**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | Conduct key stakeholder engagements in the 14 municipal regions of Trinidad on the definition and meaning of Poverty in Trinidad and Tobago and utilize the information to draft the strategic objectives, goals and activities of the National Poverty Reduction Strategy (NPRS)  |
| Implementing Partner of UNDP | UNICEF |
| Brief Description of the Required Services | The objective of this consultancy is to (please ensure that information captured is representative of each municipal region), which would be expected to lead to:1. The development of a localized definition of poverty and child poverty;
2. Agreement on a poverty measurement and poverty measurement approaches for Trinidad (including dimensions for a multi-dimensional poverty index); and
3. Prioritizing of shared recommendations on strategic poverty reduction goals and objectives for communities, regions and the nation.
 |
| List and Description of Expected Outputs to be Delivered | The consulting firm/institution should produce the following: 1. A report on the methodology used to conduct each of the stakeholder consultations, inclusive of techniques used to reach the widest possible audience;
2. A detailed report (knowledge product) on each consultation conducted based on the approved methodology outlining:
3. The suggested localized definition of poverty;
4. The measurement approach or approaches; and
5. The recommended outputs and activities to be pursued at the community, regional and national levels toward the design and implementation of the NPRS.
6. A detailed report on the voices of children on multidimensional child poverty deprivations;
7. A presentation on the findings, to be given to senior executives and technical personnel;
8. A report to build on the existing MPI framework for Trinidad and Tobago based on the feedback from the consultations on multidimensional poverty.
 |
| Person to Supervise the Work/Performance of the Service Provider  | 1. Programme Officer for Poverty and Governance, UNDP Trinidad and Tobago Country Office (2) the Director of the Poverty Reduction and Eradication Research and Policy Unit, Ministry of Social Development, GORTT
 |
| Frequency of Reporting | *As Needed* |
| Progress Reporting Requirements |  |
| Location of work | 14 municipalities of Trinidad  |
| Expected duration of work  | 4 months |
| Target start date  | 1st March 2017 |
| Latest completion date | 30th June 2017 |
| Travels Expected  | N/A |
| Special Security Requirements  | N/A |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required |
| Currency of Proposal | Local Currency (Trinidad and Tobago Dollars |
| Value Added Tax on Price Proposal | Must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.  |
| Partial Quotes | Not permitted  |
| Payment Terms |

|  |  |  |
| --- | --- | --- |
| 1 | An inception report on the methodology used to conduct each of the stakeholder consultations, inclusive of techniques used to reach the widest possible audience. This report should propose the timeline, team of expertise and partner arrangements, approach and methodology used to conduct each of the stakeholder consultations capturing characteristics of the 14 regions, as well as the methodology to conduct the qualitative analysis on the voices of children on multi-dimensional child poverty deprivations | 20% |
| 2 | A detailed draft and final report, compiling the findings of each consultation (14 in total) conducted based on the approved methodology outlining:1. The suggested localized definition of poverty;
2. The measurement approach or approaches; and
3. The recommended goals, objectives and activities to be pursued at the community, regional and national level.
 | 30% |
| 3 | A detailed draft and final report on the voices of children on multidimensional child poverty deprivations; | 25% |
| 4 | The development and presentation of the findings from the NPRS consultations and the FGDs on children and adolescents (to be approved by project board) | 5% |
| 5 | A key note and proposal on ways forward to adopt and build on the existing MPI framework/measurements for Trinidad and Tobago that are guided by the key findings of the consultation including the FGD on children and adolescents. | 20% |

