





**Government of the Republic of Trinidad and Tobago
Office of the Prime Minister
(National AIDS Coordinating Committee)**

**Request for Proposals:
Provision of Consultancy Services
To Finalize the National HIV
And AIDS Policy of Trinidad and Tobago
Tender Package**

CHECKLIST

#	Please ensure that all the items on this list have a 	Place  if included in the Proposal
1.	Certificates (all must be valid on the date of submission):	
	• Value Added Tax Clearance Certificate;	
	• National Insurance Board Compliance Certificate;	
	• Income Tax Clearance Certificate;	
2.	Technical Proposal comprising the following :	
	Cover letter	
	Executive Summary	
	Completed Form TP-1A: Form of Tender. Signed and dated	
	Completed Form TP-2A: Background/Profile of Bidder	
	Completed Form TP-3A: Relevant Experience of Organization and Current Workload	
	Completed Form TP-4A: Proposed Approach, Methodology and Workplan	
	Completed Form TP-5A: Team Composition, Organization and Assignment of Tasks	
	Completed Form TP-6A: CVs of Team Members (ensure all CVs are assigned and dated)	
	Completed Form TP-74A: Client References (must include contact information)	
	Completed Form TP-84A: Samples of written work	
3	Financial Proposal comprising the following:	
	Completed Form FP-1A: Detailed Budget	
	Completed Form FP-2A: Terms of Payment Schedule	
4	One Original and six (6) copies of Technical and Financial Proposals in two separate sealed labelled envelopes	

Bidders are advised to read all instructions carefully since failure to comply may result in the rejection of their offer.

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1) INSTRUCTIONS

Proposals are invited for the provision of Consultancy Services to develop and finalize the National HIV and AIDS Policy for the Office of the Prime Minister, National AIDS Coordinating Committee (OPM – NACC). The full Terms of Reference documents can be obtained at OPM Website at: www.opm-gca.gov.tt and are included as Appendix III to this document. The Draft HIV and AIDS Policy can also be accessed on the same website.

This tender package has been prepared to guide interested parties in preparing their submissions. Any further information or clarification can be obtained from Dr Beverly Andrews, **OPM – NACC Secretariat**, Office of the Prime Minister, 13-15 St Clair Avenue, Port-of-Spain Port of Spain, Telephone No: 622-1625 Ext 4322 Email: beverly.andrews@gov.tt.

Prospective bidders are advised to read all instructions carefully as failure to comply may result in the rejection of their offer.

2) TENDER DOCUMENTS

The set of Tender documents issued for the purpose of inviting proposals includes:

- i) Instructions
- ii) Appendices of Forms to be used
- iii) Terms of Reference

Bidders are expected to examine carefully all instructions. Failure to comply with the requirements of bid submission will be at the Bidder's own risk.

3) CLARIFICATIONS

In providing clarification, the following should be noted:

- a) Bidders requiring clarification of the tender documents must notify the NACC (OPM) in writing, by letter or via email. All queries should be referred to:

**Permanent Secretary,
NACC Secretariat
Office of the Prime Minister
Level 3,
13-15 St Clair Avenue
St. Clair**

and the designated Project Support Officer at email:

beverly.andrews@gov.tt

Cc: ian.ramdahin@gov.tt

- b) Request for clarification shall be raised no later than ten (10) days before the deadline for submission of proposals to permit the circulation of the responses to all bidders but without identifying the source.
- c) Such answers as are necessary shall be given as a matter of assistance to the bidder but shall not be construed as adding to, or taking away from, or otherwise altering the meaning and intent of the Proposal, and/or the bidders' obligations thereunder, which can be varied only by an addendum from the Permanent Secretary, NACC Secretariat, OPM

4) PREPARATION OF TENDERS

Bidders are expected to examine all terms and instructions included in the tender documents. All information requested must be provided.

5) COST OF PROPOSALS

The bidder shall bear all costs associated with the preparation and submission of proposals and the NACC (OPM) will in no case be responsible or liable for these costs regardless of the conduct or outcome of the tender.

6) AMENDMENT OF TENDER DOCUMENT

Should the need arise at any time prior to the deadline for submission of proposals, the NACC (OPM) may, for any reason modify the bidding documents by the issuance of an Addendum which will be provided to the Bidders.

