

Experience of Principal Consultant – Theresa B Frederick



Project Management Experience

Projects Completed – Some Were Done Before FFTS Was Formed When Ms. Frederick, the Main Consultant, was Employed in Various Positions in Local Companies. Some were Consultancies she Got. They Were Done by Her

COUNTRY	PROJECT TITLE	CLIENT	SUBJECT/DESCRIPTION
Trinidad and Tobago	Juvenile Court Project – Assessors of Auxiliary Programmes	United Nations Development Programme and the Judiciary of Trinidad and Tobago	I provided expertise in assessing both the content and capacity of auxiliary programmes for use by the Juvenile Court of Trinidad and Tobago. Working with the Programme Assessment Consultant from the National Center for State Courts and the JCP and my fellow assessor, we ensured that programmes are evidenced based and met best practice in rehabilitative interventions. Following the assessment process, the consultancy team recommended a list of programmes to be used by the Juvenile Court. One of the deliverables was a final report inclusive of the development of a framework, methodology and criteria for ongoing monitoring and evaluation of auxiliary programmes
Trinidad and Tobago	Technical Officer - EU-CARIFORUM Caribbean Agriculture & Fisheries Programme Unit	European Union	Was a technical officer in the Programme unit of the EU-CARIFORUM Caribbean Agriculture & Fisheries Programme in the last six months of the existence of the programme - helped with its close off re disbursement processing, assisting with the production of a video for the programme and attending to/finalizing matters re close off.
Trinidad and Tobago	Procurement Specialist	Cipriani College of Labour and Cooperative Studies	Contracted to assist the College in setting up a procurement department that will comply with the requirements of the Public Procurement and Disposal of Public Property Act, 2015 and its amendments and the requirements of the government. Requirement changed to developing the procurement framework inclusive of all relevant documents, including training, to ensure compliance with the Act and other government requirements

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Trinidad and Tobago	Accountant/Administrator EU/SBDC Small Business Development Programme It was 2 million euros and the on-lending part was 500,000. euros	European Union and the Small Business Development Company	Contracted for the position in keeping with the requirements of the European Union. Was the Accountant for the programme and Administrator for its on-lending Component that was implemented utilizing two credit unions and one non-government organization. Designed, developed and delivered training to micro lenders (staff of credit unions) in Assessing Operational Effectiveness of Lending programmes.
Trinidad and Tobago	Relocation of the Head Office of the Agricultural Development Bank from its old location in rented premises at the corner of Duke and Frederick Street	In the position of Senior Divisional Manager – Corporate Services with overall responsibility for the Human Resources, Legal, Administration, Property Management and Registry Departments	I was responsible for locating a suitable building to transfer the bank's head office to, outfitting it and establishing the banks head office in the new premises. I also effected changes in/improvement to the regional offices network. Previously functioned as Operations Manager in charge of its entire branch network
Trinidad and Tobago	Procurement Specialist	Cipriani College of Labour and Cooperative Studies	Contracted to assist the College in setting up a procurement department that will comply with the requirements of the Public Procurement and Disposal of Public Property Act, 2015 and its amendments and the requirements of the government. The responsibilities also include working with the relevant departments to set up and operationalize the Procurement Department inclusive of developing and implementing the required systems, policies and procedures.

COUNTRY	PROJECT TITLE	CLIENT	SUBJECT/DESCRIPTION
Trinidad and Tobago	Preparation and Implementation of Projects for the Small Business Sector	In the position of Manager Research, Planning, Policy and project management	Had responsibilities for designing, sourcing funding for and implementing projects and carrying out research to inform policy and other initiatives for the Small Business Sector. Designed projects, developed procurement documents, sourced funding for and supervised their implementation- inclusive of the preparation of procurement documents
Trinidad and Tobago	National Coordinator for the Caribbean Agriculture Research and Training Fund (CARTF)-	A component of the EU-CARIFORUM Caribbean Agriculture & Fisheries Programme Small Business Development Company- done as the manager at SBDC responsible for the successful implementation of the projects	Was responsible for Trinidad and Tobago's administration of this grant facility that provided grant funding of up to US\$ 50,000.00 to Agri Businesses in CARIFORUM countries for research and training interventions in Agriculture and Agri Processing
Trinidad and Tobago	DFID Enterprise Development Programme in Antigua and Montserrat that sought to provide assistance to the Montserratians after the volcanic eruption	DFID -British Government-contract granted to the Small Business Development Company Ltd.	I was the Financial Consultant on the SBDC team for the Appraisal of Banking and Non-Banking Institutions in Antigua to determine one to manage the revolving credit facility. I designed and supervised its implementation inclusive of the preparation of the Lending and Default Policy and Operations Manual for the facility, and Record Keeping Manual for its clients. Developed and delivered training in Advanced Risk Assessment Techniques, Report Writing, Recovery Management and Portfolio Management

