



E.F. “Telly” Paul Building  
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## **CONSULTANCY SERVICE TO DRAFT RULES OF PRACTICE AND PROCEDURE FOR THE ENVIRONMENTAL COMMISSION OF TRINIDAD AND TOBAGO**

The Environmental Commission of Trinidad and Tobago is inviting suitably qualified individuals/institutions for the Provision of Consultancy Service to Draft Rules of Practice and Procedure for The Environmental Commission of Trinidad and Tobago.

### **QUALIFICATIONS, EXPERIENCE, SKILLS AND TRAINING:**

#### **MANDATORY REQUIREMENTS**

- A Bachelor of laws (LLB) from a recognised university]
- A Legal Education Certificate (L.E.C.) from a recognised law school or its equivalent
- Admitted to practise law in Trinidad and Tobago.

#### **OTHER REQUIREMENTS**

- Experience in legislative drafting and/or drafting of rules for a Court.
- Post-Graduate Training at either of the following levels :A Master of Laws (L.L.M), Diploma or Certificate in Legislate Drafting.

All proponents are required to submit one (1) original with two (2) copies of the Proposal.

All three (3) copies must be placed in a sealed envelope with the Consultant’s name/business and address on said envelope. The sealed envelope must be placed in the Tender Box located at the lobby of the Environmental Commission, “Telly” Paul Building, Corner St. Vincent and New Streets, Port of Spain.

The package must be addressed to and labelled as follows:

<p style="text-align: center;"><b>Registrar,</b> The Environmental Commission <b>Attention: Procurement Officer</b></p> <p style="text-align: center;">CONSULTANCY SERVICE TO DRAFT RULES OF PRACTICE AND PROCEDURE</p> <p><b>Consultant’s Name/Business:</b> <b>Consultant’s Address:</b></p>
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**and must be submitted no later than September 20 , 2021 at 2.00 p.m.**

**Late submissions will not be accepted.**

The size of the opening in the tender box is *6cm x 29cm* and submissions must be able to pass through this opening. Proponents are required to register their submission on the Quotation Submittal Form located on the Quotation Submission Box.

Further information can be obtained by e-mail to: [kristie.edwards@ec.gov.tt](mailto:kristie.edwards@ec.gov.tt)

To view the Terms of Reference and other related documents for the Provision of the Consultancy Service, please visit our website at: <http://ec.gov.tt>

The Environmental Commission does not bind itself to accept the lowest or any other Proposal, nor to reimburse Proponents for any expenses incurred in preparing their Proposal.