6.1 No oral statement of any individual will in any manner modify or affect the terms and conditions of the bid package or any amendment thereto;

6.2 Any amendment to this bid package will be forwarded to Bidders prior to the hour and date specified for receipt of proposals;

6.3 The Addendum will be sent in writing, by letter, facsimile or via email to all prospective bidders who have been issued the tender documents and will be binding upon them. Prospective bidders shall promptly acknowledge receipt thereof by letter, facsimile or via email to the Permanent Secretary, National AIDS Coordinating Committee. In order to afford prospective bidders reasonable time in which to take an addendum into account in preparing their proposals, the NACC(OPM) may, at its discretion, extend the deadline for the submission of proposals.

7) SUBMISISON OF PROPOSALS

In preparing proposals, Bidders are advised to note the following:

- a. **Bidders must provide the following in their proposal:**
 - i) The full name, signature, office and business address of the Bidder(s)
 - ii) Signature of the person making the offer, or in the case of a company, partnership or business firm, by a duly authorized officer or employee of such company, partnership or the business form;

- b. The initials of the person making the offer must be inserted next to any alternations or erasures made or in the case of a company, partnership or business firm by a duly authorized officer or employee of such company, partnership or the business firm;
- c. In the case of a Joint Venture, Bidders must also indicate who will act as the leader of the Joint Venture or Principal Consultant;
- d. In case of any discrepancy between the copies of the proposals, the original will govern. The original and each copy must be prepared in indelible ink and must be signed by the authorized representative of the bidder;
- e. An assurance that prices will remain valid for an initial period of one hundred and twenty (120) days from the closing date of the tender or as stated otherwise, during which time the bidders will undertake to maintain without changes, the proposed staffing (including named personnel). In exceptional cases prior to the expiry of the original offer validity period the bidder may be asked for a specified extension in the period of validity. The request and responses thereto shall be made in writing;
- f. Bidders must only submit one proposal. If a Consultant submits or participates in more than one proposal, all such proposals shall be disqualified;
- g. The system to be utilized for submitting the proposals is that of the two sealed envelope system consisting of the Technical Proposal and the Financial Proposal respectively;
- h. Information on financial capacity of the Bidder must also be submitted. In the case of companies and consultancy firms a copy of Auditor's Report together with audited statements for last three (3) years. If not required by law to have audited financials, please submit unaudited statements and legal proof that audited financial statements are not required. Individual consultants are not required to provide this information
- i. Letter of comfort, i.e. letter from your bank certifying you are in good financial standing.
- j. Faxed/emailed proposals will not be considered

8) **COMPULSORY INFORMATION**

8.1 Proposals must be accompanied by the following, where applicable:

- (i) **Valid Income Tax and Value Added Tax Clearance Certificates** issued by the Board of Inland Revenue (BIR) and dated not more than six (6) months prior to the closing date of the request for proposals for companies and consultancy firms; and
- (ii) **Certificate of Incorporation** where applicable

- (iii) **A Valid Certificate of Compliance** issued by the National Insurance Board of Trinidad and Tobago(NIB) in accordance with the National Insurance Act for companies and consultancy firms
- (iv) The **Value Added Tax** must be shown separately below the tender price.
- (v) The Law prescribes that **Income Tax and Valued Added Tax Clearance Certificates** (applicable to local firms only) must accompany tenders. Failure to do so will result in your tender not being considered.
- (vi) Individual Consultants should note the following if not VAT registered:
 - a. Seek a Letter from BIR to validate same; and
 - b. Declaration that one's personal indebtedness will not affect the project
- (vii) An indication of the date from which the Bidder will be available
- (viii) An estimated date of completion of assignment

8.2 Submission Requirements

The original and six (6) copies each of both the Technical and Financial Proposals along with should be placed in separately sealed envelopes marked:

- i) **Envelope No.1- Technical Proposal**
"Proposal for the Provision of Consultancy Services to Finalize the National HIV and AIDS Policy of Trinidad and Tobago"
- ii) **Envelope No. 2- Financial Proposal**
"Proposal for the Provision of Consultancy Services to Finalize the National HIV and AIDS Policy of Trinidad and Tobago"
- iii) The envelopes shall be addressed and clearly marked on the outside: -

**Permanent Secretary,
NACC Secretariat,
Office of the Prime Minister
Provision of Consultancy Services to Finalize the National HIV and AIDS
Policy**

- iv) Envelopes shall show the name and address of the Bidder
- v) Envelopes must be deposited in the **BROWN** Tenders Box, located in the lobby of the Office of the Prime Minister, 13-15 St Clair Avenue, St Clair, Port of Spain, not later than **1:00 p.m. on Monday 2nd November 2020.**

The Tender Box will be opened at **1.30 pm**.

