

UNDP's EXPRESSION OF INTEREST (EOI)

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

Date: April 17, 2020 at 10:30am AST

Venue: ZOOM

Clarification Questions Received at the Meeting

Facilitators:

1. Beverly Charles - Operation Manager, UNDP (Chairperson)
2. Isele Robinson-Cooper- Programme Officer, Poverty & Social Policy/Governance, UNDP
3. Vanessa Chiddick- Procurement Associate, UNDP

Question 1:

Can you share a written overview of the project, which was presented by IRC at the meeting?

Response 1:

A copy of the Country Programme document which outlines the objective and provides an overview of the project is attached on the eTendering site.

Question 2:

Can the CSO apply for one or two areas?

Response 2:

The CSO can apply for any number of the areas identified in the Request for Information (RFI) as long as the CSO has the capacity to implement. The RFI is a word document therefore, when submitting the completed RFI, areas for which the CSO is not applying can be removed by the CSO.

Question 3:

Is accessing the documents sensitive to laptop users or can you easily access on your phone?

Response 3:

You can use the browser from your phone. However, if doing so please use the desktop view in the browser of your mobile phone

The preferred devices would be a desktop or a laptop as the phone may make the application process appear to be tedious.

Question 4:

Is the RFI to be filled out directly on the document provided?

Response 4:

Yes, please use the RFI provided to fill out your information. You are allowed to upload supporting documents as attachments in the system

Question 5:

Are CSOs required to provide bank account info?

Response 5:

Item 2 on the RFI requests banking information. Proof of banking must include the Account holder's name, Full digits of account number (not just the last 4 digits) and Bank name/logo. The banking information must show the name of the CSO and not of members associated with the CSO. Funds will only be disbursed to accounts under the name of the CBO.

In terms of proof of banking, an extract with the bank account details would be sufficient. Transaction details are not required

Question 6:

Can a supplier change their profile? And why is it important to click both on the question 'What type of bidding activity are you interested in?'

Response 6:

Yes, upon completion of register you can change your profile.

Follow these steps: Login to eTendering Portal (<https://etendering.partneragencies.org/>)> Under Manage Events and Place Bids > My Bidder Profile.

You should click both on the question 'What type of bidding activity are you interested in?' This will allow bidders to see all ongoing tenders.

Question 7:

Can you please repeat the Event ID? Inclusive of all the zeroes

Response 7:

Question 8:

Regarding finances and the capacity to budget and manage funds accordingly, will there be considerations for recently formed non-profit organizations?

Response 8:

The requirement is not evaluated exclusively by how much funding you were able to mobilise, but if you had the expertise and capacity to implement projects successfully and if you demonstrated that you can effectively budget and manage resources if you are selected for a particular area of activity.

Question 9:

What about CSOs who have not received any government or Aid agency grants. Taking into account small CSOs who continue to do work on the ground and have the experience and ability to provide a service?

Response 9:

Small CSOs should proceed to apply, depending on area of requirement and their expertise and capacity. Sources of funding for projects implemented by CSOs in the past are not limited to government or Aid agency grants. Any legitimate means of mobilizing resources is acceptable including any type of fund raising activity.

Question 10:

Is the deadline indicated for submissions quoted in local time?

Response 10:

Note that system time zone is in EST/EDT (New York) time zone. However, local time and New York time are currently the same. Please focus on the timing on the system. The clock stops at 4pm. The system cannot accept submissions beyond 4 pm.

We strongly advise you not to wait for the last minute to submit your applications. You cannot submit your applications to a person or via email, only on the eTendering system.

Question 11:

Should you save the RFI document elsewhere to work on it and then upload the completed document onto the system?

Response 11:

Yes, it is advisable for you to download the document, save and work on it outside of the system. Then upload to the system upon completion.

Question 12:

Please provide the email to be used for clarification questions.

Response 12:

procurement.tt@undp.org

Question 13:

Who makes the decision on applicants to be invited for specific Terms of Reference?

Response 13:

Please see Instruction to CSO -steps 10 to 12

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.