

Request for Proposal (RFP)

Date: June 15, 2009

Dear Sir/Madam,

Subject: RFP: Review and Development of a National Strategic Plan on HIV/AIDS for Trinidad and Tobago

You are requested to submit a proposal for the evaluation of the project "Review and development of a National Strategic Plan on HIV/AIDS for Trinidad and Tobago.

2. To enable you to submit a proposal, attached are:

- i. Instructions to Offerors (Annex I)
- ii. General Conditions of Contract (Annex II)
- iii. Terms of Reference (TOR) (Annex III)
- iv. Proposal Submission Form (Annex IV)
- v. Price Schedule (Annex V)

3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than 4:30 p.m. on Monday July 6, 2009:

UNAIDS Country Coordinator for Trinidad & Tobago
United Nations Development Programme
UN House
3A Chancery Lane
PORT OF SPAIN
Telephone number: 623-7056
Fax Number: 623-1658

and marked:

RFP: "Review and Development of a National Strategic Plan on HIV/AIDS for Trinidad and Tobago"

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

A pre-bid conference will be held at UN House on Wednesday, June 24, 2009 at 10:00 a.m. Kindly call Marise Lue Qui, Procurement Associate at 623-7056 x 242 to confirm your attendance.

Yours sincerely,

Marcia de Castro
Resident Coordinator/Representative

Instructions to Offerors**A. Introduction**

Purpose of RFP

1. The purpose of this RFP is to engage the services of a company to review and develop a National Strategic Plan on HIV/AIDS for Trinidad and Tobago.
2. The Offeror shall bear all costs associated with the preparation and submission of the Proposal; the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents**1. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

2. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

3. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

Any such change will be published in the local newspapers and posted to the UNDP website.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

Preparation of Proposals

1. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in English. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

2. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule, completed in accordance with clauses 8 and 9;

3. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information that the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

4. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

5. Proposal currencies

All prices shall be quoted in Trinidad and Tobago dollars.

6. Period of validity of proposals

Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be

made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

7. Format and signing of proposals

The Offeror shall prepare one copy of the Proposal, clearly marking each "Original Proposal" and four copies marked "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

8. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

9. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

UNAIDS Country Coordinator for Trinidad & Tobago
United Nations Development Programme
UN House
3A Chancery Lane
PORT OF SPAIN

and,

- marked –

RFP: "Review and Development of a National Strategic Plan for HIV/AIDS for Trinidad & Tobago"

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with

the copies duly marked "Original" and "Copies". The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

10. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause **Sealing and marking of Proposals** no later than 4:30 p.m. on Monday, July 6, 2009.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause **Amendments of Solicitation Documents**, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

11. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause **Deadline for the submission of proposals**, will be rejected.

12. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause 10 - Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

Opening and Evaluation of Proposals

13. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

14. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

15. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one that conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

16. Evaluation and comparison of proposals

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the Contractor offering the lowest price.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	30%	300					
2.	Proposed Work Plan and Approach	50%	500					
3.	Personnel	20%	200					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form **1**: Expertise of Firm / Organisation Submitting Proposal

Form **2**: Proposed Work Plan and Approach

Form **3**: Personnel

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	40					
1.2	Litigation and Arbitration history	15					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	35					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks that may affect project implementation, but properly done it offers a chance to access specialised skills.	15					
1.5	Quality assurance procedures, warranty	25					
1.6	Relevance of: - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	170					
		300					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	30					
2.2	Have the important aspects of the task been addressed in sufficient detail?	25					
2.3	Are the different components of the project adequately weighted relative to one another?	20					

2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55					
2.5	Is the conceptual framework adopted appropriate for the task?	65					
2.6	Is the scope of task well defined and does it correspond to the TOR?	220					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85					
		500					

Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
3.	Task Manager		100					
		Sub-Score						
	General Qualification	100						
	Suitability for the Project							
	- International Experience	20						
	- Training Experience	20						
	- Professional Experience in the area of specialisation	50						
	- Knowledge of the region	10						
		100						
3.	Senior Expert		80					
		Sub-Score						
	General Qualification	80						
	Suitability for the Project							
	- International Experience	10						
	- Training Experience	10						
	- Professional Experience in the area of specialisation	55						
	- Knowledge of the region	5						
		80						