  |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project Board Upon inspection and approval from the Project board, and submission of invoice from the vendor; UNDP will certify payments for deliverables 1 and 2 and; UNICEF will certify payments for deliverables 3, 4 and 5. |
| Type of Contract to be Signed | Institutional Contract  |
| Criteria for Contract Award | [x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  Full acceptance of the UNDP Contract General Terms and Conditions  (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal  | **Technical Proposal (70%)**☒ Expertise of the Firm 30%☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%☒ Management Structure and Qualification of Key Personnel 30%**Financial Proposal (30%)**To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | [x]  One and only one Service Provider |
| Annexes to this RFP | [x]  Form for Submission of Proposal (Annex 2)[x]  Detailed TOR (Annex 3) [x]  General Terms and Conditions / Special Conditions (Annex 4) |
| Contact Person for Inquiries(**Written inquiries only)** | *Procurement Unit**Registry.tt@undp.org* **Subject: Consultations on Definition of Poverty in T&T** Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.Responses to clarification will be placed on the UNDP website no later than February 8th 2017<http://www.tt.undp.org/content/trinidad_tobago/en/home/operations/procurement> |
| Other Information *[pls. specify]* | **Note to Bidders****Bidders should avoid attempting to send bids by email just prior to the deadline as the Purchaser cannot be held responsible for congestion or delays in transmission. The time of receipt of the last email message of a bid as recorded by the purchaser’s mail server shall constitute the time of receipt of the bid for****purpose of meeting the bid deadline. It is the Bidder’s responsibility to ensure bids arrive before the deadline.** ☒ Official Address for e-submission: **registry.tt@undp.org**☒ Free from virus and corrupted files☒ Format: PDF files only, ☒ Max. File Size per transmission: 9MB☒ No. of copies to be transmitted: 1 each (Technical and Financial)☒ Mandatory subject of email: **Consultations on Definition of Poverty in T&T Technical Proposal- *for your technical proposal*** **Consultations on Definition of Poverty in T&T Financial Proposal** -***for your financial proposal***[x]  Virus Scanning Software to be Used prior to transmission: Any**Please Note: Any bid sent to the private email addresses of any procurement staff will not be accepted.** |
| Other Information: **Evaluation Criteria** |

|  |  |  |
| --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | Score Weight | Points Obtainable |
|
| 1. | Expertise of Firm / Organization  | 30% | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | **Total** | **1000** |

|  |  |
| --- | --- |
| Technical Proposal EvaluationForm 1 | Points obtainable |
|
| **Expertise of the Firm/Organization** |
| 1.1 | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing | 50 |
| 1.2 | General Organizational Capability which is likely to affect implementation * Financial stability
* loose consortium, holding company or one firm
* age/size of the firm
* strength of project management support
* project financing capacity
* project management controls
 | 90 |
| 1.3 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.) | 15 |
| 1.4 | Quality assurance procedures, warranty | 25 |
| 1.5 | Relevance of:* Specialized Knowledge
* Experience on Similar Programme / Projects
* Experience on Projects in the Region

Work for UNDP/ major multilateral/ or bilateral programmes | 120 |
|  | 300 |

|  |  |
| --- | --- |
| Technical Proposal EvaluationForm 2 | Points Obtainable |
|
| **Proposed Methodology, Approach and Implementation Plan** |
| 2.1 | To what degree does the Proposer understand the task? | 40 |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | 35 |
| 2.3 | Are the different components of the project adequately weighted relative to one another? | 25 |
| 2.4 | Is the conceptual framework adopted appropriate for the task? | 85 |
| 2.5 | Is the scope of task well defined and does it correspond to the TOR? | 120 |
| 2.6 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 95 |
|  |  | 400 |

|  |  |
| --- | --- |
| Technical Proposal EvaluationForm 3 | Points Obtainable |
|
|
| **Management Structure and Key Personnel** |
| 3.1 | Team Leader |  | 200 |
|  |  | Sub-Score |  |
|  | General Qualification: Master’s degree or Ph.D. in Economics; Sociology; Social Policy; Development Studies | 30 |  |
|  | Suitability for the Project | 150 |  |
| - At least 5 years’ experience in poverty analysis of both qualitative and quantitative data | 40 |  |  |
| - Experience in surveys and use of mixed methods of research | 40 |  |  |
| - Experience in qualitative Research | 30 |  |  |
| - Prior Proven Experience working with partners and stakeholders | 20 |  |  |
| Ability to manage a team | 20 |  |  |
| Subtotal  | 150 |  |
| * Language Qualifications
 | 20 |  |
| * Computer Skills
 | 10 |  |
| 3.3 | Research Assistants/Team Members |  | Sub-Score | 100 |
|  |  |  |
|  | General Qualification: Bachelor’s Degree or Masters Economics; Sociology; Social Policy; Development Studies | 20 |  |
|  | Suitability for the Project | 70 |  |
| - Experience in SIDS Research | 30 |  |  |
| - Qualitative methodological and analytical skills | 20 |  |  |
| - Experience in surveys & mixed research methods  | 20 |  |  |
| Language Qualifications | 5 |  |
|  | Computer Skills | 5 |  |
|  | ***Total Part 3*** |  | 300 |

