^{2/}	-	9	9	133	42	174	460	58	518	-	15	15	593	124	717
Total Cost before Financing Charges	-	225	225	2,327	1,187	3,514	5,041	608	5,649	-	102	102	7,368	2,122	9,490
11. IDC	-	-	-	11	-	11	121	-	121	-	-	-	132	-	132
Total Project Cost	-	225	225	2,338	1,187	3,525	5,162	608	5,770	-	102	102	7,500	2,122	9,622
Percentage			2%			37%			60%			1%	78%	22%	100%

^{1/} Physical Contingency of 12% was applied to item #2 and 10% for all other components except land.

^{2/} A price contingency of 3% was applied to foreign costs.

A price contingency of 7% was applied to local costs in the first year and 6% p.a thereafter.



SCHEDULE 3

[Section 4.03 (c)]

PROCUREMENT PLAN

December 2008

A. General

1. Project Information:

Country: Guyana
Project Name: TVET Enhancement Project
Project Implementing Agency: MOE, Guyana
Project Executing Agency: Project Management Unit, MOE

(All costs are shown in US dollars)

- 2. Bank's Approval Date of the Procurement Plan:** 10 December 2008
- 3. Date of Procurement Notice:** 30 November 2008
- 4. Period covered by this Procurement Plan:** December 2008 – June 2010

B. Goods and Works

- 1. Prior Review Threshold:** Procurement Decisions subject to Prior Review by the Bank as stated in Appendix 1 to the Guidelines for Procurement as determined by the Procurement Specialist based on the assessment of the implementing agencies' capacities.

	Procurement Method	Prior Review Threshold	Comment
1	ICB (Building and Civil Works)	N/A	2 separate contracts will be let for works
2	ICB (Furniture and Equipment)	N/A	Goods to be let in 3 lots: (a) books, furniture and equipment Region3; (b) books, furniture and equipment Region5; (c) computers and peripherals With separate contract for replacement TI equipment
3	Non-Bank Financed (NBF)	N/A	Procurement procedures of GOGY will apply in all cases

- 2. Prequalification:** Bidders for Building and Civil Works shall be pre-qualified in accordance with the provisions of paragraphs 2.9 and 2.10 of CDB's Guidelines for Procurement.
- 3. Reference to (if any) Project Operational/Procurement Manual:** None
- 4. Any Other Special Procurement Arrangements:** None.

5. Procurement Packages with Methods and Time Schedule:

Ref No.	Contract (Description)	Cost (\$'000)	Proc. Method	PQ ¹	Review by Bank	Bld Opening Date	Comment
P1	Construction of Region 3 TI	2,125	ICB	Yes	Prior	March 2009	Disbursement dependent on satisfaction of conditions precedent
P2	Construction of Region 5 TI	2,141	ICB	Yes	Prior	March 2009	Disbursement dependent on satisfaction of conditions precedent
P3	Access road and bridge works	240	NBF	n/a	n/a	-	Works to be completed no later than Q2 2009
P4	Furniture	196	ICB	Yes	Prior	Q4 2009	To be let with P5a for each TI
P5a	Tools, Equipment and Learning Materials	1,350	ICB	Yes	Prior	Q4 2009	3 lots for Regions 3 & 5 TIs & GTI teaching laboratory
P5b	Tools and Equipment	410	ICB	Yes	Prior	Q4 2009	1 contract for replacement equipment for 3 existing TIs

(See also the individual component list on page 2)

6. Consultancy Assignments with Selection Methods and Time Schedule:

Ref. No.	Description of Assignment	Estimated Cost ('000)	Selection Method	Review by Bank	Proposals Submission Date	Comments
-	Design & Construction Supervision	276	NBF	n/a	n/a	Consultants already engaged
-	Project Management	250	NBF	Prior	n/a	
T1	Develop Standards-based Curriculum	67	QCBS	Prior	Q1 2010	*
T2	Occupational competency assessment and certification	67	QCBS	Prior	Q1 2010	*
T3	National TVET Strategic Plan	40	QCBS	Prior	Q1 2010	This consultancy to be completed first (*)
T4	Operational and Maintenance Plans, and Resource Scheduling	35	QCBS	Prior	Q1 2010	*
T5	Development of training programmes	65	QCBS	Prior	Q1 2010	*

*(A waiver has been granted for the inclusion of accredited, Government-supported universities and colleges on the list of eligible consultants for items T1 through T5)

C. Implementing Agency Capacity Building Activities with Time Schedule

Ref. No.	Expected outcome / Activity Description	Estimated Cost ('000)	Estimated Duration	Start Date	Comments
-	Project Launch	-	2 days	July 2009	On signing of loan agreement and engagement of project management
T6	Training of senior administrators/lecturers	215	3 months (total)	Q1 2010	Sessions spread over the duration of the project

D. Summary of Proposed Procurement Arrangements

^{1/} Prequalification

(Costs in USD mn)

Ref	Project Element/Contract	CDB ('000)								NBF ('000)		Totals		
		Primary				Secondary				Other/Consultancy				
		ICB	LIB	RCB	NCB	Shopping	Direct Contracting	Force Account	QCBS	Country	Other			
P1	Land	-	-	-	-	-	-	-	-	444	-	444		
P2	Building and Civil Works region 3 TI	1,832	-	-	-	-	-	-	-	293	-	2,125		
P3	Building and Civil Works region 5 TI	1,846	-	-	-	-	-	-	-	295	-	2,141		
P4	Access road and bridge	-	-	-	-	-	-	-	-	240	-	240		
	Sub-Total	3,678	-	-	-	-	-	-	-	1,272	-	4,950		
T1	Curriculum Development:standards	-	-	-	-	-	-	-	57	10	-	67		
T2	Curriculum Development:competence	-	-	-	-	-	-	-	57	10	-	67		
T3	Strategic Plan Consultancy	-	-	-	-	-	-	-	33	7	-	40		
T4	Operational/Maint Plan Consultancy	-	-	-	-	-	-	-	29	6	-	35		
T5	Develop training programmes	-	-	-	-	-	-	-	57	10	-	67		
T6	Training/Exchange Programmes	-	-	-	-	-	-	-	215	-	-	215		
	Sub-Total	-	-	-	-	-	-	-	446	43	-	490		
P5	Tools, equipment and learning materials	1,760	-	-	-	-	-	-	-	-	-	1,760		
P6	Furniture	196	-	-	-	-	-	-	-	-	-	196		
NBF1	Design and Construction Supervision	-	-	-	-	-	-	-	-	276	-	276		
NBF2	Project Management	-	-	-	-	-	-	-	-	250	-	250		
	Total Base Cost	5,634	-	-	-	-	-	-	446	1,841	0	7,922		
	Physical and Price Contingency	-	-	-	1,288	-	-	-	-	281	-	1,569		
	IDC	-	-	-	132	-	-	-	-	-	-	132		
	Totals	-	-	-	7,500	-	-	-	-	2,122	0	9,622		
	Total CDB Loan	7,500												

(Item P5 comprises items P5a and P5b as shown previously)

LIB Limited International Bidding
 NBF Non-Bank Financed
 QCBS Quality and Cost-Based Selection

NCB National Competitive Bidding
 RCB Regional Competitive Bidding

SCHEDULE 4 (a)

(Section 7.06)

DRAFT TERMS OF REFERENCE
DEVELOPING OCCUPATIONAL STANDARDS AND
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING CURRICULA

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop and to prepare for implementing Standards-based Curriculum for the training and upgrading of the workforce.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET of Guyana the consultant will source and select appropriate Occupational Standards documents, adjust and modify to meet local conditions, train local staff in the principles and practices of Occupational Standards and Standards based Curriculum Development and Implementation. Specifically the consultant will:

- (a) review the technical offerings of the TVET Institutions and the work plans of the Council for TVET related to Occupational Standards and Curriculum Development;
- (b) identify and source appropriate resource materials for Occupational Standards and Standards-based curriculum development;

- (c) research best practices for development and implementation of National Occupational Standards and Occupational Certification schemes;
- (d) develop a framework for Guyana National Occupational Standards and a National Occupational Certification Scheme incorporating the CARICOM Model;
- (e) plan, organise and facilitate the implementation of a training programme for the Council for TVET in the development and administration of the Occupational Certification Scheme;
- (f) plan, organise and facilitate the implementation of a training programme for Council for TVET in the development and promulgation of National Occupational Standards; and
- (g) organise all training materials and resources in a Trainers Manual for the on-going training by Council for TVET in Occupational Standards and Occupational Certification.

4. KEY OUTPUTS/DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment;
- (b) a framework for the Guyana National Occupational Standards and National Occupational Certification Scheme which incorporates the CARICOM model;
- (c) a trainers' manual for training in Occupational Standards and Occupational Certification; and
- (d) training workshops in the development of Occupational Standards.

5. TIME

5.01 The estimated time for completing the assignment is three months.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

7.01 The assignment will require professionals with expertise in the following areas:

- (a) knowledge of the curriculum development process;
- (b) significant experience in the development of occupational standards and competency-based curriculum modules; and
- (c) extensive experience in the implementation of TVET, particularly in the Caribbean Region.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 60 days @ \$600 per day	36,000	-	36,000
Per Diem: 50 days @ \$350 per day	17,500	-	17,500
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	800	-	800
3. Communication	200	-	200
4. Manual Preparation and Production	-	4,100	4,100
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	200	200
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	3,500	3,500
9. Contingencies	5,600	1,000	6,600
Total	62,100	11,300	73,400
Percentage	85	15	100

SCHEDULE 4 (b)

(Section 7.06)

DRAFT TERMS OF REFERENCE
DEVELOPING OCCUPATIONAL COMPETENCY ASSESSMENT
AND CERTIFICATION

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop and implement strategies and systems for the implementation of Occupational Competency Assessment and Certification for TVET students and workers in Guyana.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET Guyana, the consultant will source appropriate resources including competency assessment instruments, adjust and/or modify in keeping with local Occupational Standards, develop strategies and systems for Occupational Competency Assessment and Certification and train local staff to operate and manage the programme. Specifically, the consultant will:

- (a) review the Occupational Standards and Training Curriculum to determine the appropriate competences for assessment and certification;

- (b) identify, source and procure appropriate test instruments and materials for the identified occupational disciplines and related studies;
- (c) investigate/research best practices in occupational competency assessment and certification;
- (d) adapt or selected best practice suitable to local conditions and facilitate the development of an appropriate and efficient Occupational Testing and Certification System for the Council for TVET;
- (e) develop, organise and facilitate the delivery of appropriate training programme for the staff of the Council for TVET Council and the TVET Institutions; and
- (f) organise all training materials/resources and produce a Trainers Manual for the on-going training of local staff.