3.	Junior Expert			20					
			Sub-Score						
General Qualification			20						
Suitability for the Project									
- International Experience		5							
- Training Experience		0							
- Professional Experience in the area of specialisation		10							
- Knowledge of the region		5							
			20						
Total Part 3				200					

Award of Contract

17. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

18. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

19. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

General Conditions of Contract**1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

(i) Name UNDP as additional insured;

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;

(iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of

the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 13.1. All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2. The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP that has not been made public except with the authorization of UNDP; nor

shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18 .TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20 MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

TERMS OF REFERENCE






REVIEW AND DEVELOPMENT OF THE NATIONAL STRATEGIC PLAN ON HIV/AIDS FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

Background to the National Response

Trinidad and Tobago experienced its first HIV diagnosis in 1983, merely two years after the disease was first identified. Since then, more than 17,000 persons have been diagnosed with HIV in Trinidad and Tobago (National Surveillance Unit 2007). The national response to the HIV and AIDS epidemic began in 1987 with the establishment of the National AIDS Programme (NAP) under the aegis of the Ministry of Health, with assistance from the World Health Organisation (WHO) Global Programme on AIDS as well as the European Union. During this period the main focus of the programme was the prevention of HIV transmission utilising a multi-sectoral approach. Attention was paid to staff development as well as collaboration with a variety of media. In 2003, the Government of the Republic of Trinidad and Tobago embarked on the development of a strategic framework for effective coordination of activities directed towards the reduction in the incidence of HIV. The negative effects of the epidemic were to be mitigated through the establishment of the National AIDS Coordinating Committee (NACC) in 2003 under the aegis of the Office of the Prime Minister.

The NACC is a policy-advisory body with representation from the public and private sectors, civil society organisations, faith based organisations, and persons living with HIV (PLHIV). Sub-committees of the NACC were established to support activities directed at ensuring that each of the five (5) priority areas of the current National Strategic Plan (NSP) were addressed, utilising a comprehensive range of strategies articulated under the NSP to reverse the trend of the epidemic. In Tobago, the organisational structure for the expanded response includes coordination with the Tobago House of Assembly (THA), which works through the Coordinating Committee of the THA (THACC) in responding to the needs in the island. The multi-sectoral NSP, which covers the period 2004-2008, was developed with assistance from the United Nations Development Programme (UNDP) as well as the Health Economics Unit of the University of the West Indies. The Plan incorporated policies and strategies to address key priority areas in response to the HIV and AIDS epidemic.

The five priority areas identified in the Plan are:

-  Prevention
-  Programme Management, Coordination and Evaluation
-  Advocacy and Human Rights
-  Treatment, Care and Support for people living with HIV and AIDS
-  Surveillance and Research.

2. Background to the Terms of Reference for the Assessment of the National Strategic Plan 2004-2008

The first five-year NSP for the Republic of Trinidad and Tobago was initiated in 2004 and expired at the end of 2008. In this regard, it is incumbent on the NACC to initiate actions directed at reviewing the last NSP consistent with factors that have influenced the course and consequences of the epidemic over that period in Trinidad and Tobago. This will also take into consideration the Government's Vision 2020 agenda in ensuring the acquisition of developed country status. A component of the revision of the Plan is the evaluation of the programmes that have been implemented against the stated strategic objectives and activities as stipulated in the existing strategic plan. The national response continues to influence and be influenced by socio-cultural and economic factors in the local environment, as well as in the broader regional and global arena.

3. Institutional Arrangements

The 2004 – 2008 NSP was implemented through an institutional and management structure that was designed to permit the widest participation of stakeholders, non-governmental organisations (NGOs) and community groups and thus elevate public accountability of results. The implementation arrangements for the NSP were meant to make use of limited human resources, complemented, as required, in areas of technical capability as well as financial and administrative management through the sharing of functions among agencies. Selected specialised staff was added in areas of overall HIV and AIDS multi-sectoral programme management, strategic communications and behaviour change.

