



TOBAGO REGIONAL HEALTH AUTHORITY

EXPRESSION OF INTEREST NOTICE (EOI)

The Tobago Regional Health Authority (TRHA), invites CONSULTANTS to submit a proposal for the *Revision of the Organizational Structure* for the Tobago Regional Health Authority (TRHA).

Title of EOI:

REVISION OF ORGANIZATIONAL STRUCTURE FOR THE TRHA

Date: May 6th 2024

Closing Date for Receipt of EOI: May 24th 2024

EOI Number: HR OS EOI 001/24

Location:

- **Level 3, #5 Montessori Drive, Glen Road, Scarborough, Tobago.**

Service Category: CONSULTANCY SERVICES

Address EOI queries/ responses to: tenders@trha.co.tt

Description of Requirements:

The Tobago Regional Health Authority invites eligible Consultant, to develop an Organizational Structure consistent with its changing organizational direction, strategic plan (in development), operating processes, new technology, client needs; and changes in government policy.

The last approved structure of the organisation was approved in 2011, with a staff complement of 1067; the organisation has a current staff complement of approximately 1860 employees.

Terms of Reference:

The Tobago Regional Health Authority was created by Act No. 5 of 1994 and has responsibility for the provision of healthcare services throughout Tobago. The Secretary of Health Wellness and Social Protection has responsibility for the Health Sector in Tobago and, by extension the TRHA, which is governed by a Board of Directors. The Chief Executive Officer leads the day-to-day operations of the organisation.

The TRHA's mission is to promote and deliver client focused, cost effective, efficient, equitable, holistic and quality health care in a humane and suitable manner, by staff committed to excellence and professionalism. Key services are offered at the Scarborough General Hospital, the newly opened Roxborough Hospital, and a network of Primary Care Health Centres.

The Consultant while redesigning the organizational structure will be required to:

- Review the Authority's current organizational structure in conjunction with the Strategic Plan 2024-2030 which is currently being developed, review Job Descriptions and any other relevant documents to determine the organization's gaps in staffing need, alignment in inefficiencies, redundancies etc.
- Engage the relevant stakeholders (internal and external) inclusive of Executives, Managers and Supervisors of the TRHA to determine the organizational needs at the departmental level and revised/update the overall organizational structure in alignment with the Strategic Plan.
- Benchmark with the Ministry of Health and the other Regional Health Authorities as necessary to ensure that the proposed structure is in alignment with what obtains nationally and in the public sector.
- Identify the positions for immediate staffing, and those to be filled at different stages, to achieve the objectives of the Strategic Plan.

Deliverables

- Document organograms for each department of the TRHA rolling up to the Executive Management level, of the structure.
- The Recruitment roll out plan/schedule to ensure that the objectives of the strategic plan are achieved.
- Recommended job descriptions for new positions or positions that have significant changes.

Eligibility Criteria:

Interested Consultants must provide information demonstrating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc. The required format and sequence of the proposal shall be as follows:

- Table of Contents listing the individual sections of the Proposal and their corresponding page numbers.
- Cover Letter signed by the Principal/s of the entity.
- Executive Summary being a brief outline of the highlights of the Proposal.
- General background of the firm/ consultant.
- Organization Structure of Key Personnel and submission of resumes for those persons.
- List of the names of Company Directors.
- Approach and Methodology.
- Process Schedule.
- Terms and conditions of service.
- Resource Requirements.
- Minimum of two Client written Testimonials.
- Experience of the firm/ consultant in providing similar services.
- Payment and cost structure.
- **Certificates** as applicable (all valid as at the date of submission):
 - *Certification of Incorporation. / Business Registration*
 - *VAT and BIR Clearance Certificate*
 - *NIS Clearance Certificate;*
 - *Letter of commitment from Bank(s)/ Financial Institution*
 - *Power of Attorney/ signing authority*

Submission of EOI:

The EOI and accompanying documents must be submitted **no later than 12.00 noon on May 24th 2024** and must be clearly labelled “**REVISION OF ORGANISATION STRUCTURE FOR THE TRHA**”.

The EOI document must be addressed to:

**The Chief Executive Officer
Tobago Regional Health Authority
Level 3, #5 Montessori Drive
Glen Road
Scarborough Tobago**

The email address for submission is tenders@trha.co.tt

Clarification:

Any clarification/queries should be directed to the officer at: tenders@trha.co.tt or via phone at 660-4744 ext. 3067 or 3492 from Monday to Friday between the hours 8:00am to 4:00pm.

Disclaimer:

This EOI does not entail any commitment on the part of TRHA, either financial or otherwise. TRHA reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Additional information can be obtained from the Procurement Office at 660-4744 (3067, 3492) or visit the TRHA's Website at <https://trha.co.tt/alpha/tenders/>