

UNITED NATIONS DEVELOPMENT PROGRAMME

EXPRESSIONS OF INTEREST –(EOI)

for

Civil Society Organizations (CSOs) for the Spotlight Initiative in Trinidad and Tobago

Background:

The Spotlight Initiative, a multi-year programme administered by the Multi-Partner Trust Fund Office, with the support of core UN Agencies will commence in 2020. It aims at addressing all forms of violence against women and girls (VAWG), and harmful practices. It will follow a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women's empowerment, as well as ending impunity for VAWG. In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of 'leaving no one behind.'

The United Nations Development Programme (UNDP) invites Expressions of Interest (EOI) from Civil Society Organizations (CSOs) in the Republic of Trinidad and Tobago who are interested in providing services towards implementation of the European-funded Spotlight Initiative in Trinidad and Tobago.

This EOI includes the Instruction to Applicants and the following documents:

- Annex 1: Generic Terms of Reference
- Annex 2: List of Required Fields of Consultancy
- Annex 3: Request for Information (RFI) From CSO/NGO
- Annex 4: Standard Responsible Party Agreement¹

If you are interested in submitting a proposal/s in response to this EOI, please prepare your submission in accordance with the requirements and procedure as set out in this EOI and submit it by the Deadline for Submission set out in Bid Instruction Sheet. This procurement process is conducted through the [UNDP eTendering online system](#)

(interested applicants must register in the system in order to access the additional documents). Detailed instruction on how to register as a first-time user, how to submit and manage bids, as well as the complete

¹ If you are successful in the bidding process, this is the Agreement the CSO will be required to sign.

User guide for bidders, and FAQ document for bidders, can be found at the link below:

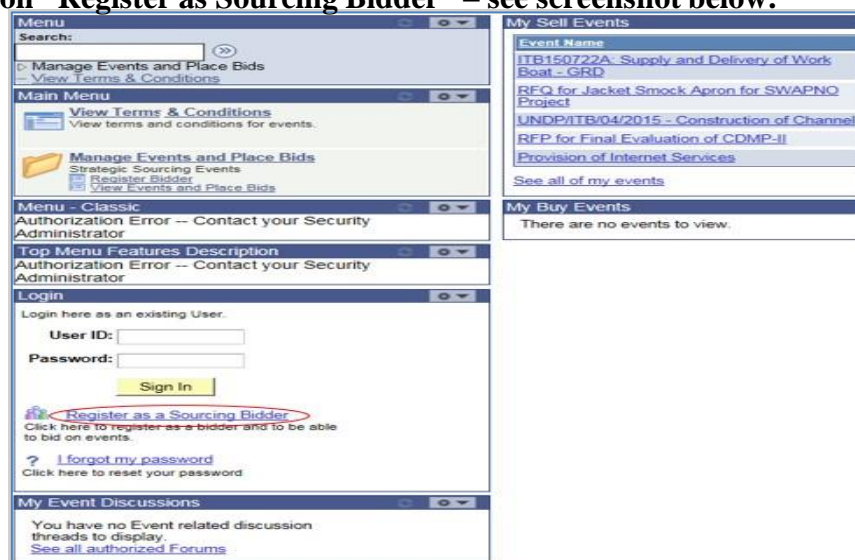
Procurement Resources for Bidders

[UNDP Procurement Resources for Bidders](#)

First-time registrants can also use the following details to login and create access:

- i. URL: <https://etendering.partneragencies.org>
Username: **event.guest**
Password: **why2change** (DO NOT change this password)

- ii. Click on “Register as Sourcing Bidder” – see screenshot below:



If you have already registered in the system before, log in using your username and password. If you do not remember your password, use “Forgot Password” link or contact UNDP for support. Do not register as a new bidder. Once you have completed registration and are signed in, search for the Event ID indicated on page 1 above.

1. *It is strongly recommended that you create your username with two parts, i.e. your first name and last name separated by ‘.’ (e.g. john.smith).*
2. *The registration page enables you to create a user ID. The system will generate a temporary password that will be sent to the email address provided by you during registration process. Ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.*
3. *When creating your new password, it should meet the following criteria –*
 - *Minimum 8 characters long*
 - *At least one UPPERCASE LETTER*
 - *At least one lowercase letter*
 - *At least one number*

Before attempting to login with your temporary credentials, it is recommended that you clear your browser history (see links below for instructions): -

- [Clearing browser history in Internet Explorer](#)
- [Clearing browser history in Chrome](#)
- [Clearing browser history in Mozilla Firefox](#)

Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Bidders **must** click on “Accept invitation” button to receive automatic notifications if such amendments occur, and to be logged as having posted a bid.

Should you require any clarification, kindly communicate by sending an email to procurement.tt@undp.org for queries on this EOI.

You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the EOI. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Instruction Sheet as the focal point for queries on this EOI.

