

**TERMS OF REFERENCE  
for  
THE CREATION OF A NATIONAL SERVICES EXPORTERS REGISTRY**

**1. BACKGROUND INFORMATION**

**1.1 Beneficiary Country**

Trinidad and Tobago

**1.2 CONTRACTING AUTHORITY**

Trinidad and Tobago Coalition of Services (TTCSI)

**1.3 RELEVANT BACKGROUND**

In Trinidad and Tobago, services contribution to GDP in 2017 was estimated at approximately 50.8 % while agriculture and industry stood at 48.8 % and 0.4% respectively (TTCSI, 2016). Moreover, the services sector's relative contribution to GDP for the period 2011-2016 has been estimated at 52.3%, this indicates that slightly more than 50% of the income derived from the services sector is generated within the borders of Trinidad and Tobago (TTCSI, 2016). Apart from this, the services sector, unlike the hydrocarbon sector, has experienced significant growth despite external shocks attributed to the recent fall in global oil prices.

Despite the services sector showing a strong performance locally, it is yet to be a viable foreign exchange earner as its performance with respect to exports has been relatively poor when compared to other sectors such as manufacturing and hydrocarbons. While the sector has been earmarked to fast track the diversification thrust, it falls short in its ability to increase its trade and earning power as seen by Trinidad and Tobago's negative trade balance (exports minus imports) in international trade in services. For the period 2011- 2016, there has been a reported negative trade balance in regard to international trade in services with services accounting only for 28 % of exports in 2011 (TTCSI, 2016).

In addressing these issues, it is obvious that more attention needs to be paid to the services sector, if it is to be positioned as a revenue earner internationally. More so, the need for a more evidenced based approach to the development of the services sector needs to be employed. The only way to harness market access opportunities is to properly assess strategies and policies geared towards developing the sector. In doing so, there must be sufficient and current data on services to substantiate the methodologies used in the creation of policy tools to determine its effectiveness, prior to implementation.

The majority of small, medium and micro enterprises in Trinidad and Tobago are indigenous to the services sector and it is critical that they become more globally competitive. To do this, information on the services sector should be readily available to educate and inform companies and potential investors of trade flows, market trends, and international opportunities. A resource such as the National Services Exporters Registry is undoubtedly welcome at this time, and as the first of its kind, it hopes to fill the dearth of services data within the local industry. The registry will be used as a resource for commercial decisions and to secure business-to-business and match making opportunities for service exporters and importers.

The practicality of a mechanism such as this is to have information readily available on the services industry. Some services are easily traded, given their inherent characteristics, such as IT enabled services, which makes them predisposed to cross border digital trade. For the service provider that is dependent on investment in the form of FDI inflows to grow his business, the Registry would serve as a repository for data specific to his industry, where foreign investors can access information on statistical data, industry trends, number of local operators, value of exports etc.

## **2.0 OBJECTIVE, ACTIVITIES & EXPECTED RESULTS**

### **2.1 Overall Objective**

The ultimate objective of the project is to create a database able to store, process, and disseminate statistics of trade in services for both the private and public sectors. It will also be used as a resource to inform business decisions and to find matchmaking and B2B opportunities for firms in the services sector.

The main objective will be achieved by: -

- To provide readily available trade in services data to third parties with the intent to provide assistance in business decision-making with the overall aim of capturing and improving Trinidad and Tobago's services trade flows.
- To increase the knowledge bank of the services sector.
- To provide information on sectors and sub-sectors to government and state enterprises to formulate positions and policies.

## **2.2 Activities**

The activities in the registry project will include submission of an inception report on sectors and subsectors on planned approach to project. A listing of the sectors and subsectors by classification to determine a set of standard categories of service products to be measured and linked to the General Agreement on Trade in Services (GATS) services classification listing as well as International Standard Industrial Classification of All Economic Activities Rev.4 (ISIC Rev. 4). These products will include services data such as number of operators, export value, FDI inflows and outflows, industry trends etc. A final report on the listing of sectors and products for final inclusion into registry is required.

## **3.0 Assumptions and Risks**

### **3.1 Assumptions underlying the project intervention**

Information can be easily gathered via survey tools, without the need for foreign travel. The overall cost of the consultancy will not include travel expenses and any additional costs attached.

### **3.2 Risks**

The above assumptions are not met.