 |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

Trinidad and Tobago

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |
| --- | --- | --- |
|  |  | **Price*****(Lump Sum, All Inclusive)*** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price**  | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | An inception report on the methodology used to conduct each of the stakeholder consultations, inclusive of techniques used to reach the widest possible audience. This report should propose the timeline, team of expertise and partner arrangements, approach and methodology used to conduct each of the stakeholder consultations capturing characteristics of the 14 regions, as well as the methodology to conduct the qualitative analysis on the voices of children on multi-dimensional child poverty deprivations; | 20% |  |
| 2 | A detailed draft and final report, compiling the findings of each consultation (14 in total) conducted based on the approved methodology outlining:1. The suggested localized definition of poverty;
2. The measurement approach or approaches; and
3. The recommended goals, objectives and activities to be pursued at the community, regional and national level.
 | 30% |  |
| 3 | A detailed draft and final report on the voices of children on multidimensional child poverty deprivations; | 25% |  |
| 4 | The development and presentation of the findings from the NPRS consultations and the FGDs on children and adolescents (to be approved by project board) | 5% |  |
| 5 | A key note and proposal on ways forward to adopt and build on the existing MPI framework/measurements for Trinidad and Tobago that are guided by the key findings of the consultation including the FGD on children and adolescents.  | 20% |  |
|  | **TOTAL** |  |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  1. Services from Home Office |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
|  2. Services from Field Offices |  |  |  |  |
|  a . Expertise 1 |  |  |  |  |
|  b. Expertise 2  |  |  |  |  |
|  3. Services from Overseas |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**TERMS OF REFERENCE**

|  |
| --- |
| Firm to Conduct Consultations on the Definition and Meaning of Poverty in Trinidad and Tobago |
|  |  |
| **Location:** | Trinidad and Tobago |
| **Type of Contract:** | Firm/Institution |
| **Post Level:** | International Consulting Firm/Institution |
| **Languages Required:** | English  |
| **Expected Duration of Assignment:** | January 2017 to April 2017 |
| **1. Background** |
| The Government of the Republic of Trinidad and Tobago (GORTT) is committed to the attainment of the Sustainable Development Goals (SDGs) and has acknowledged that challenges remain to achieve a nation that is equitable, inclusive and prosperous. This would include a need to establish national measurements on multi-dimensional poverty linked specifically to SDG 1. The country’s Survey of Living Condition (SLC) report for 2005 identified the prevalence of poverty at 16.7%. The SLC 2014 is pending Cabinet approval for release, which is expected in 2017. The report includes a Multi-Dimensional Poverty Index (MPI) guided by nationally-driven dimensions and variables that reflect the reality of poverty in the country, utilizing Census 2011 data. In addition, the Government of Trinidad and Tobago is working towards developing a National Poverty Reduction Strategy (NPRS), complementing the Vision 2030 planning document as well as to meet the commitments to translate the Sustainable Development Goals (SDGs) to achieve local solutions. Specifically the SDG1 on No Poverty and its accompanying targets will be most relevant when developing the NPRS. The Vision 2030 is being led by the Ministry of Planning and Development while the Ministry of Social Development and Family Services, who is the custodian to address social challenges of poverty, social inequality and social exclusion, is responsible for developing the NPRS. Other key social sector Ministries are being closely consulted with throughout the process as they also have responsibility for developing and executing various poverty reduction programmes and services in Trinidad and Tobago. In undertaking the development of this strategy, the Ministry of Social Development and Family Services is collaborating closely with development partners, UNDP and UNICEF. This important national policy will be in-line with the Caribbean wide UN-Multi-Country Sustainable Development Framework (UN-MSDF) Priority area 1: An Inclusive, Equitable and Prosperous Caribbean. Social and non-social Ministries will collaborate closely to deliver programmes that are most efficient and effective in achieving social inclusion in Trinidad and Tobago. The development of a National Poverty Reduction Strategy (NPRS) must take into account the linkages between human development, human rights and the SDGs and the final strategy should focus on ensuring an enlargement of capabilities, protecting freedom of choices and ensuring a monitoring process that holds claimants and duty bearers responsible and accountable for the attainment of goals. Monitoring of the SDGs would require adherence to the principles of inclusivity, accountability and transparency. Therefore, consultations from various levels and groups of different stakeholders in the community to the policymakers are crucial to reflect a strategy that is collectively owned and utilized by all. The NPRS will ensure that the national measurement of poverty including child poverty reflects one that is multi-dimensional, based on quantitative inputs such as the SLC 2014 and the qualitative component based on the national consultations. Measurements of multi-dimensional poverty will also address understanding the deprivations of children in the regional consultations as well as through qualitative inputs. The NPRS will inform the delivery of existing poverty reduction programmes and strengthen a coordinated and integrated universal social protection floor towards realization of social and economic rights of human development. Furthermore, the NPRS, once implemented, will also increase efficiency and effectiveness in the social sector resource allocation and investment. Improved implementation of programmes especially among women, children and families, articulate clear roles for all stakeholders, provide time-bound targets necessary for transparent monitoring and evaluation and the localization of the SDGs are also objectives to be met with the development of the NPRS.**2. Objective**The objective of this consultancy is to conduct stakeholder engagements in the 14 municipal regions of Trinidad with key stakeholders (please ensure that information captured is representative of each municipal region), which would be expected to lead to:1. The development of a localized definition of poverty and child poverty;
2. Agreement on a poverty measurement and poverty measurement approaches for Trinidad (including dimensions for a multi-dimensional poverty index); and
3. Prioritizing of shared recommendations on strategic poverty reduction goals and objectives for communities, regions and the nation.