9) LATE SUBMISSION

Tender box will be closed at **1.00 pm on Monday 2nd November 2020**. Late proposals will not be considered in any circumstances.

10)DISCLAIMER

The Office of the Prime Minister does not bind itself to accept the lowest or any other proposal.

The Office of the Prime Minister reserves the right to cancel defer or suspend the RFP in its entirety or even partially, without defraying any cost incurred by any firm in submitting their proposal.

11)PREPARATION OF PROPOSALS

Bidders are asked to note that:

- The Technical Proposal component of the bid proposal carries a weighting of 90%
- The Financial Proposal component of the bid proposal carries a weighting of 10%
- Bidder must pass the Technical component before the Financial component can be considered.

12)PREPARATION OF TECHNICAL PROPOSAL

In preparing the Technical Proposal, the Bidder is expected to examine the documents comprising this RFP in detail. Material deficiencies in providing all relevant information requested may result in rejection of a Proposal.

The Technical Proposal must have the following components as a minimum:

- (i) **Form of Tender** (Use **Form TP-1A**)
- (ii) **Executive Summary** - this will include a summary of the Bidder's overall proposal including a brief (not more than 1 page) background and profile description of the organization, experience in various fields, understanding of the work involved in this assignment, express understanding of the work involved in this assignment and other relevant experiences, especially involving government-related services.

- (iii) **Background/Profile of Bidder - (Use Form TP -2A)** - The general background and description of the organization related to organizational structure, resources, alliances, partnerships etc.
- (iv) **Relevant Work Experience of Organization and Current Workload– (Use Form TP- 3A)**. The bidder must provide details of its experience in policymaking in the health and social sectors generally and in the field of HIV and AIDS and/or Sexual and Reproductive Health in Trinidad and Tobago and/or in the Caribbean, as well as evidence of its current workload (Form TP -3A). The time period (calendar year/ months) during which these assignments were undertaken, country, client/s and particulars of the service should be clearly stated.
- (v) **Proposed Technical Approach, Methodology and Work plan– (Use Form TP-4A)**.
In this section, the Bidder shall explain their understanding of the objectives of the services to be provided to the assignment, methodologies for carrying out the activities and obtaining the expected outputs and the degree of detail of such output.

This section should be divided into the following subsections:

a) Technical Approach and Methodology

Describe your approach to the scope work, methodology for carrying out the activities and obtaining the expected deliverables

b) Work Plan

Propose the main activities of the assignment, their content and duration, milestones and delivery dates of reports. The proposed workplan should be consistent with the technical approach and methodology showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, tables, charts to be delivered as final output, should be included here.

- (vi) **Team Composition, Organization and Assignment of Tasks- (Use Form TP-5A)**
In this section you should propose the structure and composition of your team, their areas of expertise, position and tasks assigned. Include technical and support staff where necessary. The Team Leader or Lead Consultant must be clearly identified and stated first on the list.
- (vii) **Curriculum Vitae of Proposed Team Members - (Use Form TP-6A)**

In this section include the CVs of all proposed team members who would be involved in this project. The CV of the Team Leader or Lead Consultant must be identified first in the list of CVs

(viii) **Client References – (Use Form TP-7A)**

The Bidder shall provide at least three (3) client references utilizing spanning the last seven (7) years complete with contact names, title and address, telephone/fax number and email addresses for the service with which the OPM may establish communication to validate the bidder's historical performance. In addition, letters of recommendation may also be furnished.

(ix) **Samples of Written Work – (Use Form TP-8A)**

The Bidder shall provide 2-3 samples of previous written work done in the field of Policy Development, research, analysis. Each piece must not be longer than two pages using 12 size font and single spacing. The title and year of each piece of work must be clearly stated. Peer review papers (with online links) can also be included where the Team Leader or other members are the lead authors or major contributors.

13) PREPARATION OF THE FINANCIAL PROPOSAL

The following must be included in the Financial Proposal:

1. A simple Budget Narrative;
2. Monthly fee quoted in Trinidad and Tobago currency;
3. Identification of each cost item and total projected monthly cost; (**Use Form FP-1A**)
4. Proposed Terms of Payment schedule (**Use Form FP-2A**)

The OPM will not be responsible for liabilities of any nature related to this assignment except for payment of the figure quoted in the contract.