4. KEY OUTPUTS/DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment;
- (b) a system for Occupational Testing and Certification; and
- (c) Trainers Manual in the development of Occupational Testing and Certification.

5. TIME

5.01 The estimated time for completing the assignment is three months.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and the CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

The assignment will require professionals with expertise in the following areas:

- (a) educational testing and evaluation;
- (b) significant experience in the administration of examinations; and
- (c) knowledge and experience in the application of competency-based tests to TVET.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 60days @ \$600 per day	36,000	-	36,000
Per Diem: 50 days @ \$350 per day	17,500	-	17,500
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	800	-	800
3. Communication	200	-	200
4. Manual Preparation and Production	-	4,100	4,100
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	200	200
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	3,500	3,500
9. Contingencies	5,600	1,000	6,600
Total	62,100	11,300	73,400
Percentage	85	15	100

SCHEDULE 4 (c)

(Section 7.06)

DRAFT TERMS OF REFERENCE
PROFESSIONAL STAFF TRAINING AND DEVELOPMENT

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes (TIs) and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop and implement strategies and programmes for the on-going training and development of TVET staff in an effort to improve pedagogical and managerial/administrative competence and performance.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET of Guyana, the consultant will review targeted TVET staff capabilities/background to determine training needs, develop training strategies and programmes, source and/or develop training resources and prepare and assist in delivering appropriate training to improve pedagogical and managerial competency. Specifically, the consultant will:

- (a) review the Council for TVET staff profile for administrative, instructional and other professional staff and assist in modifying these to meet standards of best practice;
- (b) review the background and experience of staff of TIs and determine the training needs;

Loan Account and to record the progress of the Project (including the cost thereof). The Borrower shall maintain such accounts and records relating to the Project to the satisfaction of the Bank and such records and accounts shall be kept separately and distinct from the records and accounts of the other operations of the Borrower.

(b) The Borrower, if it is not a member of the Bank, shall:

- (i) have its accounts and financial statements (balance sheets, statements of income and expenditure and related statements) for each fiscal year audited by independent auditors acceptable to the Bank in accordance with sound auditing principles consistently applied;
- (ii) furnish to the Bank, as soon as available, but in any case not later than six (6) months after the end of each such year, certified copies of its audited financial statements for such year and an audit report by the said auditors of such scope and in such detail as the Bank may reasonably request; and
- (iii) furnish to the Bank such other information concerning its accounts and financial statements and the audit thereof as the Bank may from time to time reasonably request.

(c) The Borrower shall furnish or cause to be furnished to the Bank all such information as the Bank shall reasonably request concerning the expenditures of the amount withdrawn from the Loan Account, the Project, the benefits to be derived therefrom, the administration and operations of the Project and the financial condition of the Borrower.

(d) The authorised representatives of the Bank and the Aid Donor(s) shall be entitled to inspect the goods financed out of the amount withdrawn from the Loan Account, the sites, works, plant and construction included in the Project, the operation thereof and any records, documents and accounts of the Project and for that purpose to enter any lands, buildings, erections or facilities owned or occupied by the Borrower. The Borrower will provide such representatives with all reasonable opportunities and facilities for this purpose.

Section 7.02 Cooperation between the Bank and the Borrower. (a) The Bank and the Borrower shall cooperate fully to ensure that the purpose of the Loan will be accomplished. To that end, the Bank and the Borrower shall, from time to time, at the request of either party, exchange views through their representatives with regard to the progress of the Project, the performance by the Borrower of its obligations under the Loan Agreement and any other matters relating to the Project.

(b) The Borrower shall promptly inform the Bank of any condition which interferes, or threatens to interfere, with the accomplishment of the purpose of the Loan, the maintenance of the service thereof or the performance by the Borrower of its obligations under the Loan Agreement.

Section 7.03 Taxes. The Borrower shall pay, or cause to be paid, all taxes, if any, imposed under the laws in force in the Project Country in connection with the execution, issue, delivery or registration of the Loan Agreement, any instrument given as a requirement of the Loan Agreement (including securities and promissory notes), any transfer or assignment by the Bank pursuant to Section 7.07 and any agreement amending or supplemental to the Loan Agreement, any such instrument and any such transfer or assignment, and all payments of Principal, interest, commission, commitment charge and other charges shall be made without deduction for, and free from, any taxes imposed under any such laws.

Section 7.04 Priority of Loan. (a) It is the mutual intention of the Borrower, if it is a member of the Bank, and the Bank that no other external debt shall enjoy any priority over the Loan by way of lien on governmental assets.

(b) To that end, the Borrower, if it is a member of the Bank, undertakes that, except as the Bank otherwise agree, if any lien shall be created by the Borrower on any governmental assets as security for any external debt, such lien will, *ipso facto* and at no cost to the Bank, equally and ratably secure the payment of the Principal, interest, commission, commitment charge and other charges and that in the creation of any such lien express provision will be made to that effect. The Borrower, if it is a member of the Bank, shall promptly inform the Bank of the creation of any such lien.

(c) The foregoing provisions of this Section shall not apply to:

- (i) any lien created on property, at the time of purchase thereof, solely as security for the payment of the purchase price of such property; or
 - (ii) any lien arising in the ordinary course of banking transactions and securing a debt maturing not more than one (1) year after its date.
- (d) As used in this Section the term:
- (i) "external debt" means any debt payable by the Borrower in any medium other than the currency which at the time in question is legal tender in the Project Country whether such debt is payable absolutely or at the option of the creditor in such other medium; and
 - (ii) "governmental assets" means assets of the Project Country, if the Borrower is a member of the Bank, of any of its political sub-divisions, or of any agency of the Project Country, if the Borrower is a member of the Bank, or of any such political sub-division including an institution performing the functions of a central bank.
- (e) The Borrower, if it is not a member of the Bank or a political sub-division or agency of a member of the Bank or an enterprise in which equity participation by one or more members of the Bank or one or more agencies of such member or members of the Bank is a controlling one, undertakes that, except as the Bank may otherwise agree or as contemplated for the Project, no security which will rank prior to, or *pari passu* with, any security given as a requirement of the Loan Agreement shall, after the date of the Loan Agreement, be created or maintained on any of its property as security for any debts.

Section 7.05 Additional Funds. The Borrower shall provide promptly as necessary all funds in addition to the amount withdrawn from the Loan Account and all other resources required for the punctual and effective carrying out of the Project and, in particular, shall be responsible for meeting any amount by which the cost of the Project exceeds the estimated cost thereof as specified in the Loan Agreement.

Section 7.06 Maintenance of Insurance. (a) Except as otherwise specified in the Loan Agreement, the Borrower shall take out and maintain with responsible insurers, or make adequate arrangements acceptable

to the Bank for, insurance against such risks and in such amounts as shall be consistent with sound business practice and, without limitation upon the foregoing, such insurance shall cover marine, transit and other hazards incident to the acquisition, transportation and delivery of goods financed out of an amount withdrawn from the Loan Account to the place of use or installation, any indemnity thereunder to be made payable in a currency freely usable by the Borrower to replace or repair such goods.

(b) The Borrower shall require any such insurers with which insurances in respect of any insurable property financed out of an amount withdrawn from the Loan Account and other insurable property are taken out and are to be maintained to give notice periodically to the Borrower and the Bank when such insurances are to be renewed and, in addition, advise the Bank immediately on each renewal date whether such insurances are renewed.

Section 7.07 Transfer or Assignment of Loan Agreement or Loan. The Bank shall be entitled to transfer or assign at any time to the Aid Donor(s) all or any of its right, title and interest in and under the Loan Agreement and any instrument (including securities and promissory notes) given as a requirement of the Loan Agreement and in and to the whole or any part of all monies whatsoever due or to become due to the Bank thereunder. The Bank shall promptly inform the Borrower of any such transfer or assignment.

Section 7.08 Maintenance of Corporate Existence, Licences and Franchises and other special requirements if the Borrower is a limited liability company. (a) Except as the Bank may otherwise agree or as specified in the Loan Agreement, the Borrower shall:

- (i) take all necessary steps as lie within its power and use its best endeavours at all times to maintain its corporate existence and the right to carry on operations and shall acquire, maintain and renew all rights, powers, privileges, licences and franchises owned or held by it and necessary and useful in the implementation of the Project and the conduct of the business contemplated by the Project;
- (ii) not amend its Memorandum or Articles of Association; and

- (iii) observe all the Laws of the Project Country affecting the Borrower and, in particular, all the provisions of the Companies legislation in force in the Project Country as amended or modified from time to time especially in filing with the Registrar of Companies any information and documents required to be filed under such legislation.

- (b) Except as the Bank may otherwise agree, at least fifty-one percent (51%) of the issued and paid up share capital of the Borrower shall be held at all times by one or more of the Governments, nationals and belongers of Commonwealth Caribbean member countries of the Bank and corporate bodies controlled by such Governments, nationals and belongers and the Borrower shall at all times be controlled by one or more of such Governments, nationals, belongers and corporate bodies.

ARTICLE VIII

Cancellation and Suspension

Section 8.01 Cancellation by Borrower. The Borrower may by notice to the Bank cancel any amount of the Loan which the Borrower shall not have withdrawn prior to the giving of such notice, except that the Borrower may not so cancel any amount of the Loan in respect of which the Bank shall have entered into a special commitment pursuant to Section 4.02.

Section 8.02 Suspension by Bank. (a) If any of the following events shall have occurred and be continuing, the Bank may by notice to the Borrower and the Guarantor suspend in whole or in part the right of the Borrower to make withdrawals from the Loan Account:

- (i) The Borrower shall have failed to make payment (notwithstanding the fact that such payment may have been made by the Guarantor or a third party) of Principal, interest, commission, commitment charge or other charges under the Loan Agreement or any principal, interest, commission, commitment charge or other payment required under any other agreement between the Bank and the Borrower.

- (ii) The Guarantor shall have failed to make payment of Principal, interest, commission, commitment charge or other charges under the Guarantee Agreement or any principal,

interest, commission, commitment charge or other payment required under any other agreement between the Bank and the Guarantor;

- (iii) The Borrower or the Guarantor shall have failed to perform or observe any of its other obligations under the Loan Agreement or the Guarantee Agreement;
- (iv) A situation shall have arisen which shall make it improbable in the Bank's opinion that the Project can be carried out or that the Borrower or the Guarantor will be able to perform or observe any of its obligations under the Loan Agreement or the Guarantee Agreement;
- (v) Prior to the Closing Date, any material adverse change in the condition of the Borrower, as represented by the Borrower, shall have occurred;
- (vi) A representation made by the Borrower or the Guarantor in or pursuant to the Loan Agreement or the Guarantee Agreement or any statement furnished in connection therewith and intended to be relied upon by the Bank in making the Loan shall have been incorrect in any material respect;
- (vii) The Borrower, if it is a member of the Bank, or the Guarantor shall have withdrawn or been suspended from membership in, or ceased to be a member of, the Bank;
- (viii) The right of the Borrower or the Guarantor to make withdrawals under any other agreement with the Bank shall have been suspended in whole or in part by the Bank;
- (ix) The right of the Bank to receive funds for the Project from the Aid Donor(s) shall have been suspended in whole or in part or shall have terminated;
- (x) A situation shall have arisen whereby, in the Bank's opinion, any withdrawal or further withdrawal from the Loan Account will cause the Bank to exceed any of the lending limits of the Bank, established by the Board of Directors of the Bank from time to time;

(xi) Any event specified in sub-paragraph (vii) of Section 8.03 and sub-paragraphs (iv), (vi), (vii), (viii), (ix), (x), (xi) and (xii) of Section 9.01 shall have occurred; or

(xii) Any other event specified in the Loan Agreement for the purpose of this Section shall have occurred.