The information gathered from the public will be used to draft the strategic objectives, goals and activities of the NPRS. Particular attention will be given to agreement on a national measurement of multi-dimensional poverty that could compliment the SDGs reporting. The key stakeholders to be consulted include, but are not limited to: 1. The private sector
2. The civil society
3. The public sector
4. The general public
5. Children/adolescents (ages 10 to 17 – focus groups)

It is important for the firm/institution to capture the deprivations and characteristics of each municipal region as it relates to multidimensional poverty guided by an already established framework on approaches to multi-dimensional poverty measurement and interventions.UNDP and UNICEF is seeking a firm/institution familiar with a human rights based approach and extensive expertise and experience in stakeholder engagement and the preparation of consultation reports. The firm/institution will also be developing a team that is able to engage with children and adolescents. 3. Responsibilities of the firm/institutionGuided by the UNDP, UNICEF and the MSDFS the selected firm/institution will conduct regional stakeholder consultations that will meet the objectives mentioned above. Additionally, the firm/institution will be required to review and incorporate the outputs of consultations undertaken into their reporting, the documentation of which will be shared with the selected firm/institution.A technical proposal on the methodology and/or approach for the NPRS will be submitted, demonstrating how the objectives will be met. More specifically, the intention is that the regional consultation outcomes will provide input in shaping the strategy document of the National Poverty Reduction Strategy. The framework that will be utilized to guide the consultation is a Multi-Dimensional one that can be based on current good practices from the region and internationally based on the existing types of household survey data. **There must be a local content approach in proposed methodology, a local firm or part of the team.**As part of the consultation, a qualitative component to capture the voices of children who are poor and deprived and facing disparities will be included. This may take the form of focus groups or other modalities that the institution/firm may propose in the technical proposal. Hard to reach children and most excluded children will be the main priority. The qualitative component will complement quantitative measurements of multi-dimensional child poverty. **A critical part of the consultations with children and adolescent is that the firm/institution must partner with a local NGO to identify and mobilize relevant stakeholders for the children and adolescent focus groups.****Recommended Outputs**The consulting firm/institution should produce the following: 1. A report on the methodology used to conduct each of the stakeholder consultations, inclusive of techniques used to reach the widest possible audience;
2. A detailed report (knowledge product) on each consultation conducted based on the approved methodology outlining:
3. The suggested localized definition of poverty;
4. The measurement approach or approaches; and
5. The recommended outputs and activities to be pursued at the community, regional and national levels toward the design and implementation of the NPRS.
6. A detailed report on the voices of children on multidimensional child poverty deprivations;
7. A presentation on the findings, to be given to senior executives and technical personnel;
8. A report to build on the existing MPI framework for Trinidad and Tobago based on the feedback from the consultations on multidimensional poverty.

**4. Deliverables and Payment Schedule**a) An inception report on the methodology used to conduct each of the stakeholder consultations, inclusive of techniques used to reach the widest possible audience. This report should propose the timeline, team of expertise and partner arrangements, approach and methodology used to conduct each of the stakeholder consultations capturing characteristics of the 14 regions, as well as the methodology to conduct the qualitative analysis on the voices of children on multi-dimensional child poverty deprivations; (20% payment)b) A detailed draft and final report, compiling the findings of each consultation (14 in total) conducted based on the approved methodology outlining:1. The suggested localized definition of poverty;
2. The measurement approach or approaches; and
3. The recommended goals, objectives and activities to be pursued at the community, regional and national level. (30% payment)
4. A detailed draft and final report on the voices of children on multidimensional child poverty deprivations; (20% payment)
5. The development and presentation of the findings from the NPRS consultations and the FGDs on children and adolescents (to be approved by project board); (5% payment)
6. A key note and proposal on ways forward to adopt and build on the existing MPI framework/measurements for Trinidad and Tobago that are guided by the key findings of the consultation including the FGD on children and adolescents. (20% of Payment)