14) REQUIRED FORMAT FOR PROPOSALS

- **Format**

Proposals shall be submitted in the format described below and should contain all the information required by this RFP **in the order indicated below** to facilitate comparison and evaluation of the Proposals. The required format and sequence are as follows:

- Table of Contents listing the individual sections of the **Technical Proposal**
 - Section I: **Cover Letter** signed by the Bidder.
 - Section II: **Completed and signed** Form of Tender
 - Section III: **Certificates** as applicable (*all must be valid on the date of submission*).
 - Value Added Tax Clearance Certificate;
 - National Insurance Board Compliance Certificate;

- Income Tax Clearance Certificate;

Section IV: **Detailed Technical Proposal** containing all the information required by this RFP and such other information as the Bidder may deem pertinent in relation to the Services. The information should be presented using the forms and in the order provided in the Appendices.

- Table of Contents** listing the individual sections of the **Financial Proposal**
Section I: Detailed Financial Proposal containing all the information required by the RFP

15) EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

Criteria	Title	Description/Requirements	Score
A	Approach, methodology and workplan	- Proposed methodology, work plan for actions, timelines, report writing and analytical skills	30
B	Relevant and Past Professional Experience, work samples, references	- Samples of work done in Policy development in the last five years in the region or in Trinidad and Tobago - Names of three References which should be former clients which can attest to your experience and performance on past projects - Demonstrated experience working with NGOs, PLHIV and Key Populations	40
C	Qualifications based on resumes submitted	- CVs of each team member and their proposed contribution and role. - Advanced degree (At least Masters) in Social or Health Policy Analysis, Public Health, Medical Sociology, Social or Health Demography, Health Administration or related field	20
D	Financial Proposal	- Detailed breakdown of budget to implement activities	10
TOTAL MAXIMUM SCORE			100

Bidders must submit adequate evidence to support each of the criterion listed above and must attain an average score of 70 points and above, with at least 50% in each criterion, to be further considered. Only Bidders who pass the Technical Proposal Component will proceed to have their Financial Proposals opened and reviewed.

16) MANAGEMENT, LOGISTICAL SUPPORT AND SUPERVISION

The Consultant will report to Permanent Secretary NACC Secretariat, after all submitted work is vetted and sanctioned by the National HIV and AIDS Policy Technical Steering Committee. The NACC Secretariat will provide logistical support for all consultations and meetings to take place in Trinidad and Tobago. For purposes of clarification and guidance through the policy development process, the Consultant will communicate with the NACC Secretariat through its designated officer.

The NACC Secretariat would make available any information required to assist in the development of the National HIV and AIDS Policy. This Consultancy would require travel to Tobago to undertake consultations on the island. Arrangements for travel and hotel accommodation will be made by the NACC Secretariat.

17) HANDING OVER OF FINAL POLICY DOCUMENTS AND FILES

In handing over the revised version of the HIV Policy, the Consultant would be required to provide five (5) printed copies of the Final National HIV and AIDS Policy and an electronic copy in MS Word ONLY.

All data files, tools, questionnaires must also be handed over on a USB and labelled ***HIV Policy Files***

18) CONTRACT PRICE

The rates and prices shall remain fixed for the duration of the contract and shall not be subjected to adjustments on any account. The Contractor's proposed price shall be firm and shall remain valid for one hundred and twenty (120) days after the deadline of submissions.

19) DURATION OF CONTRACT

The NACC expects an output by no later than September 2021. In light of Covid 19 disruptions this Consultancy would be offered a contingency for time but not exceeding fifteen (15) months from the date of assumption.

20) PERFORMANCE COMPLIANCE

The Bidder must maintain high standards of performance. NACC's dissatisfaction or continued poor performance will be cause for termination of the contract as per legal agreement. Performance will be monitored by the following:

- a) Delivery

- Monthly review meetings,
 - Ad hoc meetings,
 - Number and type of complaints received
 - Timely submission of deliverables
 - Timely implementation of corrective measures
- b) Quality of Outputted work

21) DEBRIEF MEETING

A virtual debrief meeting will be held with prospective bidders to provide clarification and information about the tendering process and the Consultancy. All interested persons must provide their contact information (**names, emails and telephone numbers**) to the Project Support Officer who will make the necessary arrangements for the meeting.

22) ACCEPTANCE OF BID SUBMISSIONS

- (a) The NACC (OPM) reserves the right to reject any or all proposals, without limiting the generality of the foregoing, a proposal will be summarily rejected if it is conditional, if it is incomplete; obscure or irregular; if it has erasures or corrections in the Form of Tender and Financial Summary, or if it has unit rates that are obviously unbalanced.
- (b) The NACC (OPM) reserves the right to reject any proposal which does not provide satisfactory evidence that the Bidder has the technical, physical and financial resources to complete the services within the specific contract period.
- (c) The NACC (OPM) reserves the right to accept or reject any proposal, and to annul the Tendering process and reject proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the action.
- (d) The NACC (OPM) may declare the Tendering void when none of the proposals meets the intent of the Scope of Services, or when it is evident that there has been a lack of competition and/or that there has been collusion. In addition, all proposals may be rejected if they are substantially higher than the official budget approved by the Commissioner of the Consultancy.
- (e) The NACC (OPM) does not bind itself to accept the lowest or any offer or to reimburse Bidders for any expenses incurred in tendering.