(b) The right of the Borrower to make withdrawals from the Loan Account shall continue to be suspended in whole or in part, as the case may be, until the event or events which gave rise to such suspension shall have ceased to exist or until the Bank shall have notified the Borrower and the Guarantor that the right to make withdrawals shall be restored, whichever is earlier, but, in case of any such notice of restoration, the right to make withdrawals shall be restored only to the extent and subject to the conditions specified in such notice, and no such notice shall affect or impair any right, power or remedy of the Bank in respect of any other or subsequent event described in this Section.

Section 8.03 Cancellation by the Bank. If any of the following events shall occur, then at any time thereafter the Bank may by notice to the Borrower and the Guarantor terminate the right of the Borrower to make withdrawals from the Loan Account or with respect to any amount of the Loan, as the case may be, and, upon the giving of such notice, the amount of the Loan specified therein shall be cancelled:

- (i) The Borrower shall have failed to comply with the conditions set out in Section 6.01 (a), as amplified by the Loan Agreement, by the sixtieth (60th) day after the date of the Loan Agreement or such later date as may be specified in writing by the Bank;
- (ii) In the opinion of the Bank, it is improbable that any requirement specified in or pursuant to Section 6.01 (b) or any condition to be fulfilled in meeting any such requirement will be satisfied;
- (iii) By the date therefor referred to in the Loan Agreement, the Bank has not received any application for withdrawal from the Loan Account or for Special Commitment in accordance with Article IV or all applications received by the date shall not have been acceptable to the Bank;

- (iv) The right of the Borrower to make withdrawals from the Loan Account shall have been suspended with respect to any amount of the Loan for a continuous period of thirty (30) days;
- (v) At any time the Bank determines, after consultation with the Borrower, that an amount of the Loan will not be required to finance the Project's cost to be financed out of the Loan;
- (vi) After the Closing Date an amount of the Loan remains unwithdrawn from the Loan Account; or
- (vii) The Bank shall have received notice from the Guarantor pursuant to Section 3.05 of the General Provisions applicable to Guarantee Agreements with respect to any amount of the Loan.

Section 8.04 Amounts subject to Special Commitment not affected by Cancellation or Suspension by the Bank. No cancellation or suspension by the Bank shall apply to amounts subject to any special commitment entered into by the Bank pursuant to Section 4.02.

Section 8.05 Effectiveness of Provisions after Cancellation or Suspension. Notwithstanding any cancellation or suspension, all the provisions of the Loan Agreement and of these General Provisions which shall have been made applicable thereto shall continue in full force and effect except as in this Article specifically provided.

ARTICLE IX

Events of Default

Section 9.01 If any of the following events shall occur and shall continue for the period specified, if any, then, at any subsequent time during the continuance thereof, the Bank, at its option, may by notice to the Borrower and the Guarantor declare the Principal due and payable immediately together with interest, commission, commitment charge and other charges under the Loan Agreement and upon such

declaration the Principal together with interest, commission, commitment charge and other charges under the Loan Agreement shall become due and payable immediately:

- (i) A default shall occur in the payment of Principal, interest, commission, commitment charge or other charges under the Loan Agreement and such default shall continue for a period of thirty (30) days;
- (ii) A default shall occur in the payment of Principal, interest, commission, commitment charge or other charges under the Guarantee Agreement and such default shall continue for a period of thirty (30) days;
- (iii) A default shall occur in the payment of Principal, interest, commission, commitment charge or other charge under any other loan or guarantee agreement between the Bank and the Borrower and such default shall continue for a period of thirty (30) days;
- (iv) A default shall occur in the payment of Principal, interest, commission, commitment charge, or other charges under any loan or guarantee agreement between the Guarantor and the Bank under circumstances which would make it unlikely that the Guarantor would meet its obligations under the Loan Agreement or the Guarantee Agreement and such default shall continue for a period of thirty (30) days;
- (v) A default shall occur in the performance or observance of any other obligation on the part of the Borrower or the Guarantor under the Loan Agreement or the Guarantee Agreement and such default shall continue for a period of sixty (60) days after notice thereof shall have been given by the Bank to the Borrower and the Guarantor;
- (vi) The Borrower, if it is not a member of the Bank, shall have become unable to pay its debts as they mature or any action or proceeding shall have been taken by the Borrower, if it is not a member of the Bank, or by others whereby any of the property of the Borrower, if it is not a member of the Bank, shall or may be distributed among its creditors;

- (vii) The Borrower, if it is not a member of the Bank, shall have taken or suffered any action for its reorganisation, liquidation or dissolution or the suspension of its operations or a receiver or liquidator shall have been appointed of all or any part of its property;
- (viii) Any modification shall have been made in the purpose, nature or objectives, capital or assets of the Borrower, if it is not a member of the Bank, and particularly any substantial revision of the legislation establishing the Borrower, if it is not a member of the Bank and is established by legislation, which may have a deleterious effect on the Project or on the purpose for which the Loan Agreement was entered into;
- (ix) The Borrower or the Guarantor shall have failed to fulfil any of its obligations to the Bank whether arising under the agreement establishing the Bank or otherwise;
- (x) There shall have been cancellation, pursuant to Section 8.01 or Section 8.03, of such an amount of the Loan as will make it improbable in the Bank's opinion that the Project can be carried out or that the Borrower will be able to perform or observe any of its obligations under the Loan Agreement;
- (xi) The Project shall have been discontinued or suspended without the prior approval of the Bank or the Borrower shall have suspended, or ceases or threatens to cease to carry on, the business contemplated in carrying out the Project; or
- (xii) Any other event specified in the Loan Agreement for the purpose of this Section shall have occurred and shall continue for the period, if any, specified in the Loan Agreement.

ARTICLE X

Termination

Section 10.01 Termination of Loan Agreement. Upon payment in full of the Principal and all interest, commission, commitment charge and other charges under the Loan Agreement, the Loan Agreement and all obligations of the parties thereunder shall forthwith terminate.

ARTICLE XI
Enforceability

Section 11.01 (a) Except as provided in paragraph (b) of this Section, the rights and obligations of the Bank and the Borrower under the Loan Agreement shall be valid and enforceable in accordance with its terms.

(b) If the Borrower is not a member of the Bank, the rights and obligations of the Bank and the Borrower under the Loan Agreement shall be construed and determined in accordance with the laws of the Project Country at the date of the Loan Agreement.

(c) Neither the Bank nor the Borrower shall be entitled in any proceeding under or pursuant to Article XIII to assert any claim that any provision of the Loan Agreement is invalid or unenforceable because of any provision of the agreement establishing the Bank or for any other reason.

ARTICLE XII
Miscellaneous

Section 12.01 All statements, reports, certificates, evidence, opinions, notices, communications and other documents or information furnished or given under the Loan Agreement shall be supplied or submitted in the English Language without cost to the Bank.

Section 12.02 No failure or delay on the part of the Bank to exercise any right, power or privilege under the Loan Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege under the Loan Agreement preclude any other or further exercise thereof or the exercise of any right, power or privilege.

Section 12.03 All notices and other communications required or permitted to be given or made under the Loan Agreement and any other Agreement between any of the parties contemplated by the Loan Agreement shall be in writing. Any such notice or other communication shall be deemed to have been duly given or made when delivered by hand or mail or by telegram, cable, telex, telefax or radiogram to

the party to which it is required or permitted to be given or made at such party's address specified in the Loan Agreement or at such other address as such party may have designated by notice to the party giving such notice or making such communication.

Section 12.04 Subject to Article 42 of the agreement establishing the Bank, if the Borrower, being a member of the Bank, or the Guarantor ceases to be a member of the Bank, any amount due to it for its shares repurchased by the Bank shall be withheld so long as the Borrower or the Guarantor remains liable to the Bank in respect of the Loan. Such amount may, at the option of the Bank, be applied on any such liability as it matures.

Section 12.05 Subject to Article 46 of the agreement establishing the Bank, in the event of a distribution of the assets of the Bank, the Borrower, being a member of the Bank, or the Guarantor shall not be entitled to receive its share in such distribution until it has settled its obligations to the Bank under the Loan Agreement or the Guarantee Agreement.

ARTICLE XIII

Arbitration

Section 13.01 (a) Any controversy between the parties to the Loan Agreement and any claim by any such party against any other such party arising under the Loan Agreement which shall not be determined by agreement between the parties shall be submitted to arbitration before an Arbitration Committee as hereinafter provided.

(b) The parties to such arbitration shall be the Bank on one side and the Borrower on the other side.

(c) The Arbitration Committee shall consist of three arbitrators appointed as follows:

One arbitrator shall be appointed by the Bank, another by the Borrower and a third (hereinafter called the umpire) shall be appointed by agreement between the parties, either directly or through their respective arbitrators. If the parties fail to agree on who shall be the umpire, he shall be appointed at the request of either party by the

Secretary-General of the Caribbean Community. If either side fails to appoint an arbitrator, he shall be appointed by the Secretary-General of the Caribbean Community at the request of the other party. If either of the appointed arbitrators or the umpire is unwilling or unable to act or to continue to act in such capacity, his successor shall be appointed in the same manner as for the original appointment. The successor shall perform the same functions and shall have the same powers as his predecessor.

(d) An arbitration proceeding may be instituted under this Section upon notice by the party instituting such proceeding to the other party. Such notice shall contain a statement setting forth the nature of the controversy or claim to be submitted to arbitration, the nature of the remedy sought and the name of the arbitrator appointed by the party instituting such proceeding. Within thirty (30) days after the giving of such notice, the other party shall notify the party instituting the proceeding of the name of the arbitrator appointed by such other party.

(e) If within sixty (60) days after giving notice instituting the arbitration proceeding the parties shall not have agreed upon an umpire, either party may request the appointment of an umpire as provided in paragraph (c) of this Section. If within forty-five (45) days after becoming entitled to do so, neither party requests the appointment of an umpire as provided in paragraph (c) of this Section, the arbitration proceeding shall be deemed to have been abandoned.

