

**National Consultant to Support UN in Trinidad and Tobago to conduct a Common Country Analysis  
2020**

**Question 1 :** I am writing to enquire whether a firm or agency may submit a proposal and be considered for the undermentioned consultancy:

"National Consultant to Support UN in Trinidad and Tobago to conduct a Common Country Analysis 2020 - UNDP Country Office - TRINIDAD AND TOBAGO" - Reference Number 68649

**Response 1 :** This is a procurement for an Individual Consultant; however, Individuals who are part of an organization can submit under a Reimbursable Loan Agreement. Please be guided by the following :

- The reimbursable loan agreement is not a stand-alone mode of procuring individual services. It is an instrument used to engage individuals employed with another legal entity. It is therefore subject to the procurement processes, procedures and thresholds set forth in the Individual Contracts Policy.
- When the selected candidate has indicated to UNDP that his/her engagement must be formalized through a reimbursable loan agreement signed by his/her employer with UNDP, the agreement shall be offered to his/her employer through the focal person and contact details provided by the candidate.
- The signatory organization/company/institution shall make the services of the selected individual contractor available to UNDP for a specified period. The organization/company/institution therefore remains responsible for the direct payment of actual cost of salaries, taxes, insurances and other entitlements/emoluments due to the contractor, and UNDP merely reimburses the organization/company/institution.
- If the organization/company/institution signing the agreement requires, UNDP may pay a fixed management fee or administrative charges, provided that such costs were incorporated in the original financial proposal. Notwithstanding the payment of such fees, the organization/company/institution is not expected or obliged to replace the selected individual contractor in the event of contractor non-performance or any pre-termination of the agreement. When the work under a pre-terminated agreement needs to be continued, UNDP must conduct a new selection process.
- UNDP reserves the right to refuse the issuance or signature of the reimbursable loan agreement with the employer of the selected candidate when the employer is on the list of entities ineligible to obtain contracts from the UN/UNDP.

**It should also be noted that :**

- Only individuals should submit an offer, not their employers, even if a reimbursable loan agreement is anticipated. The focus of the selection process must remain on the individual, and it is the IC policy that applies to RLAs.
- Individuals employed by a company or institution who would like to submit an offer in response to a Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an RLA with UNDP