COUNTRY	PROJECT TITLE	CLIENT	SUBJECT/DESCRIPTION
Trinidad and Tobago	Micro Enterprise Loan Facility- 18-month consultancy	Ministry of Social Development/United Nations Development Programme	<p>Technical consultant to a Faith Based Organization (FBO) and a Community Based Organization (CBO) to assist them to set up and operationalize Micro Enterprise Loan Facilities (Mel) in their communities.</p> <p>As part of the consultancy prepared and delivered to clients of the Mel Programme and officers of the CBO and FBO- training in the Operations of a Micro Credit Facility, Business Planning, Writing a Business Plan and Costing and Pricing</p>
Trinidad and Tobago	Evaluation of the Organisation of American States funded Hemispheric Project on Teacher Education – Caribbean Region	Principal consultant – David Benjamin whose contract was on behalf of the International Cooperation Initiatives Unit (UICI) Ministry of Education, Republic of Trinidad and Tobago	Did the country visit to inform the preparation of the report
Trinidad and Tobago	Mission Enterprise – Promotion of Rural Economic Development	Small Business Development Company-- Held position of Manager Research, Planning, Policy and Project Management	<p>Assisted with the design and supervised the implementation of the project. It involved the assessment of six communities and preparation of community assessment reports, Technical Assistance to thirty companies, business planning assistance to forty-seven companies, the development of community networks and provision of training in Entrepreneurship, Attitudinal Development and Job Search and skills training to more than two hundred persons.</p> <p>It sought to develop the revenue generating capacity of persons in the six rural communities. I also prepared tender dossiers for supply contracts and supervised the work of consultants to ensure project deliverables were obtained</p>

COUNTRY	PROJECT TITLE	CLIENT	DESCRIPTION – PROJECT MANAGEMENT EXPERIENCE
	Benchmarking among Small Entrepreneurs in the Food and Agro Processing Industries	Small Business Development Company- done as the manager at SBDC responsible for the successful implementation of the project	Assisted with the design and supervised its implementation. It involved benchmarking twenty-six (26) companies, training of local consultants and development of a Best Practices Manual
	Project Management lecturer	At three (3) of the country's Tertiary Education Facilities	Lectured more than fourteen project management and other courses and for students pursuing the Associate Degree and BSc in Project Management at the Cipriani College of Labour and Cooperative Studies. Included are MS Project software and research techniques.
	Experience of international funding agencies	Experience gained in assigned jobs and in my consultancy practice	Worked on projects of the Delegation of the European Commission (EU), the United Nations Development Programme (UNDP), the Organisation of American States (OAS), the Department for International Development (DFID) and the International Labour Office (ILO)

Strategic Planning Experience

Project Title	Client	Description
Strategic Planning consultant to Solar Dynamics (EC) of St Lucia	Associate consultant with Business Services Network of St Lucia	Contracted to help Solar Dynamics to develop a strategic plan. Assignment also included the hosting of a strategic planning workshop with key stakeholders
Repositioning of the Agricultural Development Bank	Done as the Corporate Manager- Planning part of the executive management team of the Agricultural Development Bank	Executive Management Position responsible for the strategic planning process and monitoring of the Bank's critical success factors, key mission statement and all primary components. Spearheaded the preparation of the 1995-1998 Strategic Plan of the Bank that sought to reposition the bank and incorporated strategies such as a voluntary separation Arrangement, sale of non-performing loans, etc.
Development of Corporate Planning Manual	Agricultural Development Bank in the position of corporate Manager – Planning	Developed a Corporate Planning Manual for the Bank as part of the IADB conditionalities.

