

Invitation for Proposals (to be issued by UNFPA)

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the **Organizational Capacity building of Organizations of Persons with Disabilities with specific focus on women and other underrepresented groups. Training to include change management, advocacy, budgeting, leadership, communications and proposal writing.** The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA **Trinidad & Tobago Liaison Office, Port of Spain, Trinidad**, to support achievement of results outlined in the **2022-2026 Country Programme Document (CPD)** or section 1.3 below.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submissions via email to srocprocurement@unfpa.org

By 4:00pm AST on Thursday 4 August 2022.

Proposals received after the date and time may not be accepted for consideration.

Applications must be submitted in **English**.

Any requests for additional information must be addressed in writing by **27 July 2022** at the latest to trinidad.office@unfpa.org. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on <http://caribbean.unfpa.org/> before the deadline for submission of applications.

UNFPA shall notify applying organizations whether it is considered for further action.

Please see [Working with UNFPA: Key information for UNFPA Implementing Partners on completing the Protection from Sexual Exploitation and Abuse \(PSEA\) Assessment](#).

Section 1: Background

1.1 UNFPA
mandate

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA Supports reproductive health care for women and youth in more than 150 countries – which are home to more than 80 per cent of the world's population; the health of pregnant women; training of health workers; prevention of gender-based violence, which affects 1 in 3 women and censuses, data collection and analyses, which are essential for development planning

1.2 UNFPA
Programme of
Assistance in

In **Trinidad and Tobago**, UNFPA works with the government, non-governmental organizations, civil society organizations and faith based organizations to **create an**

Trinidad & Tobago	<p>inclusive and equitable region, with gender equality and healthy and empowered people. This forms the Regional Priority of the 2022-2026 CPD.</p> <p>Further information on the programme can be found on http://caribbean.unfpa.org/</p>
1.3 Specific results	<p>Within this framework and as set out in 2022-2026 CPD, working with government and other partners, UNFPA will contribute to achieve the following results:</p> <p>National Governments and regional institutions have increased capacity to collect, analyze and utilize data and information to address structural inequalities and ensure the advancement of those at risk of being left furthest behind.</p> <p>Specifically national mechanisms for the effective participation and inclusion of Persons with Disabilities (PWDs) will be strengthened through capacity building of organizations of persons with disabilities (OPDs), national stakeholders, especially key duty bearers and rights holders, to ensure that more effective contributions are made towards disability inclusive policies, systems and - for the implementation of the CRPD and SDGs.</p> <p>A multi-tiered system will be established by building the capacity of PWDs and OPDs who will then actively guide the system changes and reforms. Since the issues being addressed are influenced by different actors/stakeholders, building capacity at the Government and the UN level will also be done. There will be particular emphasis across all outcomes on women and underrepresented groups. By focusing on the preconditions and developing mechanisms for change, the project aims to build long term sustainability beyond 2023.</p> <p>Additional Documentation/Information: Annex 1 – Terms of Reference (Attached)</p>

Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> ● Copy of provisions of legal status of the NGO in Trinidad and Tobago [<i>Required to be eligible for review</i>] ● Copy of provisions of legal status of the NGO in Trinidad and Tobago (for INGOs) ● Attachment I – NGO Profile and Programme Proposal ● Latest annual report and audit report as separate documents or hyperlink to the documents 	
2.2 Indicative timelines	Invitation for Proposal issue date	20 July 2022
	Deadline for submissions of proposals	4 August 2022
	Deadline for requests of additional information/ clarifications	27 July 2022

	Review of NGO submissions	12 August 2022
	Notification of results communicated to NGO	23 August 2022

Section 3: Process and timelines

3.1 Review & evaluation of NGO submissions	<p>Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results <i>using criteria outlined in section 3.2 below</i>.</p> <p>It should be noted, however, that participation in this Invitation for Proposals does not guarantee the organization will be selected for partnership with UNFPA. Selected NGOs will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply.</p>					
3.2 Selection criteria	<p>Eligible organizations will be selected in a transparent and competitive manner, based on their capacity to ensure the highest quality of service, including the ability to apply innovative strategies to meet programme priorities in the most efficient and cost-effective manner.</p> <p>UNFPA Trinidad and Tobago Liaison Office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p> <p>NB: Any proposal not submitted in the specified working language will be excluded from consideration.</p> <table border="1" data-bbox="391 1066 1401 1493"> <tr> <td data-bbox="391 1066 618 1262">Governance & Leadership</td> <td data-bbox="618 1066 1401 1262"> <ul style="list-style-type: none"> • The organization has a clearly defined mission and goals that reflect the organization’s structure and context, as well as alignment to UNFPA priority areas. • Organization does not have a history of fraud, complaints or service delivery issues. </td> </tr> <tr> <td data-bbox="391 1262 618 1493">Human Resource</td> <td data-bbox="618 1262 1401 1493"> <ul style="list-style-type: none"> • Organization has sufficient staff resources and technical expertise to implement the proposed activities. • Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. </td> </tr> </table>		Governance & Leadership	<ul style="list-style-type: none"> • The organization has a clearly defined mission and goals that reflect the organization’s structure and context, as well as alignment to UNFPA priority areas. • Organization does not have a history of fraud, complaints or service delivery issues. 	Human Resource	<ul style="list-style-type: none"> • Organization has sufficient staff resources and technical expertise to implement the proposed activities. • Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.
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	Comparative Advantage	<ul style="list-style-type: none"> • The organization’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas. • The organization has experience in the country or field and enjoys prominence in areas related to UNFPA’s mandate. • The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. 				

		<ul style="list-style-type: none"> ● The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas.
	Monitoring	<ul style="list-style-type: none"> ● The organization has systems and tools in place to systematically collect, analyze and use programme monitoring data
	Partnerships	<ul style="list-style-type: none"> ● The organization has established partnerships with the government and other relevant local, international and private sector entities.
	Environmental Considerations	<ul style="list-style-type: none"> ● The organization has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization must not have a history of its activities causing negative impact to the environment.
3.3 Prospective partnership agreement	UNFPA will inform all applicants of the outcome of their submissions in writing to the email indicated in the NGO submission.	