(f) The Arbitration Committee shall convene in Barbados at such time and place as shall be fixed by the umpire. Thereafter the Arbitration Committee shall meet in Barbados or in the Project Country at such time and place as the Arbitration Committee shall determine.

(g) Subject to the provisions of this Section and except as the parties shall otherwise agree, the Arbitration Committee shall decide all questions relating to its competence and shall determine its procedure. All decisions of the Arbitration Committee shall be by a majority vote.

(h) The Arbitration Committee shall afford to both sides a fair hearing and shall render its award in writing. Such award may be rendered by default. An award signed by a majority of the Arbitration Committee shall constitute the award of the Arbitration Committee. A signed counterpart of the award shall be transmitted to each party. Any such award rendered in accordance with the provisions of this

Section shall be final and binding upon the parties to the Loan Agreement. Each party shall abide by and comply with any such award rendered by the Arbitration Committee in accordance with the provisions of this Section.

(i) The parties shall fix the amount of the remuneration of the Arbitrators and such other persons as shall be required for the conduct of the arbitration proceedings. The Bank and the Borrower shall each defray its own expenses in the arbitration proceedings. The costs of the Arbitration Committee shall be divided between and borne equally by the Bank on the one side and the Borrower on the other. Any question concerning the division of the costs of the Arbitration Committee or the procedure for payment of such costs shall be determined by the Arbitration Committee.

(j) The provisions for arbitration set forth in this Section shall be in lieu of any other procedure for the determination of any controversy between the parties to the Loan Agreement or any claim by any such party against the other such party arising thereunder.

(k) If within thirty (30) days after the counterparts of the award shall be delivered to the parties the award shall not be complied with, any party may enter judgement upon or institute a proceeding to enforce the award in any court of competent jurisdiction against any other party, may enforce such judgement by execution or may pursue any other appropriate remedies against such other party for the enforcement of the award and the provisions of the Loan Agreement. Notwithstanding the foregoing, this Section shall not authorise any entry of judgement or enforcement of award against any party that is a member of the Bank except as such procedure may be available otherwise than by reason of the provisions of this Section.

(l) Service of any notice or process in connection with any proceeding under this Section or in connection with any proceeding to enforce any award pursuant to this Section may be made in the manner provided in Section 12.03. The parties to the Loan Agreement waive any and all other requirements for the service of any such notice or process.

(m) Notwithstanding the provisions of paragraph (j) of this Section, if the Borrower is not a member of the Bank, nothing in this Section shall be deemed to preclude either of the parties from exercising or instituting any legal or equitable action to enforce any right or claim arising out of or pursuant to any

instrument given as a requirement of the Loan Agreement with respect to the repayment of the Principal and payment of interest, commission, commitment charge and other charges and submission to arbitration under this Section shall not be deemed to be a condition precedent or in any way prejudice such exercise or other enforcement of any such right or claim.

ANNEX

[Section 4.04 (a) (ii)]

MEMBERS OF THE BANK

Regional Members

1. Anguilla
2. Antigua and Barbuda
3. Bahamas - Commonwealth of The
4. Barbados
5. Belize
6. British Virgin Islands
7. Cayman Islands
8. Colombia
9. Dominica - Commonwealth of
10. Grenada
11. Guyana - Co-operative Republic of
12. Haiti - Republic of
13. Jamaica
14. Mexico
15. Montserrat
16. Saint Kitts and Nevis
17. Saint Lucia
18. Saint Vincent and the Grenadines
19. Trinidad and Tobago - Republic of
20. Turks and Caicos Islands
21. Venezuela

Non-Regional Members

1. Canada
2. China - The People's Republic of
3. Germany
4. Italy
5. United Kingdom

SCHEDULE 2

[Section 1.03 (a) (ii)]

THE PROJECT

OBJECTIVE

1. The objective of the Project is an enhanced TVET system with the capacity to provide access to relevant and effective education and training. This will be achieved through the construction of new facilities, the provision of equipment and learning materials, teacher training and the development of an appropriate TVET institutional framework.

DESCRIPTION AND SCOPE

2. The Project supports a larger national plan for the reform and development of the TVET system in Guyana. The Project will invest in two broad areas: (a) increasing access to quality TVET programmes; and (b) enhancing the capacity of the TVET system. The Project will provide for the requisite support services including project management and construction supervision.

(a) Increasing Access to Quality TVET Programmes

This component will increase access to TVET through the construction of technical institutes (TIs) in Regions 3 and 5 which are currently without such facilities. The new facilities will accommodate approximately 200 full-time students each, while arrangements will be made for providing part-time training opportunities to persons who are currently employed. Appropriate equipment will be provided to deliver the practical components of the nine (9) programmes which have been determined based on the needs and existing technologies in industry. Both institutions will offer Level 1 training initially, and by the third year of operation will be offering Levels 2 and 3 programmes. In addition to the technical areas, programme offerings will include training in numeracy, literacy, life skills, and entrepreneurship development. The Project will also provide equipment for a technology laboratory at Guyana Technical Institute (GTI) to support an existing programme of technical teacher training. Given the poor state of equipment in a number of institutions, the Project will provide for new equipment for three other TIs in at least two key subject areas.

Provision will be made for:

- (i) Land.
- (ii) Building and civil works:
 - (aa) Construction of two (2) new TIs in Regions 3 and 5;
 - (bb) Improvements to the access road and bridge in Region 3.
- (iii) Tools, workshop equipment and learning materials.
- (iv) Furniture for classrooms, offices and other areas.

(b) Enhancing the Capacity of TVET System (The TVET Enhancement Component)

This component comprises sub-components to: (i) strengthen the institutional capacity to manage TVET systems and processes; and (ii) train administrative staff and TVET instructors. These activities complement efforts aimed at improving the quality of TVET. The Project will engage consultants to work with counterparts located at the Council for TVET in planning and implementing some of the key programmes of the Council. The Project will also provide for short term training, including attachments to regional institutions for a minimum of 22 TI instructors, and local training in pedagogy of at least 125 technical instructors. Provision will be made for:

- (i) Consultancies to assist GOGY to:
 - (aa) prepare and implement an appropriate Standards-based Curriculum;
 - (bb) develop and implement procedures and systems for the implementation of Occupational Competency Assessment and Certification for TVET students and workers in Guyana;
 - (cc) develop a National TVET Strategic Plan 2010-2020;
 - (dd) prepare programmes for the continuous training and development of TVET staff so as to improve pedagogical and managerial/administrative competence and performance; and
 - (ee) formulate a five-year Operational Plan for TIs -- including assistance with resource scheduling and development of appropriate Maintenance Plans.
- (ii) Training for the TI senior administrative staff -- including exchange programmes with relevant TVET institutions in the region.
- (c) **Design and construction supervision services.**
- (d) **Project management services.**

Further details of selected Project components are provided at Appendix 1 to this Schedule.

Location of TIs

3. The TIs will be constructed on sites in Regions 3 and 5 respectively. The Region 3 site comprises approximately 1.391 ha (149,725 ft²) of land at Plantation Grandeveldt within the town of Leonora on West Coast Demerara. The site is part of a larger lot (2.695 ha or 290,119 ft²), the remainder of which is slated for the development of a sports ground. The land is currently owned by the Guyana Sugar Company (GUYSUCO). The site is bounded by residential areas on the north and west and vacant lots to the east and south. An industrial park is to be constructed to the south of the site.

4. The site in Region 5 is located within the town of Experiment on west coast Berbice, approximately 75 kilometres east of Georgetown. The site is approximately 0.673 ha (72,433 ft²) in area and bounded by primarily residential areas on the west and east, agricultural lands to the south and the

main road to the north. The site is owned by the Government. Both sites are flat, unoccupied and accessible from existing roads. However, in the case of Region 3 the existing access can only accommodate pedestrian traffic.

5. The primary access to Region 3 site is to be upgraded by GOGY as part of the Project. This will require widening an existing road to the west of the site and upgrading (strengthening and widening) the attendant bridge which crosses an existing drainage canal onto the site proper.

6. In terms of the quality enhancement activities emphasis has been placed on developing an institutional framework to permit the coherent development of the TVET sub-sector. Therefore, the focus of the interventions has been the strengthening of the Council for TVET as the primary agent for effecting change in the sub-sector. In order to address the issue of equitable access, expanded capacity will be provided in under-served Regions. The programme offerings will respond to basic skills requirements for industry in general in the first instance.

PROJECT COST AND FINANCING

7. The Project is estimated to cost USD9.622 million. A summary of the Project Cost and Financing Plan is shown in the Table below and a detailed Project Cost, Phasing and Financing Plan is set out at Appendix 2 to Schedule 2.

TABLE: SUMMARY OF PROJECT COSTS AND FINANCING PLAN
 (\$'000)

Item	CDB	GOGY	TOTAL
A. Improving access to quality TVET:			
1. Land	-	444	444
2. Building and civil works	3,678	828	4,506
3. Tools, workshop equipment and learning materials	1,760	-	1,760
4. Furniture and Fixtures	196	-	196
Sub-total	5,634	1,272	6,906
B. Enhancing the capacity of TVET System:			
5. Institutional Strengthening	231	43	274
6. Training	215	-	215
Sub-total	446	43	489
7. Design services and construction supervision	-	276	276
8. Project management	-	250	250
Base Cost	6,080	1,841	7,921
9. Physical Contingency ¹	695	157	852
10. Price Contingency ²	593	124	717
Total Cost Before Financing Charges	7,368	2,122	9,490
11. IDC	132	-	132
Total Project Cost	7,500	2,122	9,622
%	78	22	100

IMPLEMENTATION

8. The Project is expected to be implemented over a period of approximately 30 months commencing February 2009. A Provisional Implementation Schedule is shown at Appendix 3 to this Schedule.

DETAILED DESCRIPTION OF PROJECT COMPONENTS

BUILDING AND CIVIL WORKS

Construction of Regions 3 and 5 TIs

Table 1: Facility Areas

Blocks	Areas (m ²) Regions 3 & 5
Workshops	523
Classrooms	1,194
Administrative spaces (including offices, sick bay, library, canteen and multi-purpose hall)	814
Totals:	2,531

Each of the TVET facilities will comprise 3 blocks, with areas as indicated in Table 1 above, as well as parking spaces, 18.2 cubic metre (4,000 US gallon) capacity water storage tanks and appropriate external works. The buildings are of single storey reinforced concrete block work and/or reinforced concrete frame construction; except for the Administrative Block which is two-storeys. Each campus will accommodate specialised spaces for the following nine technical subjects:

- (a) Masonry
- (b) Carpentry and Joinery
- (c) Agricultural Mechanics
- (d) Electrical Installation
- (e) Motor Vehicle Mechanics
- (f) Welding, Plumbing
- (g) Fitting and Machining
- (h) Information Technology
- (i) Secretarial Science

In addition, the curriculum will include classes in basic literacy and numeracy, life skills, and entrepreneurial skills. Four standard classroom areas are provided for general subjects with a design capacity of up to 25 students per room (1.67 m² per student). One of these general classrooms will also be used as a technical drawing lab. Drawings of the typical building elevations for each region are shown at Attachments 3.2 (a), 3.2 (b) and 3.2 (c).