This structure recognised the unique social and cultural differences between Trinidad and Tobago and the opportunity this presented to confronting the epidemic. To accomplish these objectives the Government of the Republic of Trinidad and Tobago (GoRTT) adopted the following governance structure for the national response on the project.

Office of the Prime Minister (OPM): The OPM is directly responsible for the management and results of the response.

National AIDS Coordinating Committee (NACC): Under the authority of the OPM, the NACC is fully accountable to Cabinet for the project results. It includes major HIV and AIDS stakeholder groups such as representatives of relevant public and private institutions, NGOs, people living with HIV (PLHIV), health care providers and civil society advocates. It advises the GoRTT on HIV and AIDS policy and sets the priorities. The Committee's chairperson is the national spokesperson for the National HIV and AIDS response and interfaces between the public and the government on matters of HIV and AIDS advocacy.

The NACC Secretariat: It is the operating arm of the NACC and implements its decisions. The Secretariat is responsible for developing the work plans and

programmes for HIV and AIDS prevention and control, financing of these plans and monitoring results. The Project Coordinating Unit (PCU) is an entity of the NACC Secretariat and is responsible for implementing the GoRTT/World Bank-funded Prevention and Control Project. The PCU provides guidance to the different implementing agencies on the procurement process to ensure adherence to the approved processes.

Tobago HIV/AIDS Coordinating Committee Secretariat: The Tobago House of Assembly (THA) has been given the responsibility for coordination of the HIV response in Tobago.

4. Objectives of the Consultancy:

The consultancy will be conducted within three phases:

Phase 1: Review:

- To review and report on the present situation in relation to the outcome of the planned response as elaborated in the NSP 2004-2008. Review will be undertaken of the structure and function of the NACC and its Secretariat, Tobago HIV and AIDS Coordinating Committee (THACC), as well as the structures and systems that have been established to facilitate the multi-sectoral response and make recommendations for institutional strengthening.
- To develop a national policy for Trinidad & Tobago which defines the framework for an effective multi-sectoral response and which affirms the rights and responsibilities of persons living with, or affected by, HIV and AIDS.

Phase 2: Development:

- To develop a results-based strategic plan for 2010-2015 which defines the strategic framework for the national response to HIV and AIDS; identifies the resources and the partnerships required to achieve the strategic objectives; and defines a comprehensive system for monitoring, reviewing and evaluating progress towards the strategic objectives that can be realistically implemented in Trinidad and Tobago.

Phase 3: Monitoring & Evaluation

- To revise the Monitoring and Evaluation Framework based on the country's multi-sectoral, multilevel response to the epidemic.

Communication

- To develop a comprehensive Prevention Strategy that also addresses Positive Prevention and a Communications Plan for disseminating the new NSP 2010 - 2015 to the national community.

5. Scope of Work

5.1 Phase 1 - Review of NSP 2004 - 2008

The services shall be carried out by preparing a Situation and Response Analysis (SARA). The consultants shall utilise proven and reliable methodologies. The consultant's scope of work is understood to cover all activities necessary to accomplish the stated objectives listed herein.

More specifically the consultants will be required to:

- ✘ Review the overall governance structure for the management, coordination and implementation of the national response;
- ✘ Be guided by literature and research related to HIV and AIDS within Trinidad & Tobago and the Caribbean;
- ✘ Prepare an updated Situational and Response Analysis (SARA) of the epidemic for the Republic of Trinidad and Tobago highlighting:
 - the factors that continue to facilitate and mitigate the epidemic (social, cultural, legal, political and economic)
 - the levels of risk for HIV and AIDS among the various population groups including but not limited to sex workers, men who have sex with men (MSM), drug users, PLHIV, women, youth (in and out of school), and children
 - the programmes and services currently available for HIV and AIDS prevention, care, treatment and support
 - lessons learnt about interventions which work and which do not
 - the extent of unmet needs and the most promising opportunities and relevant partners for meeting those needs
 - findings of the organisational review of the structure and systems established to coordinate and manage the national response and the major constraints facing NACC, Ministry of Health and other key agencies
 - suitable mechanisms for strengthening the coordination of the national multi-sectoral response
 - the degree of integration of HIV sectoral delivery programmes, with suitable recommendations;
- ✘ Consult with sub-national (community) groups, national organizations, including Faith-Based organizations (FBOs), Non-governmental Organisations (NGOs), the Private and Public Sectors, Workers' Organizations, and regional and international stakeholders in evaluating the National Strategic Plan on HIV and AIDS, 2004-2008 in the context of Vision 2020 and GoRTT's commitment to international agreements and the targets set in those agreements (Millennium Development