UNDP looks forward to receiving your RFI Forms and thank you in advance for your interest in UNDP procurement opportunities.

INSTRUCTIONS TO APPLICANTS

General		
1.	Eligibility	This “Call for Expression of Interest” is open to CSOs registered and actively working in Trinidad and Tobago.
2.	Purpose	<p>The aim of the Call is to establish a qualified pool of CSOs which can provide support and guidance towards the implementation of various activities including but not limited to conducting assessments, gap analyses, capacity building and communication and outreach activities.</p> <p>Thematic areas to be covered, are listed in Annex 1 (Generic Terms of Reference).</p>
3.	Deadline	The Call for Expression of Interest will be open until 4:00pm EST/EDT on 31st March 2020 (subject to extension, as needed by UNDP), since the project will need to deploy several short-term engagements of CSOs on various areas throughout the project duration.
4.	Evaluation Process	UNDP in collaboration with UNFPA will evaluate the applications received and the successful CSOs identified shall be listed in the roster.
Preparation and Submission of Applications (Expression of Interest)		
5.	Language	All applications should be made in English. Applications in languages other than English may be automatically eliminated by UNDP without a further request for clarification and/or completion.
6.	Submissions	<p>All submissions are to be submitted to https://etendering.partneragencies.org</p> <p>BU Code TTO10 and Event ID number 0000005563</p> <p>IMPORTANT NOTE:</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
7.	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files preferably ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 45MB ▪ Individual file sizes cannot exceed 45MB in size ▪ All files must be free of viruses and not corrupted.

8.	Documents that <u>MUST</u> be Submitted in the Application	1. RFI form and supplementary documents required in the RFI form. IMPORTANT NOTE: All CSOs must present in their submissions their suitability for the areas they would like to be considered for
9.	Validity period	All applications will be assumed to be valid until December 31, 2022.
Evaluation and Award of Contracts		
10.	Step 1: Expression of Interest & Long-listing	The applications (Expression of Interest) will be reviewed by an evaluation committee against the minimum qualification/experience requirements, defined in the attached generic terms of reference. Applications meeting the minimum qualification requirements (pass/fail) will be included in the roster. The outcome of the long-listing process is to establish a roster of CSOs meeting the minimum requirements of the generic terms of reference, categorized in accordance with the level, type and area(s) of expertise of the organization. The identified CSOs will be listed on the relevant roster.
11.	Step 2: Specific Terms of Reference	The project management unit will prepare specific Terms of Reference (ToR) for each engagement. Engagement-based specific Terms of Reference will include the level, type and area(s) of expertise, required for fulfillment of the engagement. Engagement-based specific Terms of Reference will be sent to the long-listed CSOs, activities/work of which meet the level, type and area(s) of expertise, identified in the relevant specific ToR.
11b	Step 3: Short-listing	An applicant who has been listed on a roster for a specific engagement will be provided with the specific Terms of Reference, Capacity Assessment Checklist (CACHE), along with the Standard Responsible Party Agreement document (to be used if the CSO is awarded the consultancy) in order to receive the CSO's Price Proposal. A short-listing committee will review and score profiles of the CSOs, based on the requirements stipulated in the specific Terms of Reference. The outcome of the short-listing process is a list of CSOs that meet the minimum requirements in the engagement-based specific Terms of Reference, scored in accordance with the technical evaluation criteria indicated in the relevant ToR. UNDP has the right to not request price proposal of an applicant even if she/he has been listed on a roster. UNDP may request price proposals from other prospective CSOs. UNDP does not warrant that any services will be procured as a result of this Call for Expression of Interest. Applicants may be considered for position(s) other than the position(s) they have expressed interest, at the sole discretion of UNDP.
12.	Award Criteria	To be specified in the specific Terms of Reference, which will only be provided to CSOs listed on the respective roster. Only successful applicants, who have been listed on a roster will be notified.

13.	Attachments	<p>Annex 1: Generic Terms of Reference</p> <p>Annex 2: List of Required Fields of Consultancy</p> <p>Annex 3: Request for Information (RFI) From CSO/NGO</p> <p>Annex 4: Standard Responsible Party Agreement</p>
<p>* All the applications will be received through the eTendering website stipulated above. UNDP will not be held responsible for any failure regarding transmission and/or receipt. UNDP will not accept any liability and/or cannot be kept liable for not receiving submissions that are rejected by its servers due to the excessive size of the e-mail (e.g. larger than 45 MB), virus, spam etc. No phone enquiries will be accepted regarding receipt of applications.</p> <p>** UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of a Contract without incurring any liability to the applicants. Only shortlisted CSO/NGO will be contacted.</p> <p>*** UNDP implements several projects and programmes. Applications to this Call for Expression of Interest will only be considered for the Spotlight Initiative in Trinidad and Tobago. CSO/GNO to be long-listed may not be automatically considered for other opportunities.</p>		