



The Accreditation Council
of Trinidad and Tobago

Established by Chapter 39:06

Quality is the Key

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

REQUEST FOR PROPOSAL

NATIONAL EMPLOYABILITY STUDY

The Accreditation Council of Trinidad and Tobago (ACTT) is seeking to engage a suitably qualified Proponent with whom it can enter into a fixed-price contract for the development of a research-based, online 'Occupational Outlook Handbook for Trinidad and Tobago 2024'.

Proponents are allowed to submit one proposal for this Request for Proposal (RFP). Specific deliverables for this Consultancy are:

1. Gap Analysis Report on present skills, knowledge, competencies, attitudes and needs of employers/industry sectors
2. Graduate Employability Report
3. Report from focus group and online consultations
4. 'Occupational Outlook Handbook for Trinidad and Tobago 2024' in an online format
5. Needs Analysis and Evaluation Report for ACTT's Management and Regulatory staff
6. Final Report on the research undertaken, outcomes and recommendations to be submitted to the Cabinet of the Republic of Trinidad and Tobago

The contract will be for **16 weeks**. Suitably qualified proponents are hereby invited to submit their proposals in the manner outlined in the *Request for Proposal*, which may be found under 'Procurement' on ACTT's website (<https://www.actt.org.tt/procurement>). If you wish to apply, you must be registered for pre-qualification in the Office of Procurement Regulation's (OPR) Procurement Depository for the provision of this service under the following line of business:

60105301 – Career education or planning or decision-making skills instructional materials

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

Tel:
(868) 285-9177

E-mail:
info@actt.org.tt

Website:
www.actt.org.tt

Deadline for submission of proposals: March 22, 2024

Submit proposals to: employabilityconsultants@actt.org.tt