## **4.0 SCOPE OF THE WORK**

### **4.1. General**

The TTCSI is seeking the services of a consultant/ firm whose primary goal will be to collect, classify and analyze data on the local services sector that will be incorporated into the National Services Exporters Registry. This project will focus on services data products from six sectors; tourism, energy services, creative industries, business and professional services, education services and ICT services

### **4.2 Specific Activities**

The consultant is expected to complete the following activities:

- Conduct an overall diagnostic on the local services sector with an emphasis on the six sectors- tourism, energy services, creative industries, business and professional services, education services and ICT services.
- Classify all economic activities from each sector highlighted using the Services Sectoral Classification List W/120 classification listing as well as International Standard Industrial Classification of All Economic Activities Rev.4 (ISIC Rev. 4).
- Determine a list of services data products that will be included in the registry.

### **4.3 Geographical area to be covered by the Consultant**

Trinidad and Tobago

### **4.4 Target groups**

This activity is targeted to service providers/ firms and public service institutions.

### **4.5 Project management**

#### **4.5.1. Responsible body**

The Trinidad and Tobago Coalition of Services Industries (TTCSI) will be responsible for the management and coordination of this project.

#### **4.5.2. Management Structure**

The TTCSI will spearhead the coordination of this project. A Steering Committee (SC) will be established to oversee the entire project. The SC will comprise individuals with core competencies to provide sound guidance and support for the progress of the consultancy and achievement of objectives.

#### **4.5.3. Facilities to be provided by the Contracting Authority and/or other parties**

Not applicable.

## **5.0 LOGISTICS AND TIMING**

### **5.1. Location**

Trinidad and Tobago.

### **5.2. Commencement Date and Period of implementation of tasks**

The estimated duration for this consultancy is 125 days and it is expected to commence in early March 2019. Travel costs are not covered in the budget. The consultant is expected to cover his/her travel costs.

## **6.0 REQUIREMENTS**

### **6.1 Personnel**

#### **6.1.1. Key Expert/s**

All experts who have a crucial role in implementing the contract are referred to as key experts. The profile of the experts for this contract are as follows: Qualifications, Skills and General Professional Experience

- a. Holders of a Master's Degree in Economics / International Trade Policy, and or Statistics
- b. At least 10 years of proven working experience in Economics / International Trade Policy, and or Statistics with a proven track record in data collection and analysis
- c. Must have a technical background and experience in projects in developing countries and must have conducted similar studies at a regional or international level
- d. Analytical skills, particularly the ability to conduct research and prepare appropriate findings, present them in the form of a report with conclusions and recommendations and
- e. Experience working in the Caribbean would be an asset.

## 7.0 REPORTS

### 7.1. Reporting Requirements

The consultant will submit the following deliverables:

<b>Key/Activities Deliverables</b>	<b>Content of Deliverables</b>	<b>Date</b>
<b>Inception Report</b>	This report will describe and illustrate the interpretation of the TOR by the consultant and include the conceptual framework planned for undertaking the project.	March 22 <sup>nd</sup> 2019
<b>Draft Report</b>	A draft report of a diagnostic of the local services environment, with emphasis on the highlighted sectors above. This report will also include classification of all economic activities of the selected sectors using both the Services Sectoral Classification List W/120 and ISIC, Rev.4.	May 17 <sup>th</sup> 2019
<b>Final Report</b>	A final report which will include a diagnostic of the local services environment, with emphasis on the highlighted sectors above. This report will also include classification of all economic activities of the selected sectors using both the Services Sectoral Classification List W/120 and ISIC, Rev.4.	May 31 <sup>ST</sup> 2019
<b>Draft Report</b>	A draft report which will include a listing of sectors linked to the classification of economic activities and data products. These data products will include services data such as number of operators in sectors and subsectors, export values, FDI inflows and outflows, industry trends etc.	July 26 <sup>th</sup> 2019
<b>Final Report</b>	A final report which will include a listing of sectors linked to the classification of economic activities and data products.  These data products will include services data such as number of operators in sectors and subsectors, export values, FDI inflows and outflows, industry trends etc.	August 9 <sup>th</sup> 2019
<b>Consultant's Report</b>	A final report which will consolidate insights and recommendations from previous final reports.	August 29 <sup>th</sup> 2019

## **7.2. Submission & Approval of Deliverables**

The deliverables referred to above must be submitted to the General Manager, TTCSI. All reports must be submitted in English. The General Manager, TTCSI on behalf of the Steering Committee is responsible for approving all deliverables.