Expert Review of the Trinidad & Tobago pharmaceutical registration process to increase efficiency and streamline the process

	FCO Requirement	FCO Question	% Weighting	Supplier Response
1	The short term contract will be subject to the FCO's Standard Terms and Conditions/the Terms and Conditions set out in Annex A.	Please confirm that you accept these terms and conditions	Pass/fail	**INSTRUCTIONS:** Please write your answer here. Please click on the 'INSTRUCTIONS' tab below for details of where to send your response, the deadline and other important details.
2	**Total cost (all cost must be provided in GBP)**	Please provide the total cost for the project. The cost must be broken down as follows: Consultancy Fee Return Flight (UK-POS-UK) Accommodation 6 nights Meals Transport Total cost should not exceed £16,000 Payment will be made via wire transfer Kindly provide a written proposal including the cost items mentioned above	25	

3	**Minimum requirements** The purpose of this project is to identify gaps/inefficiencies in the drug registration process in Trinidad and Tobago and produce an actionable report for addressing said gaps/inefficiencies. This will be done by conducting a detailed audit on the current product registration process from start to end. The key research questions to be addressed in this project are: 1. How pharmaceutical products are presently registered in T&T? 2. What are the challenges faced by companies trying to register new pharmaceutical products in T&T? 3. What can be implemented by the Chemistry Food and Drug Division (CFDD) to address the challenges faced by companies trying to register new pharmaceutical products? a. What international best practices are available to the CFDD to address the challenges identified in question 2? b. If applicable, identify what steps were taken by the UK to address the challenges identified in question 2. c. Kindly recommend the most appropriate solution to each challenge identified in question 2 given the T&T context. 4. What factors contribute to delays/inefficiencies in the registration process? 5. What solutions/recommendations can be proposed to the CFDD to address the delays/inefficiencies identified in both the short and long terms? a. What international best practices are available to the CFDD to address the delays/inefficiencies identified?	Please provide evidence that you can meet these requirements. Describe how you would seek to answer these research questions and what your final output would be. Please provide evidence proving the expertise, networks and resources available to deliver the activities and outputs anticipated. Bidders should include evidence showing experience of implementing similar research initiatives. a) Evidence of experience of conducting consultations with government agencies and the ability to work in a complex political, economic and social environment with minimal supervision. b) Ability to manage the totality of the research, including logistics, recruitment and management of other team members where necessary. Please provide **one or more recent reports**, published within the past 2 years, that best exemplify how your company/consortium conducts and reports research results.	30	

	b. If applicable, identify what steps were taken by the UK to address similar delays/inefficiencies identified in their registration process. c. Kindly recommend the most appropriate solution to each delay/inefficiency identified given the T&T context. 6. What solutions/recommendations can be proposed to the CFDD to improve overall efficiency and reduce the length of the registration process in the short and long terms? a. What international best practices are available to the CFDD to improve overall efficiency and reduce the length of the registration process? b. If applicable, identify what steps were taken by the UK to improve the overall efficiency in their drug registration process c. Kindly recommend the most appropriate solutions that can be implanted to improve overall efficiency and reduce the length of the registration process given the T&T context. 7. What technological advancements can be implemented at the CFDD to assist with modernizing their processes? a. What international best practices are available to modernize the product registration process? b. If applicable, identify what steps were taken by the UK to modernize their product registration process. c. Kindly recommend the most appropriate modernization tools given the T&T context. We are open to determining a suitable methodology through discussion with the chosen supplier of this project. We envision	Please provide **a brief CV** of the main members of the team that will be delivering this research. These may be delivered via an attachment to the proposal or via links to the relevant documents. Please provide a **brief risk assessment** for this project. Identify any key risks to the project and explain how they will be mitigated. Indicate how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost		

	that the study will be carried out by a mix of both primary and secondary research with a focus on qualitative research methods. As part of the consultant's agenda, a visit will be scheduled to T&T for approximately 5 days. During this time, a full meeting schedule will be created with key stakeholders including UK companies, local distributors, chamber representatives, pharmaceutical committees and associations as well as meetings with the Chemistry Food and Drug Division (CFDD) and the Ministry of Health. The analysis of the data received during the visit and final report will be completed and submitted to DIT Port of Spain after the consultant returns to London. **Key Deliverables** 1. Completed report detailing recommendation 2. Virtual presentation of findings to CFDD and the Ministry of Health			

4	**Deadlines** The project including the submission of the final report must be completed by March 15th 2020. Two reviews will be conducted on the report before final submission at dates to be confirmed with the consultant. This is to ensure that the report meets the quality required by DIT.	Please confirm that you can meet this delivery date. Please describe how you will ensure that this deadline will be met.	5	
5	**Quality Standards and Key Performance Indicators** The supplier is required to produce a comprehensive report with actionable recommendations to be presented to the Ministry of Health and implemented by the Chemistry Food and Drug Division (CFDD) and provide a virtual presentation on his/her findings to the Ministry of Health. **Key Performance Indicators and Quality Standards are:** - The research will not merely regurgitate or replicate information obtained from sources (individuals or textual sources). It will use sources as inputs to provide a nuanced analysis. - The research will provide information to the UK government beyond that which it itself could gather from desk-based research. - The research will be written in fluent English. - Findings will be presented authoritatively, and the slides provided will be clear and professional. - Proposals for the recommendations/solutions will demonstrate a clear understanding of the pathway to their removal.	Please confirm that you accept these measures and provide evidence that you can meet or exceed these standards or how you will achieve them when you deliver the contract.	25	

6	**Security and confidentiality** The Contractor must comply with the security and confidentiality requirements set out in the Terms and Conditions set out in Annex A.	Confirm that you accept these conditions and describe how you will meet them.	5	
7	**Change control** Changes and Variations to this contract will be notified in writing. The Parties may agree a variation to the Contract but this will not be effective until it has been recorded in writing and signed by the Contractor and a senior officer of the Authority requiring the Services and/or Goods.	Please confirm that you accept the change control process and describe how you will manage change control in your organisation.	5	
8	**Dependencies and assumptions** The Contractor must comply with the security and confidentiality requirements set out in theTerms and Conditions set out in Annex A.	Please set out any assumptions you have made in developing your quotation and anything upon which your performance will be dependent.	5	
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Signed: _____ (INSERT name in Block Capitals)

In the capacity of: _____

Duly authorised to sign Tenders on behalf of: _____