Access Road and Bridge Works

This will include the widening of an existing dirt road which will form the primary access to the site of the Region 3 Centre, including the provision of appropriate drainage works. It will also include the reconstruction of an existing timber bridge to support vehicular traffic going to the site. The design of these works is still to be completed.

Tools, Workshop Equipment and Learning Materials

This component includes procurement of relevant materials for the two (2) new TIs, equipment for the refurbished teaching laboratory at Guyana Technical Institute (GTI), and selected replacement equipment for 3 existing TIs in programme areas where equipment has been deemed obsolete. During project implementation, GOGY, in collaboration with CDB, will identify the existing schools to be equipped as well as the key programme areas to be addressed.

GOGY has developed a list of the equipment required for the new TIs. An indicative summary of some of the proposed equipment for the technical workshop subjects are shown, by subject area, in the table below. A list of replacement equipment for the existing TIs is still to be developed.

Table 1: Equipment List

Subject Area	Indicative List
Masonry	hammers, saws, portable power tools, levels, squares, helmets, safety goggles, chisels, tile cutters, poker vibrators, etc.
Carpentry and Joinery	jig saw, stationary planers, routers, finishing sander, circular saws, professional wood cutting band saw (stationary), small hand tools, bench plane, clamps, combination rip/crosscut saw, doweling jigs, etc.
Agricultural Mechanics	diesel and gasoline engines, headlight aiming kit, hand tools, compressors, hydraulic crane (5 tonne), trolley jacks, etc.
Electrical Installation	digital multi-meters, clamp meters, circuit tester, cable cutters, fish tape, breaker panels, pipe vises, bench grinders, etc.
Motor Vehicle Mechanics	universal brake caliper set, automotive gas engine performance (instructional material), oxygen sensor probe analyser, battery charger, digital oscilloscope, circuit tester, booster cables, chain hoist, hydraulic press set, miscellaneous small tools, etc.
Welding	AC/DC ARC welder and accessories, welding gloves, chipping hammers, welding aprons and helmets, argon gas bottles, heavy duty bench, MIG welder, etc.
Fitting and Machining	lathes, pipe cutters, bench grinders, pneumatic tools, compressor, miscellaneous small tools, etc.
Plumbing	pipe wrench sets, pipe cutters sets, rigid power driver sets, pipe stands, PVC/ABS pipe saws (hand), closet augers, electric drain cleaner, assorted small tools, pressure testers, reciprocation saws, etc
Secretarial Science	Typewriters, cash register, shredder, printer, photocopier

Note that there is some overlap in the equipment requirements and some course equipment has been omitted where it is already included in the list for another programme. Relevant text books for each programme will be provided under this component.

This component also includes the procurement of personal computers and peripherals for the information communications technology laboratories and libraries, and the upgrade of the facilities at GTI. The upgrade of the facilities at GTI is expected to cost approximately USD56,000. A partial list of items for these areas is tabulated below.

Table 2: Equipment List

Area	Indicative Equipment List
Computers and equipment	10 computer workstations, photocopier, printer scanner, television, voltage regulator, UPS, network cabling and equipment.
Teacher Training Laboratory at GTI	25 desktop computers, 2 UPS, camcorder, printer, TV, smart board, network system and cabling.

Provision has made for the procurement of equipment for three other TIs in programme areas where equipment has been deemed obsolete.

Furniture

This component will include items as follows:

Desks, chairs, refrigerator, photocopier, tables, technical drawing desks, water dispensers, fire extinguishers, storage cabinets and shelving, air conditioners for selected spaces

Information on the cost of individual procurement packages may be found in the Procurement Plan at Schedule 3.

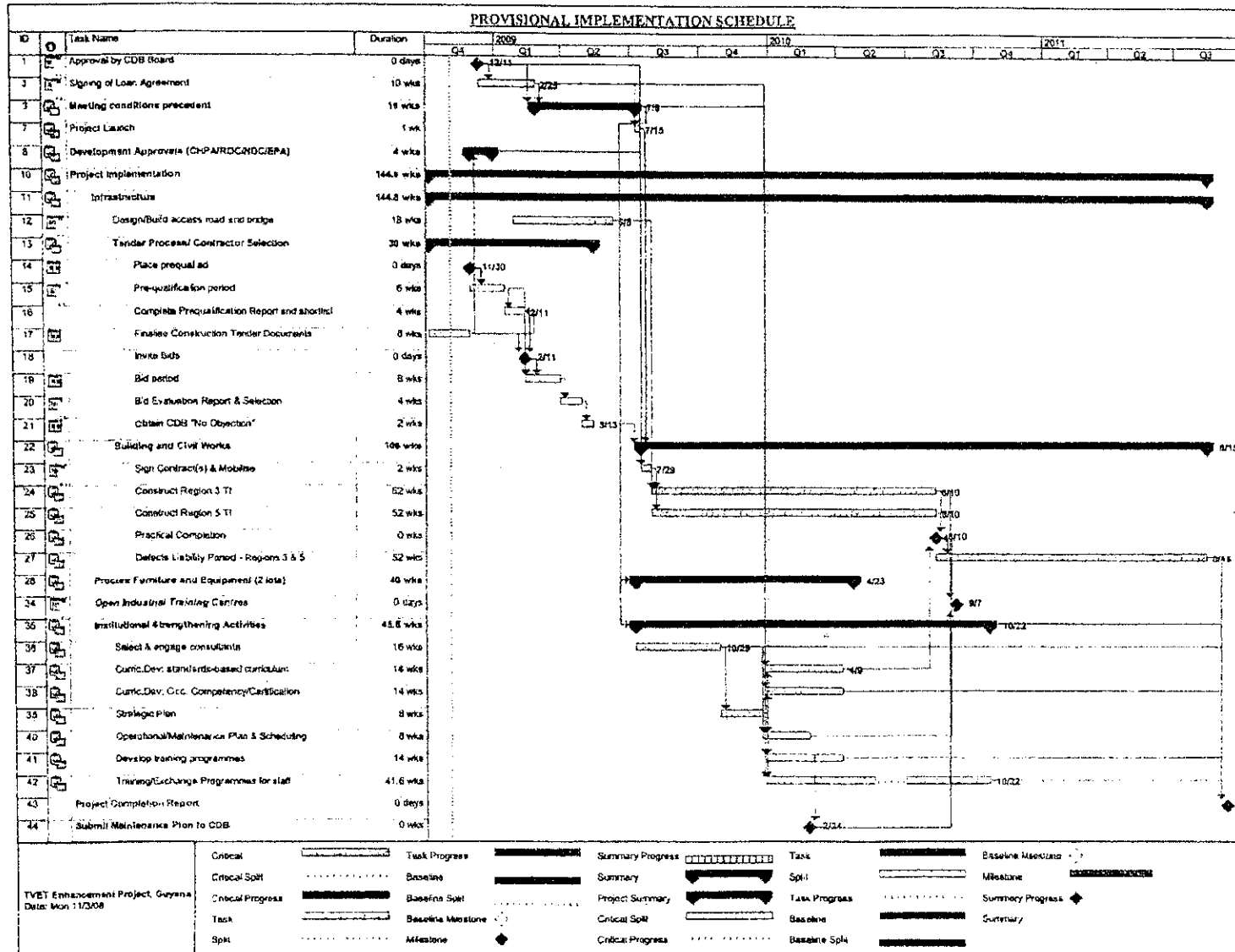
PROJECT COST, PHASING AND FINANCING PLAN
(USD '000)

ITEM	2008			2009			2010			2011			TOTAL		
	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL	CDB	GOGY	TOTAL
A. Improving access to quality TVET															
1. Land	-	-	-	-	444	444	-	-	-	-	-	-	-	444	444
2. Building and civil works	-	-	-	1,542	487	2,029	2,136	341	2,477	-	-	-	3,678	828	4,506
3. Tools, workshop equipment and learning materials	-	-	-	304	-	304	1,456	-	1,456	-	-	-	1,760	-	1,760
4. Furniture and fixtures	-	-	-	39	-	39	157	-	157	-	-	-	196	-	196
Sub-total				1,885	931	2,816	3,749	341	4,090				5,634	1,272	6,906
B. Enhancing the capacity of TVET system															
5. Institutional Strengthening	-	-	-	71	16	87	160	27	187	-	-	-	231	43	274
6. Training	-	-	-	5	-	5	210	-	210	-	-	-	215	-	215
Sub-total				76	16	92	370	27	397				446	43	489
7. Design services and construction supervision	-	175	175	-	38	38	-	39	39	-	24	24	-	276	276
8. Project Management	-	21	21	-	37	37	-	87	87	-	55	55	-	250	250
Base Cost		196	196	1,961	1,072	3,033	4,119	494	4,613		79	79	6,080	1,841	7,921
9. Physical Contingency ^{1/}	-	20	20	233	73	307	462	56	518	-	8	8	695	157	852
10. Price Contingency ^{2/}	-	9	9	133	42	174	460	58	518	-	15	15	593	124	717
Total Cost before Financing Charges		225	225	2,327	1,187	3,514	5,041	608	5,649		102	102	7,368	2,122	9,490
11. IDC	-	-	-	11	-	11	121	-	121	-	-	-	132	-	132
Total Project Cost		225	225	2,338	1,187	3,525	5,162	608	5,770		102	102	7,500	2,122	9,622
Percentage			2%			37%			60%			1%	78%	22%	100%

^{1/} Physical Contingency of 12% was applied to item #2 and 10% for all other components except land.

^{2/} A price contingency of 3% was applied to foreign costs.

A price contingency of 7% was applied to local costs in the first year and 6% p.a thereafter.



SCHEDULE 3

[Section 4.03 (c)]

PROCUREMENT PLAN

December 2008

A. General

1. Project Information:

Country: Guyana
Project Name: TVET Enhancement Project
Project Implementing Agency: MOE, Guyana
Project Executing Agency: Project Management Unit, MOE

(All costs are shown in US dollars)

- 2. Bank's Approval Date of the Procurement Plan:** 10 December 2008
- 3. Date of Procurement Notice:** 30 November 2008
- 4. Period covered by this Procurement Plan:** December 2008 – June 2010

B. Goods and Works

- 1. Prior Review Threshold:** Procurement Decisions subject to Prior Review by the Bank as stated in Appendix 1 to the Guidelines for Procurement as determined by the Procurement Specialist based on the assessment of the implementing agencies' capacities.

