

Capacity Building Consultant-Spotlight Initiative:

To provide capacity building and the development of toolkits for local and grassroots civil society organizations in three communities

Question 1: Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?

Response 1: This is a new project which is part of the Spotlight Initiative in Trinidad and Tobago. The community groups and grassroots organisations that the Consultant will be working with to build capacity will be determined by a mapping and needs assessment exercise currently being conducted - the results of which will be shared with the Consultant awarded the contract.

Question 2: Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?

Response 2: No incumbent

Question 3: If the project is an extension or continuation of a past or current effort, we would like to request print or electronically based information that describes those efforts and their outcomes, including their proposal and budget.

Response 3: This consultancy would build from the mapping and needs assessment exercises in the three communities on community groups that is currently being conducted and would use the results from these exercises to develop the toolkits and capacity building workshops. That proposal includes: identifying grassroots and community-based civil society organisations working in the areas of violence against women and girls, women living in rural communities, women and girls living with HIV, LGBTQI persons etc. and conduct an assessment of their existing competencies in effective civil society organisation operations - non-profit legislation, financial reporting, outreach, communications, M&E, audit compliance and eligibility for international grant funding and to prepare a needs assessment/mapping report. Full details of that project can be provided to the Consultant awarded this contract.

Question 4 : What is your budget or budget range or how much have you spent on similar work in the past?

Response 4: As indicated in the Procurement Notice, individual candidates are required to submit a financial proposal using the template provided. The financial proposal must cover all financial costs expected to be incurred by the offeror. These financial offerors will be used as an indication of prevailing market prices and contribute to determining the most competitively priced offer. It is not the norm to reveal the budgets available for assignments of this nature.

Question 5: What is your estimate of the number of individuals who would be served by the project? What are their titles? Are you anticipating individual services, group services, or a mixture of both?

Response 5: As per the ToR, the Consultancy is meant to build the capacity of community groups and grassroots organisations in three (3) communities. The number of community groups engaged will be determined based on the results of the mapping and assessment exercise but is expected to include a minimum of 20% of the groups in each community (Tunapuna/Piarco, Mayaro/Rio Claro and Tobago).

Question 6: What is your preferred modality for meetings (in-person, virtual)? Will all meetings be conducted using the same modality?

Response 6: Given the public health regulations on in-person gatherings, virtual meetings may have to be given priority. This situation may evolve.

Question 7: If there is a face-to-face facilitator, can there also be a virtual facilitator?

Response 7: This is for an individual consultant; the mode of engagement will be determined following discussions and in accordance with the public health regulations as per the above.

Question 8: Is the proposed project based on similar programs that have been developed elsewhere or used by other organizations? If yes, could you please provide 1) contact information for two or three such programs or 2) references to literature or published reports that we might consult?

Response 8: This project is an effort to ensure that civil society can be meaningfully engaged in the Spotlight Initiative and that no one is left behind through building the capacity of community groups to serve the most marginalized and vulnerable women and girls. Further information on the Spotlight Initiative can be found at www.spotlightinitiative.org.

Question 9: Will answers to questions from all potential vendors be shared among them?

Response 9: Any questions asked and responses to those questions will be published as an Annex to the Procurement Notice on the UNDP's website and will be available to all interested individuals who wish to submit an offer.

https://www.tt.undp.org/content/trinidad_tobago/en/home/procurement.html

Question 10: Will we be able to learn who the other bidders are?

Response 10: This is an open tender published on the UNDP's website and the Daily newspaper. UNDP will only be made aware of all bidders after the submission date is closed. Given the nature of the assignment, it is not mandatory that the successful bidder be published.

Question 11: In our proposal, may we include references and hyperlinks to electronic resources, e.g, to web pages?

Response 11: Yes