The Ministry of Justice of Sint Maarten invites applicable qualified candidates to submit an offer for the following services: “General Education Diploma (GED) lessons at the Point Blanche Prison and House of Detention, for the eligible inmate population”

**Qualifications of the service provider:**

Qualified General Education Educator

**Requirements:**
- Administer pre-GED/GED courses based on the level of the student
- Expected availability: 14 hours per week
- Provide lessons for male, female and youth inmates
- Courses include Mathematics, Language Arts, Social Studies and Science
- Pro: able to incorporate computer-based practices in the course
- Pro: able to incorporate a literacy program
- Signed Declaration of Conduct

**Qualifications:**
- Qualified GED instructor: Degree in Education or related field
- 2 years of work and teaching experience in a similar environment
- Basic computer literacy skills
- Curriculum development skills

**Description of services:**

The services to be provided entail; administering GED classes for adult and youth inmates based on a 14 hour work week. The classes will be administered at the adult and youth prison facilities under supervision of the prison staff.

The contracted services are based on a consultancy third-party service agreement for the term duration of 2 years (24-months), to commence as per 2023. There will be an initial trial period of 3-months to which the evaluation of the agreed terms between both parties is to be satisfactorily attained.

**The provided courses must include:** Mathematics, Language Arts, Social Studies and Science.
Terms of reference:

1. A qualified Educator registered under a Legal entity (sole proprietor or other legal entity form) established on St. Maarten.
2. A Legal registered entity in good standing with the Receivers Office, SZV and Labor Department.

Tender Requirements:

- A completed Tender Form with requested attachments (obtained digitally by sending a request to the following e-mail address: Ms. Demi Bute: Demi.Bute@sintmaartengov.org)
- A Digitally written Resume of the Educator including copies of diploma(s) and certification(s);
- Chamber Registration excerpt no older than 6 months;
- Statement of Crib Number for the legal entity reflected in the Chamber registration.
- Statement of Good standing with the Receivers Office, (SZV and Labor Department - if applicable) for the legal entity reflected in the Chamber registration.

Timeframe:

All tender proposals must be submitted in a sealed envelope, clearly marked with the name of the Public Tender topic addressed to the Ministry of Justice, to the attention of the Director of the Prison Mr. Steven Carty.

The Hardcopy Tender proposal must be submitted to the Point Blanche prison and House of Detention, located at Mountain dove road #48, Point Blanche Sint Maarten. Tenders received after due date and time shall not be accepted.

Also a digital copy is to be submitted by email to the Section-Head Planning and Control, Ms. Saskia Thomas-Salomons, E: saskia.thomas-salomons@sintmaartengov.org

The submission of tender proposals are accepted until Wednesday, December 21st, 2022 12pm sharp.

For further information about the tendering procedure, you can email the Section-Head Planning and Control of the Ministry of Justice aforementioned.