



EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY

REQUESTS FOR PROPOSALS

Title of the RFP: ECTEL's Strategic Plan

Date of the RFP: 24th June, 2024

Addendum to the RFP: 22nd July, 2024

Closing Date for RFP: 31st July, 2024

RFP Number: 2024/RF/001

Address RFP response for the attention of: Managing Director

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ADDENDUM – REQUESTS FOR PROPOSALS

Bidders are to note this Addendum to the RFP for ECTEL’s Strategic Plan published on 24th June, 2024:

Scope of Work:

No. 10: “Determine whether the objectives of any previous strategic plan were fulfilled” has been deleted, as ECTEL has not previously developed a Strategic Plan.

REVISED SCOPE OF WORK

The objective of the consultancy is to develop a detailed five (5) year Strategic Plan with supporting implementation guidelines and sequencing of activities for ECTEL. In this regard the consultant will: -

1. Review the mission and vision statements as well as the core values of ECTEL.
2. Undertake a stakeholder analysis.
3. Undertake a situational analysis of operations to date. (S.W.O.T. and P.E.S.T.L.E. etc.)
4. Through a consultative process and application of appropriate tools analysis, identify focus areas and develop strategic objectives and key results areas for the same.
5. Identify and analyze the factors impacting ECTEL’s operations and its ability to deliver its core functions.
6. Identify the core functions of ECTEL, comparing and contrasting them with the functions of other similar regulatory authorities in the region.
7. Identify whether ECTEL is successfully fulfilling its function.
8. Analyze emerging opportunities and threats, with particular attention to ECTEL’s relationship to the NTRCs; challenges for sustainable funding of ECTEL and the NTRCs; as well as international trends in regulation which may have long-term impacts on electronic communications regulation in Contracting States.
9. Develop an implementation plan, together with a framework for that plan, containing timelines, resources required and projected costs of implementation.
10. Determine whether the current arrangements for funding of ECTEL and the NTRCs are adequate and provide recommendations to address and strengthen ECTEL’s budgeting and finance, having regard to its role and its functions and responsibilities to the Contracting States.

Dated: 22nd July, 2024