**5. Competencies, Expertise and Qualifications**I. The firm/institution is expected to have the following:1. Previous experience in formulating project proposals, particularly for qualitative research methodologies, and working on development issues in the Caribbean. Have extensive (3+ years) working experience in international development and with a focus on issues related to sustainable development and SIDS.
2. Experience conducting qualitative poverty research (including Participatory Action Research) and conducting focus groups;
3. Experience with community stakeholder mobilization for participation in focus groups;
4. Experience working with children and adolescents and youth through a participatory approach;
5. Demonstrated ability to prepare analytical reports, and undertake technical research;
6. Capacity to work in a multi-cultural, multi-stakeholder environment, and ability to create team-based participatory work;

II. The Team Leader is expected to have the following:1. A Master’s degree or Ph.D. in Economics; Sociology; Social Policy; Development Studies or related field;
2. At least 5 years’ demonstrable experience in poverty analysis of both qualitative and quantitative data:
3. Significant experience n surveys and use of mixed methods of research;
4. Proven expertise in the area of conducting qualitative research, including focus group discussions and in-depth interviews;
5. Proven capacity to work with a broad range of partners, including statistical experts, government bodies, non-governmental organizations and academia in the Caribbean;
6. Ability to work independently and as part of a small team, manage competing priorities and perform well under pressure;
7. Excellent communication skills and fluent in English (comprehension, written, and spoken);
8. Excellent computer skills include application of MS Windows, MS Office etc.

II. Research Assistants/Team Members are expected to have the following:1. A Bachelor’s degree or Masters in Economics; Sociology; Social Policy; Development Studies or related field;
2. At least 3 years demonstrable experience conducting research on poverty in SIDS;
3. Strong qualitative methodological and analytical skills, exposure to the field of poverty and the use of participatory research methods;
4. Some experience in surveys and use of mixed methods of research, including focus group discussions and in-depth interviews;
5. Ability to work independently and as part of a small team, manage competing priorities and perform well under pressure.
6. Excellent communication skills and fluent in English (comprehension, written, and spoken);
7. Excellent computer skills include application of MS Windows, MS Office etc.

Furthermore, all members of the team are expected to:1. Demonstrate high moral integrity by modeling the UN’s values and ethical standards, sound political judgment as well as diplomacy, impartiality and discretion and proven capacity of initiative, discretion and leadership;
2. Demonstrate knowledge and understanding of the multi-dimensional approach to poverty measurement as informed by the Oxford Poverty Human Development Initiative (OPHI)
3. Promote the vision, mission and strategy of UNDP as it relates to the SDG and the Government of Trinidad and Tobago as it relates to the Vision 2030;
4. Displays cultural, gender, religious, race, nationality and age sensitivity.

6. Time FrameThe draft technical proposal should be submitted as a part of the tender submissions, and the final technical document by February 3, 2017. All engagements in the Municipal Regions and reports associated with those engagements should be submitted on or before April 30, 2017.**7. Recommended Presentation of Offer**Institutions/Firms willing to apply must present a brief methodological description of how they will approach and complete the assignment.**8. Reporting Requirements**The consulting firm/institution will report to the Project Board. For the purposes of guidance and clarification throughout the implementation process the consulting firm/institution will communicate with the Programme Officer for Poverty and Governance, UNDP Trinidad and Tobago Country Office and the Director of the Poverty Reduction and Eradication Research and Policy Unit, Ministry of Social Development, GORTT. He/she is expected to meet as necessary with UNDP TT, UNICEF and government personnel as required.All project outputs inclusive of the final technical proposal and all draft and final reports shall be submitted to the UNDP TT Country Office for review prior to being shared with the government counterpart. Once reviewed and approved by UNDP TT, UNICEF and the relevant government partners, all outputs become the property of UNDP and the relevant government partners to utilize as deemed necessary.**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.** |

**Annex 4**

## General Terms and Conditions for Services

**1.0 LEGAL STATUS**:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS**:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION**:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

**8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient (“Recipient”) of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser’s Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser’s prior written consent; and,

**13.2.2** the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

**14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

**15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

**16.0 SETTLEMENT OF DISPUTES**

**16.1** **Amicable Settlement**: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2** **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

**17.0 PRIVILEGES AND IMMUNITIES**:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

1. **AUTHORITY TO MODIFY**:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)