

**TERMS OF REFERENCE (ToR)  
FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT (IC)**

**GENERAL INFORMATION**

**Services/Work Description:** To provide capacity building and the development of toolkits for local and grassroots civil society organisations in three communities

**Project/Program Title:** Trinidad & Tobago Spotlight Initiative

**Consultant Level:** **Individual Consultant**

**Duty Station:** Port of Spain, Trinidad and Tobago

**Expected Places of Travel:** Trinidad and Tobago

**Duration:** 6 months

**Expected Start Date:** As contained in Individual Consultant Contract

**I. BACKGROUND / PROJECT DESCRIPTION**

The European Union and the United Nations have launched the Spotlight Initiative, a multi-year programme aimed 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 Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls, in numerous countries globally, including Trinidad and Tobago. The initiative comes with the highest level of commitment globally and will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission.

Civil society networks and organisations, including, those representing the full range and diversity of organisations working on ending violence against women and girls and facing multiple and intersecting forms of discrimination( e.g. women and girls from rural communities, women and girls with disabilities, women and girls living with HIV, LGBTQI persons, single mothers' groups, youth networks women-led CSOs and women's funds), should be meaningfully engaged in the implementation of the Spotlight Initiative in adherence to the leaving no one behind principle. In order to advance the implementation of the sustainable development agenda, one of the key goals of the Initiative is to shift the balance of power from international development agencies to national and, in particular, local and grassroots organizations and service providers to promote national ownership.

Support is required to build the capacity of grassroots, community-based and local CSOs, specifically those which work on ending violence against women and girls and face multiple barriers in diversifying funding

streams, and gaining access to international grants and opportunities to implement larger scale projects, such as the Spotlight initiative and similar programmes.

## **II. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANT**

**1. Develop a capacity building strategy which includes but is not limited to toolkits/modules to address the needs of the CSOs identified in the UNDP CSO assessment report, and build their capacity to adequately apply for, develop, implement, manage and report on small grant programmes and implement communications and advocacy activities within the Spotlight Initiative**

- Prepare a strategy with toolkits/modules that include guidelines for good CSO governance, operations, grant application and programme implementation
- Identify CSOs with specific operational strengths that can provide guidance on best practices
- Create a database of vendors who provide services for CSO development

**2. Conduct capacity building workshops with CSOs in Tunapuna/Piarco, Mayaro/Rio Claro and Tobago**

- Prepare training materials based on needs assessment report
- Enhance the capacity of CSOs to receive grant funding, based on standard eligibility criteria
- Develop and facilitate workshops across the following themes: non-profit legislation, financial reporting, outreach, communications, monitoring and evaluation (M&E), audit compliance, donor funding, grant and proposal writing and other assessed needs
- Establish a CSO compatibility buddy system with workshop participants
- Assist CSOs with application process for grant funding under Spotlight Initiative

**3. Report on Results**

- Develop and design an accountability mechanism for CSOs, In partnership with the Civil Society National Reference Group
- Conduct an evaluation to assess whether participating CSOs have increased capacity and capabilities post training
- Prepare a final report for the Spotlight team

## **III. EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION**

#	Deliverable/Output	Payment Milestone	Timeline
1	Develop strategy and work plan	20%	Three weeks from Contract signing
2	Develop capacity building curriculum, including toolkits/modules, database and other training materials	20%	Four weeks from strategy approval

3	Conduct workshops, share toolkits, establish buddy system and assist CSOs with applications	40%	Three months from development of curriculum/toolkits
4	Submission of draft final report	10%	Two weeks from close of workshops
5	Submission of final report	10%	Two weeks from receipt of feedback on first draft

#### **IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The Consultant will report to the UN Resident Coordinator or a nominee of her choice

#### **V. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT (IC)**

##### **Corporate Competencies:**

- Demonstrated awareness and sensitivity regarding gender issues;
- Demonstrates integrity by modelling the UN's values and ethical standards;
- Displays cultural, gender, religious, racial, nationality and age sensitivity and adaptability; and
- Treats all people fairly without prejudice.

##### **Functional Competencies:**

- Awareness and sensitivity to gender issues and Human-Rights-based approaches
- Proven skills in the areas of project management, proposal writing, implementation and monitoring and evaluation;
- Strong awareness of non-profit legislation, financial and audit compliance
- Ability to adapt and manage resources and deliverables in a changing environment
- Ability to think and act quickly, sometimes under pressure, yet remaining calm and effective;
- Ability to lead in the formation of strategies and their implementation;
- Ability to build and sustain effective partnerships with civil society organisations
- Ability to coordinate and advocate effectively, communicate sensitively across different constituencies;
- Ability to identify and analyse trends, opportunities and threats to resource mobilisation and fundraising
- Demonstrated excellent written and oral communication and advocacy skills;
- Ability to work in a multicultural environment and in a team;
- Proactive, flexible, resourceful and able to work independently with limited supervision, with demonstrated creative problem solving;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humoured even under pressure;
- Demonstrates openness to change and ability to manage complexities; and
- Responds positively to critical feedback and differing points of view.

##### **Education**

A university degree (Master's degree or equivalent degree) in Social Sciences or a relevant bachelor's degree (or equivalent) with two additional years of qualifying experience. Certification in project management and organizational management is an asset

##### **Work Experience**

- Minimum of five years' experience in project/programme development & management and/or capacity development/training
- Facilitation skills, including for virtual workshops/ online sessions
- Experience with the UN system is an asset

- Experience within the NGO sector

## VI. CRITERIA FOR SELECTING THE BEST OFFER

Method: Highest total score of weighted desk review and financial criteria: The price proposals of all consultants, who have attained a minimum 70% score at the Desk Review, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Desk Review and Financial criteria as follows: 70% Desk Review criteria, 30% Financial criteria.

Desk Review Criteria		Maximum points
1	Advanced university degree (Master's degree or equivalent degree) in Social Sciences or Bachelor's degree (or equivalent) with additional two years of experience	20
2	A minimum of five years of experience in supporting project/programme development and management and monitoring & evaluation	30
3	Experience in partnerships and working with civil society organisations	15
4	Experience in preparing financial reports and undergoing audits	15
5	Experience in the planning, organising workshops, meetings and consultations with civil society organizations.	20
	<b>TOTAL</b>	100

Once the candidates have attained a score of at least 70% on the desk review, based on the requirements in the Terms of Reference, only then, will their financial proposals be evaluated. The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring:  $p = y (\mu/z)$ ,  
Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

### Payment Terms:

Payment shall be made upon certification of satisfactory performance by the Spotlight Coordination Unit within the Resident Coordinator's Office.

## VII. GUIDELINE FOR SUBMISSION

**DOCUMENTS TO BE INCLUDED:**

Interested prospective individual consultants must submit the following documents/information to demonstrate their suitability:

- **Cover Letter:** Explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the proscribed period of time;
- **Personal Information:** (Personal History Form/CV) including past experience in similar projects;
- **Financial Proposal:** (in TTD, specifying the total lump sum amount as well as the requested amount of the fee per day).

**VIII. ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR**

The recommended Individual contractor below age 65 is required to submit a statement of good health and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP or connected with the performance of the contract. Medical examination is not required.

The recommended Individual contractor aged 65 and older is required to submit a statement of good health signed by a recognized physician and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the contract. The medical examination shall be paid by the consultant

**IX. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of the UN.