	Procurement Method	Prior Review Threshold	Comment
1	ICB (Building and Civil Works)	N/A	2 separate contracts will be let for works
2	ICB (Furniture and Equipment)	N/A	Goods to be let in 3 lots: (a) books, furniture and equipment Region3; (b) books, furniture and equipment Region5; (c) computers and peripherals With separate contract for replacement TI equipment
3	Non-Bank Financed (NBF)	N/A	Procurement procedures of GOGY will apply in all cases

- 2. Prequalification:** Bidders for Building and Civil Works shall be pre-qualified in accordance with the provisions of paragraphs 2.9 and 2.10 of CDB's Guidelines for Procurement.
- 3. Reference to (if any) Project Operational/Procurement Manual:** None
- 4. Any Other Special Procurement Arrangements:** None.

5. Procurement Packages with Methods and Time Schedule:

Ref No.	Contract (Description)	Cost (\$'000)	Proc. Method	PQ ¹	Review by Bank	Bld Opening Date	Comment
P1	Construction of Region 3 TI	2,125	ICB	Yes	Prior	March 2009	Disbursement dependent on satisfaction of conditions precedent
P2	Construction of Region 5 TI	2,141	ICB	Yes	Prior	March 2009	Disbursement dependent on satisfaction of conditions precedent
P3	Access road and bridge works	240	NBF	n/a	n/a	-	Works to be completed no later than Q2 2009
P4	Furniture	196	ICB	Yes	Prior	Q4 2009	To be let with P5a for each TI
P5a	Tools, Equipment and Learning Materials	1,350	ICB	Yes	Prior	Q4 2009	3 lots for Regions 3 & 5 TIs & GTI teaching laboratory
P5b	Tools and Equipment	410	ICB	Yes	Prior	Q4 2009	1 contract for replacement equipment for 3 existing TIs

(See also the individual component list on page 2)

6. Consultancy Assignments with Selection Methods and Time Schedule:

Ref. No.	Description of Assignment	Estimated Cost ('000)	Selection Method	Review by Bank	Proposals Submission Date	Comments
-	Design & Construction Supervision	276	NBF	n/a	n/a	Consultants already engaged
-	Project Management	250	NBF	Prior	n/a	
T1	Develop Standards-based Curriculum	67	QCBS	Prior	Q1 2010	*
T2	Occupational competency assessment and certification	67	QCBS	Prior	Q1 2010	*
T3	National TVET Strategic Plan	40	QCBS	Prior	Q1 2010	This consultancy to be completed first (*)
T4	Operational and Maintenance Plans, and Resource Scheduling	35	QCBS	Prior	Q1 2010	*
T5	Development of training programmes	65	QCBS	Prior	Q1 2010	*

*(A waiver has been granted for the inclusion of accredited, Government-supported universities and colleges on the list of eligible consultants for items T1 through T5)

C. Implementing Agency Capacity Building Activities with Time Schedule

Ref. No.	Expected outcome / Activity Description	Estimated Cost ('000)	Estimated Duration	Start Date	Comments
-	Project Launch	-	2 days	July 2009	On signing of loan agreement and engagement of project management
T6	Training of senior administrators/lecturers	215	3 months (total)	Q1 2010	Sessions spread over the duration of the project

D. Summary of Proposed Procurement Arrangements

^{1/} Prequalification

(Costs in USD mn)

Ref	Project Element/Contract	CDB ('000)								NBF ('000)		Totals		
		Primary				Secondary				Other/Consultancy				
		ICB	LIB	RCB	NCB	Shopping	Direct Contracting	Force Account	QCBS	Country	Other			
P1	Land									444		444		
P2	Building and Civil Works region 3 T1	1,832								293		2,125		
P3	Building and Civil Works region 5 T1	1,846								295		2,141		
P4	Access road and bridge									240		240		
	Sub-Total	3,678								1,272		4,950		
T1	Curriculum Development:standards								57	10		67		
T2	Curriculum Development:competence								57	10		67		
T3	Strategic Plan Consultancy								33	7		40		
T4	Operational/Maint Plan Consultancy								29	6		35		
T5	Develop training programmes								57	10		67		
T6	Training/Exchange Programmes								215			215		
	Sub-Total								446	43		490		
P5	Tools, equipment and learning materials	1,760										1,760		
P6	Furniture	196										196		
NBF1	Design and Construction Supervision									276		276		
NBF2	Project Management									250		250		
	Total Base Cost	5,634							446	1,841	0	7,922		
	Physical and Price Contingency				1,288					281		1,569		
	IDC				132							132		
	Totals				7,500					2,122	0	9,622		
	Total CDB Loan											7,500		

(Item P5 comprises items P5a and P5b as shown previously)

LIB	Limited International Bidding	NCB	National Competitive Bidding
NBF	Non-Bank Financed	RCB	Regional Competitive Bidding
QCBS	Quality and Cost-Based Selection		

SCHEDULE 4 (a)

(Section 7.06)

DRAFT TERMS OF REFERENCE DEVELOPING OCCUPATIONAL STANDARDS AND TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING CURRICULA

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop and to prepare for implementing Standards-based Curriculum for the training and upgrading of the workforce.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET of Guyana the consultant will source and select appropriate Occupational Standards documents, adjust and modify to meet local conditions, train local staff in the principles and practices of Occupational Standards and Standards based Curriculum Development and Implementation. Specifically the consultant will:

- (a) review the technical offerings of the TVET Institutions and the work plans of the Council for TVET related to Occupational Standards and Curriculum Development;
- (b) identify and source appropriate resource materials for Occupational Standards and Standards-based curriculum development;

- (c) research best practices for development and implementation of National Occupational Standards and Occupational Certification schemes;
- (d) develop a framework for Guyana National Occupational Standards and a National Occupational Certification Scheme incorporating the CARICOM Model;
- (e) plan, organise and facilitate the implementation of a training programme for the Council for TVET in the development and administration of the Occupational Certification Scheme;
- (f) plan, organise and facilitate the implementation of a training programme for Council for TVET in the development and promulgation of National Occupational Standards; and
- (g) organise all training materials and resources in a Trainers Manual for the on-going training by Council for TVET in Occupational Standards and Occupational Certification.

4. KEY OUTPUTS/DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment;
- (b) a framework for the Guyana National Occupational Standards and National Occupational Certification Scheme which incorporates the CARICOM model;
- (c) a trainers' manual for training in Occupational Standards and Occupational Certification; and
- (d) training workshops in the development of Occupational Standards.

5. TIME

5.01 The estimated time for completing the assignment is three months.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

7.01 The assignment will require professionals with expertise in the following areas:

- (a) knowledge of the curriculum development process;
- (b) significant experience in the development of occupational standards and competency-based curriculum modules; and
- (c) extensive experience in the implementation of TVET, particularly in the Caribbean Region.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 60 days @ \$600 per day	36,000	-	36,000
Per Diem: 50 days @ \$350 per day	17,500	-	17,500
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	800	-	800
3. Communication	200	-	200
4. Manual Preparation and Production	-	4,100	4,100
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	200	200
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	3,500	3,500
9. Contingencies	5,600	1,000	6,600
Total	62,100	11,300	73,400
Percentage	85	15	100

SCHEDULE 4 (b)

(Section 7.06)

DRAFT TERMS OF REFERENCE
DEVELOPING OCCUPATIONAL COMPETENCY ASSESSMENT
AND CERTIFICATION

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop and implement strategies and systems for the implementation of Occupational Competency Assessment and Certification for TVET students and workers in Guyana.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET Guyana, the consultant will source appropriate resources including competency assessment instruments, adjust and/or modify in keeping with local Occupational Standards, develop strategies and systems for Occupational Competency Assessment and Certification and train local staff to operate and manage the programme. Specifically, the consultant will:

- (a) review the Occupational Standards and Training Curriculum to determine the appropriate competences for assessment and certification;

- (b) identify, source and procure appropriate test instruments and materials for the identified occupational disciplines and related studies;
- (c) investigate/research best practices in occupational competency assessment and certification;
- (d) adapt or selected best practice suitable to local conditions and facilitate the development of an appropriate and efficient Occupational Testing and Certification System for the Council for TVET;
- (e) develop, organise and facilitate the delivery of appropriate training programme for the staff of the Council for TVET Council and the TVET Institutions; and
- (f) organise all training materials/resources and produce a Trainers Manual for the on-going training of local staff.

4. KEY OUTPUTS/DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment;
- (b) a system for Occupational Testing and Certification; and
- (c) Trainers Manual in the development of Occupational Testing and Certification.

5. TIME

5.01 The estimated time for completing the assignment is three months.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and the CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

The assignment will require professionals with expertise in the following areas:

- (a) educational testing and evaluation;
- (b) significant experience in the administration of examinations; and
- (c) knowledge and experience in the application of competency-based tests to TVET.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 60days @ \$600 per day	36,000	-	36,000
Per Diem: 50 days @ \$350 per day	17,500	-	17,500
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	800	-	800
3. Communication	200	-	200
4. Manual Preparation and Production	-	4,100	4,100
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	200	200
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	3,500	3,500
9. Contingencies	5,600	1,000	6,600
Total	62,100	11,300	73,400
Percentage	85	15	100

SCHEDULE 4 (c)

(Section 7.06)

DRAFT TERMS OF REFERENCE PROFESSIONAL STAFF TRAINING AND DEVELOPMENT

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes (TIs) and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop and implement strategies and programmes for the on-going training and development of TVET staff in an effort to improve pedagogical and managerial/administrative competence and performance.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET of Guyana, the consultant will review targeted TVET staff capabilities/background to determine training needs, develop training strategies and programmes, source and/or develop training resources and prepare and assist in delivering appropriate training to improve pedagogical and managerial competency. Specifically, the consultant will:

- (a) review the Council for TVET staff profile for administrative, instructional and other professional staff and assist in modifying these to meet standards of best practice;
- (b) review the background and experience of staff of TIs and determine the training needs;

- (c) develop suitable training plan and strategy for implementation;
- (d) identify, source and procure suitable instructional materials and resources for pedagogical (Professional), managerial and social skills training;
- (e) plan, organise and assist in the delivery of appropriate staff training programmes as required;
- (f) provide technical and professional guidance/assistance for institutionalising the Technical Teacher Training Programme at the Government Technical Institute; and
- (g) organise all training materials and produce a Trainers Manual for use in the on-going staff training.

4. KEY OUTPUTS AND DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment;
- (b) a training plan and materials for pedagogical, managerial and social skill training for staff of TIs; and
- (c) a Trainers Manual for use in ongoing training of staff.

