

Clarification Minutes

Individual Consultant - Youth Peace Training and Development Consultant

Trinidad and Tobago Resilience and Inclusive Peace (TRIP) Project

Youth Peace Ambassadors- Capacity Building

1. Question

Both the Procurement notice and the TOR document (Page one) identify the contract service period for five months September 2019 to January 2020. However, on page 3. Item 3, Ln 1 of the TOR states as follows: III. EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION The deliverables are expected to be completed over a period of seven months.

1. Answer

The contract is for five (5) months. The (7) seven months indicated was an error.

2. Question

In the Budget template, are the line items related only to the consultant's expenses and fees?

For instance, under the line item transportation - there may be a transportation fee regarding the field trips, but as this is a preliminary proposal and one is unsure of the numbers of field trips and individuals to be transported and other relevant recurring costs re meals, meeting room and places and other logistics etcsimilar with insurance and medical insurance etc as some of the line items cannot be determined before defining the workplan

Is it possible to propose a ball park lumpsum re only the consultant's and professional services for the full consultancy as in the CFM doc with the assumption that the elements related to delivering the overheads related to the TOR rests with the contracting organisation?

2. Answer

Yes, the line items are related only to the consultant's expenses and fees

Please note that all factors need to be included in the price submission form, however transportation cost of participants and venue cost for training would not be covered by the consultant but by the contracting organisation.

The consultant would be responsible for the identification of field trip locations and accompaniment of participants to said field trips. Additionally, the consultant would be responsible for the production and reproduction of all materials related to the workshops that they are facilitating (e.g. copies of a document, pens, pencils, markers etc.)