

UN CALL FOR PROPOSALS
Preparation of Montevideo Consensus Report - Trinidad and Tobago

United Nations Fund for Population Activities in Trinidad and Tobago invites interested Non-Governmental Organizations (NGOs) legally registered in Trinidad and Tobago, including non-profit organizations, faith-based organizations and Civil Society organizations to apply.

Objective:	To support the Ministry of Planning and Development in the preparation of the Montevideo Consensus Report
Duration:	Eight (8) weeks (November/December 2022)
Deadline for submission of expression of interest:	Wednesday October 19, 2022 4:00PM (AST)
Organisational Unit:	UNFPA Sub-regional Office for the Caribbean

I. BACKGROUND

The first session of the Regional Conference on Population and Development in Latin America and the Caribbean, "Full integration of population dynamics into rights-based sustainable development with equality: key to the Cairo Programme of Action beyond 2014," was organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and held in Montevideo, Uruguay, from 12 to 15 August 2013, with the support of the United Nations Population Fund (UNFPA). Based on the implementation of the Programme of Action of the International Conference on Population and Development (ICPD-POA) in Latin America and the Caribbean over 20 years, at the first session of the regional conference, governments in Latin America and the Caribbean agreed to priority measures needed to implement the ICPD-POA which is captured in the Montevideo Consensus on Population and Development (MCPD). In 2015, an Operational Guide was developed to provide the countries of the region with specific guidelines for implementing the priority measures set forth in the MCPD and offers relevant inputs for monitoring that implementation at the national and regional levels. Part of this commitment is reporting by countries on the implementation of the Montevideo Consensus.

In Trinidad and Tobago, the Ministry of Planning and Development is responsible for population issues and therefore has responsibility for drafting the report.

National progress reports on the implementation of the MCPD are seen as a tool for assisting countries in sharing their experiences, helping them to achieve the sustainable development goals while encouraging greater public awareness of population and development issues, as well as fostering dialogue between governments and stakeholders.

The MCPD Report will make up an integral part of the information that the Regional Conference and the secretariat will examine on the implementation of the Montevideo Consensus in each country.

II. PURPOSE OF THIS ENGAGEMENT

The purpose of this consultancy is to support the Government of Trinidad and Tobago in the preparation of its national report on the Montevideo Consensus on Population and Development (MCPD).

III. REQUIREMENTS AND COMPETENCIES

The consulting organization/firm should have a team that comprises specialists who possess at minimum a postgraduate degree in Social/Health Sciences (including demography/social statistics). They should be familiar with research methodologies and have had prior experience drafting research reports. Preference would be given to those who have had to draft similar national reports on behalf of the Government.

Applicants should possess evidence of working on similar assignments with minimal supervision. Knowledge of Gender, SRH, and other population-related issues in the Caribbean is preferred.

IV. EVALUATION CRITERIA

Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results using criteria outlined in section 3.2 of the Invitation to Proposals document.

It should be noted, however, that participation in this Invitation for Proposals does not guarantee the organization will be selected for partnership with UNFPA. The selected Organization will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply.

V. SUBMISSION DETAILS

Only NGO Profile and Proposal Forms submitted in English will be considered. Those wishing to apply, shall submit the following:

Organizational Profile – Supporting Documents required:

- a. Copy of valid legal registration in Trinidad and Tobago
- b. Evidence of established management structure (i.e., organogram/ organisational structure);
- c. Documents such as past contracts, donor reports are desirable but not mandatory;
- d. Project planning, budgeting procedures and source of funding
- e. Reporting Procedures Monitoring and Evaluation, Assets and Inventory Management

- f. External audit within the last three years, administrative and financial rules, list of banks, internal control framework
- g. Past annual financial statement(s) is required
- h. Procurement policy and templates, Human Resources Policy, Policy for Prevention of Sexual Exploitation and Abuse and Code of Conduct, Fraud Prevention Policies and Practices
- i. CVs for staff/specialists involved in the project
- j. Detailed Proposal, inclusive of Budget

Please visit: <https://bit.ly/UNFPATMC> for a detailed terms of reference and application instructions.

Interested organizations should submit their Application packages by Monday October 24, 2022 4:00 PM AST by email to srocprocurement@unfpa.org.

Applications received after the above deadline and time will not be considered.

For further questions regarding the process please contact: trinidad.office@unfpa.org on or before Monday October 17, 2022.

Note:

- There is no application, processing, or other fee at any stage of the bid solicitation process.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.