5. TIME

5.01 The estimated time for completing the assignment is three (3) months.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

The assignment will require professionals with expertise in the following areas:

- (a) education, education management;
- (b) extensive knowledge and experience in teacher training;
- (c) knowledge in the use of Information Communication Technology in curriculum delivery; and
- (d) familiarity with education systems of the Caribbean Region.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 60 days @ \$600 per day	36,000	-	36,000
Per Diem: 50 days @ \$350 per day	17,500	-	17,500
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	800	-	800
3. Communication	200	-	200
4. Manual Preparation and Production	-	4,100	4,100
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	200	200
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	3,500	3,500
9. Contingencies	5,600	1,000	6,600
Total	62,100	11,300	73,400
Percentage	85	15	100

SCHEDULE 4 (d)

(Section 7.06)

DRAFT TERMS OF REFERENCE
DEVELOPMENT OF A NATIONAL TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING STRATEGY

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop a National TVET Strategic Plan 2010-2020 for Guyana based on national priorities for economic development, competitiveness and productivity enhancement.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET and, in consultation with other appropriate organisations and government departments in Guyana, the consultant will review the National Development priorities, competitiveness and productivity issues, youth unemployment and other relevant human resource development issues, and develop appropriate strategic objectives for the Council for TVET and prepare a detailed strategic plan for achieving these objectives. Specifically, the consultant will:

- (a) review, from documentation and observation, the TVET system and arrangements in Guyana;

- (b) review the business and industry environment in Guyana, especially in regards to productivity and competitiveness issues;
- (c) review the local labour force issues including skills supply and demand, and quality certification;
- (d) review issues related to quality of output of the education system;
- (e) review the National Development priorities and strategies through examination of existing documentation and through interviews with relevant private sector stakeholders;
- (f) identify the strategic issues arising from the reviews, interviews and observations;
- (g) develop Vision and Mission Statements for the TVET System;
- (h) identify and develop Strategic Objectives including Milestones based on the Strategic Issues;
- (i) develop a Draft Strategic TVET Plan 2010-2020 for discussion with stakeholders; and
- (j) develop and present the Final Strategic TVET Plan 2010-2020.

4. KEY OUTPUTS AND DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment; and
- (b) a Strategic TVET Plan for the period 2010-2020.

5. TIME

5.01 The estimated time for completing the assignment is six person weeks.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft strategic plan not later than five (5) weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of the strategic plan incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

7.01 The assignment will require professionals with expertise in the following areas:

- (a) education, educational administration, education planning or related sciences;
- (b) experience in the delivery and/or administration of TVET programmes;
- (c) prior experience in conducting similar work, especially in the Caribbean;
- (d) experience in planning and/or policy analysis; and
- (e) familiarity with education systems of the Caribbean.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 35 days @ \$600 per day	21,000	-	21,000
Per Diem: 25 days @ \$350 per day	8,750	-	8,750
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	1,000	-	1,000
3. Communication	200	-	200
4. Reproduction of Strategic Plan	-	1,500	1,500
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	500	500
7. Office Accommodation	-	1,500	1,500
8. Consultations/Workshop	-	2,000	2,000
9. Contingencies	3,300	650	3,950
Total	36,250	7,150	43,400
Percentage	84	16	100

SCHEDULE 4 (e)

(Section 7.06)

DRAFT TERMS OF REFERENCE DEVELOPING OPERATIONAL AND MAINTENANCE PLANS

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes (TIs) and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to develop plans for the effective and efficient operation and maintenance of the new TIs. These plans can be used as models for the operations of other TIs in the country.

3. SCOPE OF WORK

3.01 Using the guidelines and standards established by the Ministry of Education (MOE) for the operation of TIs and, in collaboration with staff of the Council for TVET, the principals and members of the management and administration team of the new TIs, the consultant will develop an operational plan for each of the new TIs built in Regions 3 and 5. That plan should include a maintenance plan for the general upkeep of the buildings and their surroundings and for keeping in good working order all the parts of the building. Specifically, the consultant will:

- (a) review existing guidelines and standards for the operation of TIs and recommend changes based on current trends in the management and delivery of TVET;

- (b) review the operational plans of TIs offering programmes similar to those at the proposed new TIs to be constructed in Regions 3 and 5;
- (c) develop a plan for the effective and efficient operation of the new TIs taking into account, but not limited to, the:
 - (i) programmes to be delivered and the target student population;
 - (ii) need for making optimal use of resources, including use of classrooms, workshops, labs and personnel; and
 - (iii) regulations governing the daily/weekly workload of instructors;
- (d) develop a timetabling schedule, which could possibly include the use of appropriate software, that addresses the need for:
 - (i) establishing an appropriate balance between theory and practice, including work attachments; and
 - (ii) meeting the diverse needs of students, especially in regards to their need for remedial work in literacy and numeracy, individual study time, recreation;
- (e) develop a budget for the operations of each new TI;
- (f) propose a schedule for the regular maintenance of the physical plant, workshops, laboratories and other utility areas and indicate for each the:
 - (i) nature of the activity to be undertaken;
 - (ii) tools/equipment and, where necessary, the chemicals/cleaning agents to be used;
 - (iii) regularity with which the activity is to be carried out; and
 - (iv) person, agency or department responsible for carrying out the activity;
- (g) develop a mechanism for determining a maintenance budget for each of the new TIs and prepare maintenance budgets for the first two years of the operations of the TIs; and
- (h) train staff of TIs in the application of the timetabling and resource scheduling model used.

4. KEY OUTPUTS AND DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment.
- (b) a plan and budget for the operation of the new TIs;
- (c) a timetabling and resource scheduling plan; and

- (d) a plan and budget for the maintenance of the school plant.

5. TIME

- 5.01 The estimated time for completing the assignment is 30 person days.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, MOE and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

The assignment will require a multiplicity of skills and should include professionals with expertise in the following areas:

- (a) education, educational administration, education planning or related sciences;
- (b) tertiary education facilities planning;
- (c) knowledge and experience in the use of ICT in the operations of higher education institutions;
- (d) experience in the management and administration of TVET programmes; and
- (e) prior experience in conducting similar work.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 30 days @ \$600 per day	18,000	-	18,000
Per Diem: 20 days @ \$350 per day	7,000	-	7,000
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	1,500	-	1,500
3. Communication	200	-	200
4. Manual Preparation and Production	-	-	-
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	500	500
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	2,500	2,500
9. Contingencies	2,870	550	3,420
Total	31,570	6,050	37,620
Percentage	84	16	100

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 30 days @ \$600 per day	18,000	-	18,000
Per Diem: 20 days @ \$350 per day	7,000	-	7,000
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	1,500	-	1,500
3. Communication	200	-	200
4. Manual Preparation and Production	-	-	-
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	500	500
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	2,500	2,500
9. Contingencies	2,870	550	3,420
Total	31,570	6,050	37,620
Percentage	84	16	100

SCHEDULE 5

(Section 7.14)

REPORTING REQUIREMENTS

Report	Time of Submission
1. Monthly Progress Report on Project Implementation prepared by the Engineering Consultants/PC.	Within 30 days after the end of each calendar month until construction is completed, commencing one month after the start date as defined in the construction contract.
2. Tender Evaluation Report by PC.	Within two weeks of the closing date for the tender package.
3. Quarterly Report on Investment Costs of the project prepared by PC.	Six weeks after the end of each quarter until construction is completed, and until equipment and furniture are commissioned and installed, commencing with quarter following the assignment.
4. Contract Completion Report prepared by the Engineering Consultants.	Within three months after the date of issue by the engineering consultants of a Certificate of Practical Completion of construction for each contract. The Report to include as-built drawings.
5. Other Consultants' Reports – institutional strengthening and training activities.	As per TORs
6. PCR prepared by PC.	Within three months after the expiration of the Defects Liability Period for the final civil works contract
7. Annual Maintenance Plan update to be submitted by MOE.	By September 30 of each year commencing 2011.
8. Annual Report indicating programme offerings, number of students, and students performance data disaggregated by gender, to be submitted by TI	Within two months after the end of each academic year.
9. CDB's PCR	Within 3 months of receipt of the Completion Report at item 6 above.

- (c) develop suitable training plan and strategy for implementation;
- (d) identify, source and procure suitable instructional materials and resources for pedagogical (Professional), managerial and social skills training;
- (e) plan, organise and assist in the delivery of appropriate staff training programmes as required;
- (f) provide technical and professional guidance/assistance for institutionalising the Technical Teacher Training Programme at the Government Technical Institute; and
- (g) organise all training materials and produce a Trainers Manual for use in the on-going staff training.

4. KEY OUTPUTS AND DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment;
- (b) a training plan and materials for pedagogical, managerial and social skill training for staff of TIs; and
- (c) a Trainers Manual for use in ongoing training of staff.

5. TIME

5.01 The estimated time for completing the assignment is three (3) months.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

The assignment will require professionals with expertise in the following areas:

- (a) education, education management;
- (b) extensive knowledge and experience in teacher training;
- (c) knowledge in the use of Information Communication Technology in curriculum delivery;
and
- (d) familiarity with education systems of the Caribbean Region.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 60 days @ \$600 per day	36,000	-	36,000
Per Diem: 50 days @ \$350 per day	17,500	-	17,500
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	800	-	800
3. Communication	200	-	200
4. Manual Preparation and Production	-	4,100	4,100
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	200	200
7. Office Accommodation	-	1,500	1,500
8. Workshop/Training	-	3,500	3,500
9. Contingencies	5,600	1,000	6,600
Total	62,100	11,300	73,400
Percentage	85	15	100

SCHEDULE 4 (d)

(Section 7.06)

DRAFT TERMS OF REFERENCE DEVELOPMENT OF A NATIONAL TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING STRATEGY

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to assist GOGY to develop a National TVET Strategic Plan 2010-2020 for Guyana based on national priorities for economic development, competitiveness and productivity enhancement.

3. SCOPE OF WORK

3.01 Working in collaboration with the Council for TVET and, in consultation with other appropriate organisations and government departments in Guyana, the consultant will review the National Development priorities, competitiveness and productivity issues, youth unemployment and other relevant human resource development issues, and develop appropriate strategic objectives for the Council for TVET and prepare a detailed strategic plan for achieving these objectives. Specifically, the consultant will:

- (a) review, from documentation and observation, the TVET system and arrangements in Guyana;

- (b) review the business and industry environment in Guyana, especially in regards to productivity and competitiveness issues;
- (c) review the local labour force issues including skills supply and demand, and quality certification;
- (d) review issues related to quality of output of the education system;
- (e) review the National Development priorities and strategies through examination of existing documentation and through interviews with relevant private sector stakeholders;
- (f) identify the strategic issues arising from the reviews, interviews and observations;
- (g) develop Vision and Mission Statements for the TVET System;
- (h) identify and develop Strategic Objectives including Milestones based on the Strategic Issues;
- (i) develop a Draft Strategic TVET Plan 2010-2020 for discussion with stakeholders; and
- (j) develop and present the Final Strategic TVET Plan 2010-2020.