23) CANCELLATION OF TENDERS

The NACC (OPM) reserves the right to cancel the bidding process in its entirety or even partially without defraying any costs incurred by any firm or individual.

24) BID VALIDITY

Bidders must give the assurance that the prices would remain valid for an initial minimum period of one hundred and twenty (120) days from the closing date of tender or as stated otherwise.

In exceptional circumstances, prior, to the expiry of the original offer validity period, the NACC (OPM) may request the Bidder for a specified extension in the period of validity. The request and responses thereto shall be made in writing.

25) TENDER PER BIDDER

Each bidder shall submit only one (1) original proposal and six (6) copies. Bidders who submit or participate in more than one Proposal shall cause all proposals with their participation to be disqualified.

26) SUBMISSION OF TENDERS

- A Tender Box shall be placed in the atrium/ground floor of OPM's Head Office at 13-15 St. Clair Avenue, St. Clair.
- Proposals shall be delivered at the address specified no later than the time and date specified in the RFP Notice.
- Depositors of bids will be subjected to COVID 19 control protocols and are expected to sign a register.

27) LATE SUBMISSION OF TENDERS

Any proposal received after the deadline prescribed in the Bid Document will not be considered under any circumstances.

28) LEGAL AGREEMENT

The successful bidder will be required to enter into a formal legal agreement with the Permanent Secretary, NACC (OPM). The agreement will be prepared by the Legal Department of the OPM.

29) QUALITY ASSURANCE

The selected Consultant or Consultancy Firm must agree to work with the NACC Technical Steering Committee for managing quality assurance.

30) COMMENCEMENT OF WORK

The commencement of service shall be by the mutual agreement of the Permanent Secretary, NACC (OPM) and the NACC Technical Steering Committee and the successful Bidder upon signing of the agreement.

31) CHANGES TO THE BIDDER AFFECTING PERFORMANCE

Any change in the financial, legal or other aspects of the bidder or its partnership which may affect the execution of the project and which occurred from date of proposal to the award date must be reported to the Permanent Secretary

32)TERMS OF PAYMENT

The Bidder must provide in his/her Financial proposal a Terms of Payment Schedule which is subject to negotiation.

33)RETENTION FEE

A retention fee of ten (10%) of the contract sum shall be retained until satisfactory completion of the contract. This fee will be paid after the NACC steering committee provides validation on satisfactory completion of contract.

The OPM may reject any offer that does not comply with any of the requirements listed above.

LIST OF APPENDICES

APPENDIX I: FORMS FOR TECHNICAL PROPOSAL (TP)

The following is a listing of all forms to be used in the Technical Proposal:

Name of Form	Description
Form TP-1A	Form of Tender
Form TP- 2A	Background/Profile of Bidder
Form TP- 3A	Relevant Experience of Organization and Current Workload
Form TP- 4A	Proposed Approach, Methodology and WorkPlan
Form TP-5A	Team Composition, Organization and Assignment of Tasks
Form TP-6A	CVs of Team Members
Form TP-7A	Client References
Form TP-8A	Samples of written work

**Provision of Consultancy Services to Finalize the National HIV and AIDS Policy
For the Office of the Prime Minister, National AIDS Coordinating Committee**

Permanent Secretary (Ag.)
Office of the Prime Minister
National AIDS Coordinating Committee
13-15 St. Clair Avenue
St. Clair
Port of Spain

Sir/Madam,

1. I/We

.....h
having examined the Request for Proposals and Terms of Reference for the above-named Services, hereby offer to perform the said Services in full conformity as described and referred to therein for the sum of _____ (numbers):

2. I/We agree in the event of the acceptance of this tender a fee of ten (10%) of the contract sum will be retained until satisfactory completion of the contract.
3. I/We agree that upon signing of the formal agreement a binding contract will exist between the Permanent Secretary, Office of the Prime Minister, National AIDS Coordinating Committee and myself/us.
4. I/We agree to commence services on the date specified in the "Notice to Proceed" from the Office of the Prime Minister, National AIDS Coordinating Committee and to complete the said services within the agreed completion period or within such extended period as may be approved by the Office of the Prime Minister, National AIDS Coordinating Committee, failing which I/we agree to pay liquidation damages at the rate specified in the Tender Documents, until the services have been completed.
5. I/We agree to abide by the prices quoted in this Tender for a period of one hundred and twenty (120) days from the closing day of receipt of proposals.
6. I/We agree to the duration of services of Twelve (12) months inclusive of weekends and public holidays after the Notice to Commencement.
7. It is understood that the Office of the Prime Minister, National AIDS Co-ordinating Committee does not bind itself to accept the lowest or any tender.