- Goals, Universal Access Targets by 2010, The Three Ones Principle), documenting the programmes and services;
- ✘ Consult with the HIV/AIDS Coordinating Unit of the Ministry of Health and its technical team, to collaborate on the process and consolidate the findings of the assessment of the Health Sector HIV and AIDS response with the national assessment;
 - ✘ Develop a priority-setting methodology to arrive at consensus on the strategic priorities;
 - ✘ Facilitate national stakeholder consultations to receive feedback/comments on the updated SARA, identify a list of priorities and arrive at a consensus on the key priorities to be addressed in the revised Strategic Plan;
 - ✘ Finalise the SARA Report based on written comments and feedback received at the national consultations;
 - ✘ Make recommendations regarding a new structure for management, coordination and implementation, including the relationship between the NACC and the THACC;
 - ✘ In close collaboration with the Advocacy and Human Rights Sub Committee, NACC Secretariat, UNAIDS and other stakeholders
 - Review all existing HIV and AIDS plans, sector policies, programmes and international commitments, including: Vision 2020, the Five Year National HIV/AIDS Strategic Plan 2004-2008, relevant HIV policies in respect to line ministries and Civil Society, Millennium Development Goals, Declaration of Commitment on HIV/AIDS (UNGASS), Caribbean Regional Strategic Framework 2008 – 2012,
 - Review the final report in respect to the legislative assessment,
 - Document, in the national consultations in Trinidad & Tobago, the identification and recording of the issues, concerns and recommendations from stakeholders which they believe are relevant to the policy planning process,
 - Prepare a draft National Policy for review by the National AIDS Coordinating Committee, and
 - Prepare the final draft of the policy.

5.2 Deliverables: Phase 1 – (August to October)

- ✘ An updated SARA for HIV and AIDS in Trinidad and Tobago, for the period 2004-2008.
- ✘ A one-year costed Transformational/Transitional Plan for the national response for the period October 2009 - September 2010, which would represent the first phase of the New NSP October 2010-2015. This should include a costed

- Communications/Prevention Plan with a Monitoring and Evaluation (M&E) Framework for this period.
- ✘ A report outlining recommendations for a new structure for the management, coordination and implementation of the 2010 -2015 NSP.
- ✘ A report on the issues identified from the consultations, to be addressed in a national policy on HIV and AIDS including appendices on documents reviewed and persons interviewed.
- ✘ A draft National Policy on HIV and AIDS.

5.3 Phase 2. Development of NSP 2010 – 2014

The services shall be carried out by preparing a Strategic Plan Formulation. The consultants should utilise proven and reliable methodologies. The consultants' scope of work is understood to cover all activities necessary to accomplish the stated objectives of these services.

More specifically the consultants will be required to:

- ✘ Prepare the Five Year NSP for the period 2010-2014 based on the review of the NSP 2004-2008, in close collaboration with the planning team and other key players.
- ✘ Formalise a Human Resource Development plan to guide capacity development efforts to coordinate the implementation of NSP 2010-2015.
- ✘ Develop a methodology and template for an integrated multi-sectoral work-plan and assist NACC and its constituents in preparing the detailed work plan for 2010-2014. This work plan should link objectives and activities to measurable results. It should also specify roles and responsibilities.
- ✘ Prepare a Draft Cost and Resource Requirements Report for the NSP 2010-2015.
- ✘ Prepare a costed Implementation Plan for the NSP 2010-2015 using the Resource Needs Model or other costing models.
- ✘ Submit a Final NSP 2010-2015, Cost and Resource Requirements Report, and Implementation Plan for the NSP 2010 -2015 for the Republic of Trinidad and Tobago.