Research Experience



Project Title	Employer/Client	Description
Formulated policy recommendations and initiatives for the Small Business Sector	Small Business Development Company- done as an employee- Held position of Manager Research, Planning, Policy and Project Management	Worked on the Medium-Term Policy Framework and the Policy Framework for the Establishment of Set Asides for the Small Business Sector. This policy sought to allow small business persons to be able to access government contracts- recommendations included how the entire system should be operated.
Conducted a feasibility study for the establishment of SBDC's subsidiary company, SBDC Leasing Company Limited.	Small Business Development Company- done as an employee and was part of a three-man team assigned to do this study.	Prepared the initial feasibility study for the introduction of a leasing company as a subsidiary of the Small Business Development Company. The feasibility study included the setting of a pricing structure for the company.
Formulated policy recommendations and initiatives for the Small Business Sector	Small Business Development Company- Held position of Manager Research, Planning, Policy and Project Management	Conducted economic and statistical research on the small business sector including the possible impact of WTO and other trade Agreements on businesses with a view to developing programmes to help businesses to exploit opportunities and mitigate possible problems. Established relationships with local and international agencies to inform approaches to MSME development.
Market Segmentation Study of the Medium, Small and Micro Enterprise Sector (MSME) in Trinidad and Tobago.	Small Business Development Company- Held position of Manager Research, Planning, Policy and Project Management	Did the market segmentation study of the Medium, Small and Micro Enterprise Sector (MSME) to inform SBDC's policies for advancing the MSME sector in Trinidad and Tobago

Project Title	Client/Employer	Description
Manager Research, Policy, Planning and Project Management- the Business Development Company	Business Development Company – Manager/employee- The mandate of the company was changed and the small was dropped and it now had responsibility for medium enterprises	Developed a Draft Strategic Plan for the MSME Sector that was designed to guide the creation and delivery of a seamless suite of services by business support agencies. It was prepared under the direction of the two principal agencies for the development of the sector, the Business Development Company Ltd and the National Entrepreneurship Development Company Limited Developed databases of information for customers of the BDC. Data bases created included technical assistance providers, training and financial institutions both local and international (inclusive of credit unions) and consultants. Also developed were data bases of sectors and their issues.
Lecturer Research Methods	Cipriani College of Labour and Cooperative Studies	Design and facilitation of the training programme in research methods and supervision of students' research projects

Business Planning Experience

Project Title	Client	Description
Business Planning Consultant	CARDI	Contracted by CARDI to prepare, with CARDI, a business plan for a small ruminant project for the sheep and goat farmers - this was aimed at repositioning/resuscitating the industry
Feasibility Study and Preparation of Business Plans for the Establishment of Marketing and Production Cooperatives for the Organic Agriculture Industry in the Caribbean	Subcontracted by Denzil Phillips International Limited of the United Kingdom in association with Business Support Network, Inc. of Saint Lucia	Produced the Market Survey Report of Trinidad and Tobago and assisted with local coordination and other aspects of the project inclusive of reporting.

Training Experience



Project Title	Client	Description
Assistant Consulting Trainer	Worked with principal consultant – David Benjamin who was contracted by the Trinidad and Tobago Government	Taught project management at the Public Service Academy of the Ministry of Public Administration and Information of Trinidad and Tobago and in-house to officers of the Service Commissions and Directors of the Ministry of Agriculture, Land and Marine Resources
Procurement Lecturer – Adjunct faculty	Cipriani College of labour and Cooperative Services Existing lecturer	Prepared lesson plans and facilitated a range of courses including Introduction to Project Management and Ten Saturdays, Quality Management, Project Monitoring and Control, Project Execution and Implementing Strategies, Project Identification and Selection Strategies, Project Integration and Professional Development, Procurement for Projects, Schedule Application Techniques, Proposal Development and Costing, Risk Management, Evaluating Project Results, Contract Administration and Negotiation, Project Planning, Project Close off and Evaluation, Project Scheduling 1, Management Concepts and Principles and Project Implementation and Organizational Change
Procurement lecturer– Adjunct faculty	Cipriani College of Labour and Cooperative Studies – programme for officers of Regional Cooperation's	Developed and delivered training in Optimizing Procurement, Portfolio Management, Public Sector Procurement, The Procurement Act of 2015 and its amendments
Consultant trainer	Project Management Training to Officials of The South West Regional Corporation	This was to allow these officials to manage their projects better
Project Management Training to Administrative Professionals of the National Gas Company	National Secretaries Association	Prepared and delivered training in Project Management to Administrative Professionals of the National Gas Company