Signature of Bidder

Name of Firm

Name of Signatory (Block Letters)

Address of Firm

Position Held

Address of Firm

Date of Tender (Year/ Month/ Day)

Telephone Number

FORM TP-2A: BACKGROUND/PROFILE OF BIDDER

Organizational Structure	Resources	Partnerships	Names of Associates, Directors and other technical and administrative staff	

FORM TP- 3A: RELEVANT WORK EXPERIENCE OF ORGANIZATION AND CURRENT WORKLOAD

**Similar Type of Services, Work Experience of Organization and Current Workload
(To be filled out and returned as part of the Proposal)**

Name of Organisation: _____

Date _____

Page _____ of _____ pages

Client Name	Description of social services provided	Location	Date of Commencement	Date of Completion	Description of services

FORM TP- 4A: PROPOSED APPROACH, METHODOLOGY AND WORKPLAN

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (a maximum of 25 pages) Inclusive of charts and diagrams) divided into the following sections:

- a) Technical Approach and Methodology,
- b) Work Plan

a) **Technical Approach and Methodology.**

In this section you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the policy issues being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan.**

In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, charts and tables to be delivered as final output, should be included here.

FORM TP-5A: TEAM COMPOSITION, ORGANIZATION AND ASSIGNMENT OF TASKS

In this section you should propose the structure and composition of your team. You should list the main disciplines or areas of expertise required for the assignment, the key expert/member responsible, and tasks assigned to each team member/expert.

	Name of Team Member	Area of Expertise	Position Assigned	Tasks Assigned
1				
2				
3				
4				
....				

FORM TP-6A: CVs OF PROPOSED TEAM MEMBERS

(To be filled out and returned as part of the Proposal by Lead Consultant and for all other personnel who are part of the Team on this assignment)

Name of Organisation:

Name of Staff:

Profession:

Date of Birth:

Years with Firm Entity: _____ Nationality: _____

Membership in Professional Societies:

Key Qualifications and Training:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and location. Use about half of a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of school, dates attended, degrees obtained and field of study. Use about half of a page.]

Employment Record:

[Starting with the current position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, titles of positions held, and locations of assignments. For experience in the

last five years, also give types of activities performed and client references, where applicable. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

(To be filled out and returned as part of the Proposal)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the Firm]

Full Name of staff member:

Full Name of authorized representative:

FORM TP-7A: CLIENT REFERENCES

Three Client References must be included.

Client Reference # 1:

Organisation Name	
Address	
Project Description	
Contact Name/Designation	
Contact Number	

In what capacity have you worked with the Organisation?

Client Reference # 2:

Organisation Name	
Address	
Project Description	
Contact Name/Designation	
Contact Number	

In what capacity have you worked with the Organisation?

Client Reference # 3:

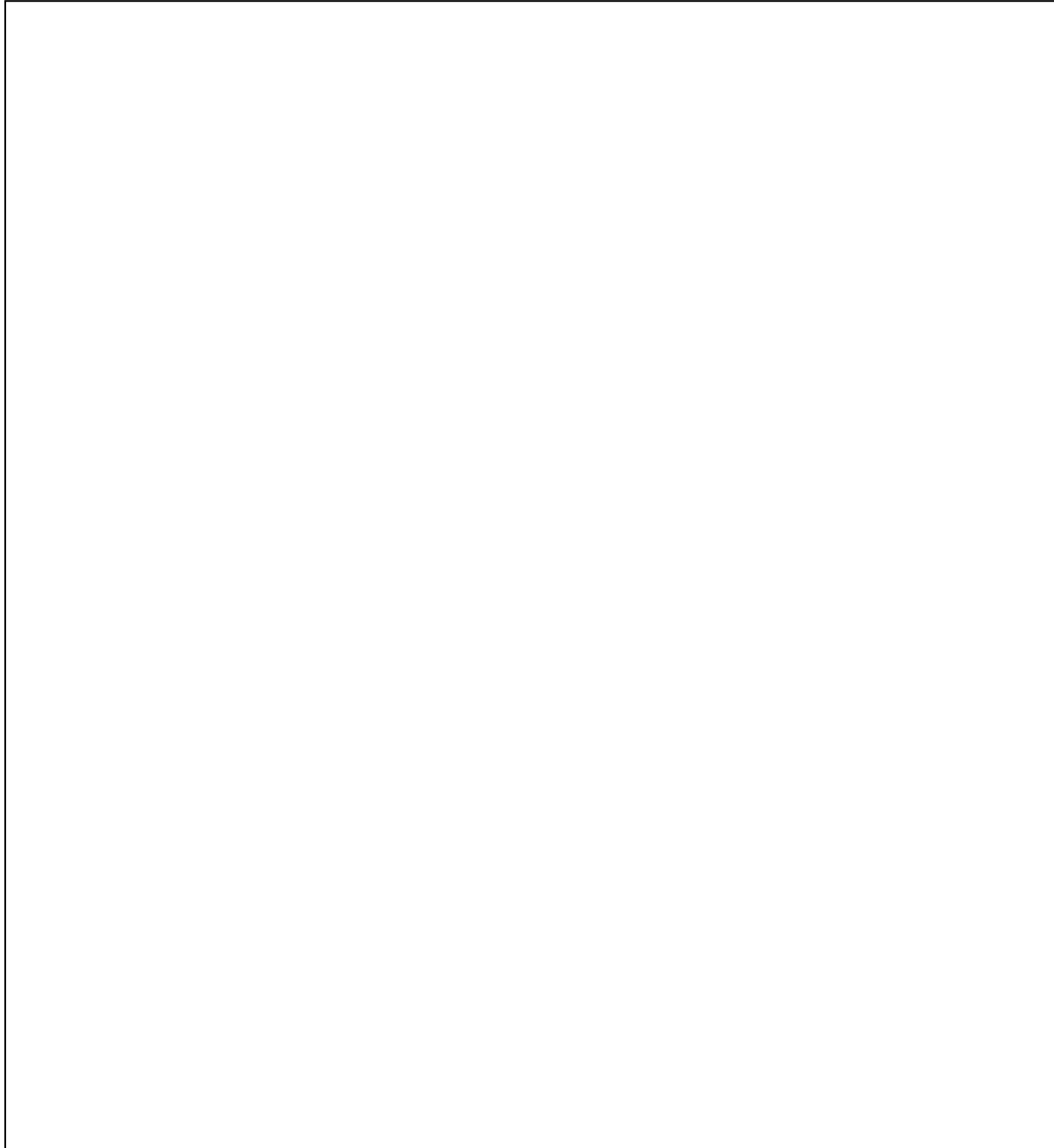
Organisation Name	
Address	
Project Description	
Contact Name/Designation	
Contact Number	

In what capacity have you worked with the Organisation?

Signature: **Date:**

FORM TP-8A: SAMPLES OF PREVIOUS WRITTEN WORK

Samples of previous written work must be included. Samples must not be longer than three pages 12 size font and single spaced. Links to online peer review articles in which members of the Team were principal authors and/or made significant contributions should also be included.



APPENDIX II: FORMS FOR FINANCIAL PROPOSAL (FP)

The following is a list of forms to be used in the Financial Proposal:

Name of Form	Description
Form FP-1A	Budget
Form FP- 2A	Proposed Terms of Payment Schedule

FORM FP-1A FOR SUBMITTING BUDGET

Breakdown of costs by component

Budget Item #	Cost Item/Activity	Unit Cost	Quantity	Monthly Cost \$	Total Cost \$
1					
2					
3					
4					
...					
Total (TTD)					

The Organization(s) undertakes to claim no more than this amount as charges for providing this service.

Signature.....

In the capacity
of.....

Duly authorized to sign Proposal for and on behalf
of.....

Date

Place

FORM FP-2A: TERMS OF PAYMENT SCHEDULE

All payments must be quoted in TT Dollars only.