4. KEY OUTPUTS AND DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment; and
- (b) a Strategic TVET Plan for the period 2010-2020.

5. TIME

5.01 The estimated time for completing the assignment is six person weeks.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, the Ministry of Education (MOE) and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft strategic plan not later than five (5) weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of the strategic plan incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

7.01 The assignment will require professionals with expertise in the following areas:

- (a) education, educational administration, education planning or related sciences;
- (b) experience in the delivery and/or administration of TVET programmes;
- (c) prior experience in conducting similar work, especially in the Caribbean;
- (d) experience in planning and/or policy analysis; and
- (e) familiarity with education systems of the Caribbean.

BUDGET ESTIMATE
(USD)

Item	CDB	GOGY	Total
1. Consultancy Services			
Fees: 35 days @ \$600 per day	21,000	-	21,000
Per Diem: 25 days @ \$350 per day	8,750	-	8,750
Travel: 2 trips @ \$1,000 per trip	2,000	-	2,000
2. Report Preparation and Production	1,000	-	1,000
3. Communication	200	-	200
4. Reproduction of Strategic Plan	-	1,500	1,500
5. Administrative and Support Services	-	1,000	1,000
6. Local Travel	-	500	500
7. Office Accommodation	-	1,500	1,500
8. Consultations/Workshop	-	2,000	2,000
9. Contingencies	3,300	650	3,950
Total	36,250	7,150	43,400
Percentage	84	16	100

SCHEDULE 4 (e)

(Section 7.06)

DRAFT TERMS OF REFERENCE
DEVELOPING OPERATIONAL AND MAINTENANCE PLANS

1. BACKGROUND

1.01 The Government of Guyana (GOGY) has indicated its intention to undertake a comprehensive reform of the Technical and Vocational Education and Training (TVET) sub-sector as part of a wider strategy to provide the skilled labour necessary to drive the economy. Skill shortages in key industries, brought about by wide-scale emigration and the inability of the system to respond adequately to growing demands, are likely to impede growth and reduce competitiveness. High quality output from TVET institutions is viewed as critical in filling the needs gap.

1.02 The programme of reform seeks to address several constraints in the current system that are impacting negatively on the quantity and quality of training offered. These issues relate to almost all aspects of the TVET system including management and administration, curriculum offerings, programme delivery and access. A few government-financed initiatives aimed at addressing some of these have been ongoing for some time but progress has generally been very slow. One example is the passage of the TVET Act that facilitated the formulation of the National Council for TVET. However, due to resource constraints and in the absence of a clear strategic direction, the Council has been unable to adequately perform its functions since its establishment over three years ago. Government has therefore sought to accelerate the pace of reform of the TVET sector with financial support from the Caribbean Development Bank (CDB).

1.03 The proposed Enhancement of TVET Project seeks to increase equitable access to TVET and to improve the capacity of the system to deliver high-quality and relevant programmes. The Project will finance the construction of two new Technical Institutes (TIs) and will provide equipment for the programmes to be offered, including the programme for technical teacher training. The Project will also finance training for management and teaching personnel and will help to strengthen the system for curriculum development, testing and certification, and the development of operational and maintenance plans. It is envisaged that a considerable amount of this work will be achieved through technical assistance support.

2. OBJECTIVE

2.01 The objective of this consultancy is to develop plans for the effective and efficient operation and maintenance of the new TIs. These plans can be used as models for the operations of other TIs in the country.

3. SCOPE OF WORK

3.01 Using the guidelines and standards established by the Ministry of Education (MOE) for the operation of TIs and, in collaboration with staff of the Council for TVET, the principals and members of the management and administration team of the new TIs, the consultant will develop an operational plan for each of the new TIs built in Regions 3 and 5. That plan should include a maintenance plan for the general upkeep of the buildings and their surroundings and for keeping in good working order all the parts of the building. Specifically, the consultant will:

- (a) review existing guidelines and standards for the operation of TIs and recommend changes based on current trends in the management and delivery of TVET;

- (b) review the operational plans of TIs offering programmes similar to those at the proposed new TIs to be constructed in Regions 3 and 5;
- (c) develop a plan for the effective and efficient operation of the new TIs taking into account, but not limited to, the:
 - (i) programmes to be delivered and the target student population;
 - (ii) need for making optimal use of resources, including use of classrooms, workshops, labs and personnel; and
 - (iii) regulations governing the daily/weekly workload of instructors;
- (d) develop a timetabling schedule, which could possibly include the use of appropriate software, that addresses the need for:
 - (i) establishing an appropriate balance between theory and practice, including work attachments; and
 - (ii) meeting the diverse needs of students, especially in regards to their need for remedial work in literacy and numeracy, individual study time, recreation;
- (e) develop a budget for the operations of each new TI;
- (f) propose a schedule for the regular maintenance of the physical plant, workshops, laboratories and other utility areas and indicate for each the:
 - (i) nature of the activity to be undertaken;
 - (ii) tools/equipment and, where necessary, the chemicals/cleaning agents to be used;
 - (iii) regularity with which the activity is to be carried out; and
 - (iv) person, agency or department responsible for carrying out the activity;
- (g) develop a mechanism for determining a maintenance budget for each of the new TIs and prepare maintenance budgets for the first two years of the operations of the TIs; and
- (h) train staff of TIs in the application of the timetabling and resource scheduling model used.

4. KEY OUTPUTS AND DELIVERABLES

4.01 The consultancy is expected to produce the following key outputs and deliverables:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment.
- (b) a plan and budget for the operation of the new TIs;
- (c) a timetabling and resource scheduling plan; and

- (d) a plan and budget for the maintenance of the school plant.

5. TIME

- 5.01 The estimated time for completing the assignment is 30 person days.

6. REPORTING

6.01 The consultant shall be required to submit through the Project Coordinator, three hard copies and an electronic copy of the following reports to the Council for TVET, MOE and CDB, for review and comments:

- (a) an inception report which incorporates a work plan and schedule of activities for completing each of the key components of the assignment within one week of the start of the study;
- (b) a draft report on each of the key components of the assignment not later than 10 weeks after the commencement of the assignment for the review and comments of Council for TVET, MOE and CDB; and
- (c) final draft of reports incorporating comments of Council for TVET, MOE and CDB within two weeks of receiving such comments.

7. PROFESSIONAL INPUTS

The assignment will require a multiplicity of skills and should include professionals with expertise in the following areas:

- (a) education, educational administration, education planning or related sciences;
- (b) tertiary education facilities planning;
- (c) knowledge and experience in the use of ICT in the operations of higher education institutions;
- (d) experience in the management and administration of TVET programmes; and
- (e) prior experience in conducting similar work.

QUARTERLY REPORT ON INVESTMENT COST

(USD '000)

Elements of Project	Expenditure for this Quarter	Cumulative Expenditure to date	Projected Expenditure for the Quarter			Estimated Expenditure to Complete Project	Latest Estimate of Expenditure	Project Estimate as per Appraisal Report	Variance Favourable/ (Adverse)	Comments/ Reasons for Adverse Variance and Financing Proposal to Meet Cost Overrun
			Ending	Ending	Ending					
(1)	(2)	(3)	(4) _a	(4) _b	(4) _c	(5)	(6)	(7)	(8)	(9)
A. Improving access to quality TVET										
1. Land								444		
2. Building and Civil Works -								4,506		
3. Tools, workshop equipment and learning materials								1,760		
4. Furniture and Fixtures								196		
Sub-total								6,906		
B. Enhancing the capacity of TVET System										
5. Institutional Strengthening								274		
6. Training								215		
Sub-total								489		
7. Design & Construction Supervision								276		
8. Project Management								250		
Base Cost								7,921		
9. Physical Contingencies								852		
10. Price Contingencies								717		
11. IDC								132		
Total Cost								9,622		
Financing:										
CDB (SFR)								7,500		
GOGY								2,122		

Physical Contingencies: 12% on item 2, 10% on all other items 3 - 8

Price Contingency of 3% p.a. was applied to foreign costs.

Price Contingency of 7% p.a. was applied to local costs in 1st year and 6% thereafter.

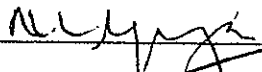
GUIDELINES FOR COMPLETION OF
REPORT ON INVESTMENT COST OF PROJECT

1. Elements of Project – The elements of the project as outlined in the Appraisal Report must be recorded in this column. If it becomes necessary to further sub-divide the main elements of the project, then the sub-elements should be grouped to facilitate the determination of the expenditure related to the main elements identified in the Appraisal Report.
2. Expenditure for this Quarter – The expenditure incurred in the quarter to which the report relates in respect of each element of the project must be recorded in this column.
3. Cumulative Expenditure to Date – The expenditure incurred in respect of each element of the project from the commencement of the project to the end of the quarter to which the report relates must be recorded in this column.
4. Projected Expenditure for Quarter – An estimate of the expenditure to be incurred in each of the next three quarters must be recorded in the columns 4₁, 4₂, and 4₃.
5. Estimate of Expenditure to complete Project – This column should be completed only in respect of those elements of the project, construction/installation of which stretches beyond three quarters from the end of the quarter to which the report relates. Where a project extends over more than one year - four quarters - an estimate of the expenditure to be incurred in the period subsequent to the year must be recorded in this column.
6. Latest Estimate of Expenditure – The amounts to be recorded in this column should be derived by adding columns 3, 4₁₂₃, and 5. The amounts recorded in this column should be the best estimate of expenditure to be incurred in respect of each element of the project. These amounts may be less or greater than the appraised expenditure.
7. Project Estimates as per Appraisal Report – The estimate of expenditure to be incurred in respect of each element of the project, as outlined in the Appraisal Report, must be recorded in this column.
8. Variance – The difference between columns 6 and 7 must be recorded in this column. Where the amount in column 6 is less than that in column 7, there is a favourable variance results. An adverse variance results where the amount in column 6 is greater than that in column 7.
9. Comments – An explanation should be given for each variance which is more than 10% of the project estimates as per Appraisal Report.

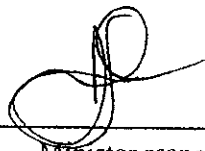
IN WITNESS WHEREOF this Loan Agreement has been executed in two (2) equally valid copies at Wildey, St. Michael, Barbados and at Georgetown, Guyana on behalf of the Bank and the Borrower by their duly authorised representatives and shall be deemed to be in force as of the day and year first hereinabove written.

CARIBBEAN DEVELOPMENT BANK

GOVERNMENT OF THE CO-OPERATIVE
REPUBLIC OF GUYANA



Neville L. Grainger
Vice-President (Finance)



Minister responsible for Finance