5.4 Deliverables: Phase 2 – Development of NSP - (August to November)

- ✘ An NSP for the Republic of Trinidad and Tobago, covering the period 2010-2015
- ✘ A costed Implementation Plan for the said NSP 2010 - 2015.

5.5 Phase 3. - Monitoring & Evaluation and Communications

- ✘ Review the current Twelve Component Costed Road Map in line with the revised National HIV and AIDS Strategic Plan 2010-2015.
- ✘ Coordinate the implementation of the costed National Integrated Monitoring & Evaluation Road Map for the NSP 2010-2015.
- ✘ Prepare the GoRTT Report to UNGASS.

- ⌘ Prepare a documented, costed comprehensive communications approach for information dissemination that will include an internal communications strategy specific to all key stakeholders of the NACC as well as an external communications strategy targeting the wider national audience. Such a strategy will include a short-term, medium and long-term strategy, covering the thematic deliverables of the NSP 2010 – 2015.
- ⌘ Provide a credible communications bridge between former and current NSPs under consideration so that multi-sectoral audiences understand their required role in the response and the way forward. This will include a framework for communicating the completed appraisal of the NSP 2004-2008; the role of the NSP as global scorecard of T&T's HIV performance and the opportunities for ramped-up national involvement in reducing HIV incidence

5.6 Deliverables Phase 3: Monitoring & Evaluation (September to November)

- ⌘ UNGASS Report for the period 2008-2009
- ⌘ Revised Costed M&E Road Map.
- ⌘ Costed Comprehensive Communications Action Plan that is sensitive to key issues, including gender and youth.

6. Characteristics of the Consultancy

- ⌘ Type of Consultancy: Firm
- ⌘ Duration: **6 Months**
- ⌘ Qualifications: The Consultancy will be implemented by a team of professionals including economists, social researchers, programme management experts and health planners with expertise and a proven track record in the areas of strategic planning, programme management, and economics. The consultants must also have at least five years experience with a good track record in the field of social research with particular reference to HIV and AIDS.

The Consultants shall possess competencies in the following areas:

- ⌘ Strategic Planning
- ⌘ Social Systems Management
- ⌘ Health Systems Management
- ⌘ Policy Development and Analysis
- ⌘ Costing Specialist/Health Economics
- ⌘ Public Health
- ⌘ Project Management
- ⌘ Organisational Development
- ⌘ Monitoring and Evaluation
- ⌘ Knowledge Management
- ⌘ Social Anthropology
- ⌘ Public Health/Social Communications

- ⌘ Programme Management, Coordination and Evaluation
- ⌘ Substantial experience in the Participatory Approach
- ⌘ Substantial experience in developing and costing national health plans
- ⌘ Excellent communication skills, both verbal and written
- ⌘ Concise reporting writing skills
- ⌘ Experience of working in HIV and AIDS, preferably in the Caribbean.

Financial and human resource capability:

- ⌘ Availability of human resource capacity to complete consultancy within the stipulated period
- ⌘ Financial capacity to carry the project to completion
- ⌘ Personnel trained in research methodology including social research.

7 Conditions of the assignment:

The consultant's assignment will be considered as fully completed upon the satisfactory acceptance of the final report by the Project Board. Payment will be made based on deliverables.

8 Supervision arrangements:

The contract will be executed through the UNDP and will be administered by the Project Board on behalf of the Office of the Prime Minister. The Consultant will be ultimately responsible to the Technical Director of the NACC but will work in close consultation with the NACC Secretariat and the Project Board that will provide input and endorse all key technical outputs. The NACC will provide logistical support for consultations and workshops to take place in Trinidad and Tobago.

PRICE SCHEDULE

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. '

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In addition to the hard copy, if possible please also provide the information on diskette (IBM compatible).

Price Schedule:				
Request for Proposals for Services				
Description of Activity/Item		Number of Staff	Monthly Rate	Estimated Amount
1.	Remuneration			
1.1	Services in Home office			
1.2	Services in Field			
2.	Out of Pocket Expenses			
2.1	Travel			
2.2	Per Diem Allowances			
2.3	Communications			
2.4	Reproduction and Reports			
2.5	Equipment and other items			