Project Title	Client	Description
Training in Winning Government Contracts- Procurement and Tendering Practices	Cipriani College of Labour and Cooperative Services was Contracted by the Ministry of Labour and Small and Micro Enterprise Development	Held two, two-day workshops for business persons who are attached to the Fair Share Programme of the Ministry of Labour and Small and Micro Enterprise Development
Workshop hosted in Project Monitoring and Control	Training Programme of Frederick's Financial and Technical Services	Held a two-day workshop for public servants and persons from the private sector in Project Monitoring and Control
Provision of Training in Report Writing	Ministry of Social Development	Provided training in Report Writing for officers of Community Based Organizations, Faith Based Organizations and Non-Government Organizations involved in the Mel Programme of the Ministry of Social Development
Customer Service Training	Trinidad and Tobago Central Depository	Prepared and delivered a Two-Day Training Programme in Customer Service to front line staff of the Trinidad and Tobago Central Depository
Facilitated a training Programme in Introduction to Project Management	Rotaract Club of Trinidad and Tobago	Training done to assist the members of the Rotaract Club to improve their implementation and delivery of projects
Financial Consultant (part of ADB; s Team)	DFID Enterprise Development Programme in Antigua and Montserrat	Developed and delivered training in Advanced Risk Assessment Techniques, Report Writing, Recovery Management and Portfolio Management to officers of non-government agencies in Antigua
Life skills facilitator 2011-2018	Ministry of Science, Technology and Tertiary Education's And later in YTEPP LTD	Facilitating life skills level one and in 2015 life skills level two training programme. This programme targets persons who have been retrenched or need to be retrained so that they can live meaningful lives
Provision of Project Management Training	College of Science, Technology & Applied Arts of Trinidad and Tobago (COSTAATT)	Taught Introduction to Project Management

Training Experience Continued



Project Title	Client	Description
Provision of Project Management Training	UWI- School of Business and Applied Sciences – Trading as Roytec	Taught- Fundamentals of Project Management, Project Monitoring and Control and Procurement
Project Management Training to Officials of The South West Regional Corporation	Corporate One-subcontract from this organization	Training to allow these officials to be able to manage their projects better
Training in Tendering for Government Contracts	Enterprise Hub	Contract to provide training for persons interested in tendering for government contracts
On-the-Job Assessment Report of the training component of the EU/SBDC Small Business Development Programme	Small Business Development Company- done as an employee	<p>Did an On-the-Job Assessment Report of the training component of the EU/SBDC Small Business Development Programme to objectively determine the impact of the 1998/1999 training programme on the participants and their institutions.</p> <p>The target group of the programme was the staff of credit unions involved in the programme</p>

Preparation of books and Manuals



Project Title	Client	Description
Preparation of an Information Booklet on Microcredit and Entrepreneurship	Ministry of Labour and Small and Micro Enterprise Development	Contracted to prepare the booklet to celebrate 2005 –the year of micro credit. It was to be used in the nation’s schools for a competition to mark the event.
Preparation of a manual for trainers who deliver programmes in Entrepreneurship	Youth Training and Employment Partnership Programme Ltd (YTEPP)	Prepared a manual for YTEPP’s trainers in entrepreneurship to standardize material being taught in its Entrepreneurship programme
Adjusted the SYB Start Your Business Manual to Trinidad and Tobago	International Labour Office (ILO) and YTEPP LTD	Modification/adaptation to Trinidad and Tobago of the ILO’s SYB Start Your Business Manual.
Wrote a book entitled Introduction to Procurement Management – with relevance to Trinidad and Tobago	Prepared by Theresa Frederick to guide students doing the course - Procurement for project	This book is used by students doing the course of Procurement for Projects at the College.
Review of the Regional Micro Project Fund Manual of the EU-Sponsored Poverty Reduction Programme	Ministry of Social Development	Prepared a Procedures Manual for the administration of the programme and a Group Manual for the Groups that participate in the programme.
Preparation of Operational Manual for use by CBOs in the implementation of micro-credit programmes in their communities	Government of Trinidad and Tobago initiative that was supported by the United Nations Development Programme- Staff member Small Business Development Company	Developed, as part of a two-man SBDC team, an Operational Manual for use by CBOs in the implementation of micro-credit programmes in their communities.
Development of Corporate Planning Manual	Agricultural Development Bank in the position of Corporate Manager – Planning	Developed a Corporate Planning Manual for the Bank as part of the IADB conditionalities.