Deliverables/Outputs (List Items as referred to in the TOR)	Time Frame	Percentage of Total Price
1.		
2.		
3.		
9.		
Total		100%

APPENDIX III- TERMS OF REFERENCE

FINALIZATION OF NATIONAL HIV AND AIDS POLICY OF TRINIDAD AND TOBAGO GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO OFFICE OF THE PRIME MINISTER (NATIONAL AIDS CO-ORDINATING COMMITTEE)

1. BACKGROUND AND RATIONALE

The National AIDS Co-ordinating Committee in the Office of the Prime Minister is seeking to engage a Consultant or Consultancy Firm to review and finalise the Draft National HIV and AIDS Policy and prepare a White Paper for Cabinet Approval

Since the first case of HIV was diagnosed in Trinidad and Tobago in 1983 from 1983 to 2015, at least 27,910 new cumulative infections persons have been diagnosed with HIV in Trinidad and Tobago (Ministry of Health, National Surveillance, HIV/AIDS Morbidity and Mortality Reports). With an estimated national adult HIV prevalence rate of 1.2% (UNAIDS, 2015), Trinidad and Tobago is characterized as having a general epidemic.

Whilst many strides have been made in terms of controlling the spread of the epidemic much is still required in order to achieve a number of targets with respect to eliminating new infections, AIDS related deaths and stigma and discrimination. Moreover, whilst there are many sectoral policies, there is a lack of an overarching national policy framework to guide the national multisectoral response to HIV and AIDS.

There are still many obstacles faced by key populations in accessing prevention, treatment and care and psychosocial support. These key populations or most at risk populations have been defined in the National Strategic Plan of Trinidad and Tobago 2013-2018 as “men who have sex with men, sex workers, substance users, youth, infants born to HIV positive mothers, prisoners and migrant workers.” Changes in the social, demographic and public health landscape are also factors for consideration

The expanded response to HIV and AIDS is being co-ordinated by the National AIDS Co-ordinating Committee (NACC) under the ageis of the Office of the Prime Minister which was approved by Cabinet, and formally launched in December, 2016. In the Terms of Reference for the NACC, the Government has mandated that the NACC define a Policy on HIV and AIDS. A draft national HIV and AIDS Policy was developed by an external consultant and reviewed in 2018. This draft Policy was further refined by the Office of the Prime Minister. It was submitted to Cabinet and approved as a Green Paper for public review in January 2020. As part of the National Development Strategy and Vision 2030, to improve governance and participation in policy making, a series of consultations are required to secure the input of the public in refining and finalizing the Draft Policy. However due to the COVID 19 Pandemic, the implementation of the project was delayed. In this regard a Consultant is now required to finalize the National HIV and AIDS Policy.

2. OBJECTIVES OF CONSULTANCY

The National HIV and AIDS Policy is driven by the National Sustainable Development Strategy, Sustainable Development Goals and the goal global to end AIDS by 2030. The main objectives of the consultancy are to:

- i) Review and revise the existing Green Paper on Draft National HIV and AIDS Policy
- ii) Validate update and revise the Situational Analysis
- iii) Conduct and facilitate public consultations on the Green Paper on HIV and AIDS
- iv) Develop a finalized National HIV and AIDS Policy to be submitted to Cabinet for approval as a White Paper.

3. SCOPE OF WORK:

The assignment includes the following tasks:

1. Outline a workplan for undertaking the consultancy which would include timelines and budget
2. Develop framework, approach and methodology for national public consultations on the Green Paper taking into consideration the COVID-19 context
3. Conduct rapid review of existing draft National HIV and AIDS Policy/Green Paper which can be used as the basis for wider review and consultation
4. Update the Situational Analysis with respect to HIV and AIDS in Trinidad and Tobago
5. Develop a methodology for the collection of data during public consultations and with key informants and focus groups and from the electronic website
6. Revise the draft National HIV and AIDS policy, identify gaps and ensure that key policy themes, objectives and policy statements are included
7. Design materials and agenda for consultation sessions in collaboration with NACC and NACC Secretariat
8. Procurement of rapporteurs for stakeholder engagement sessions including virtual meetings, focus group discussions
9. Facilitate six (6) regional public consultations with key stakeholders including key populations on the Policy in Trinidad and in Tobago (4 in Trinidad and 2 in Tobago) ensuring adherence to current COVID -19 regulations
10. Have consultations with key informants and focus groups with key stakeholders groups in the public sector, private and NGO sectors, including youth, academia, FBOs ensuring adherence to COVID 19 regulations,
11. Collate and analyze all data gathered from public consultations, focus groups, key informant interviews and online platform and other sources. Document, identify and record all of the issues, concerns and recommendations from stakeholders which they believe are relevant to the policy formulation process.
12. Produce reports of all public consultations, focus groups and interviews with key stakeholders and key informants
13. Ensure that the National HIV and AIDS Policy is gender mainstreamed
14. Ensure the National HIV and AIDS Policy is integrated and harmonised with other national policies such as the National Child Policy, Sexual and Reproductive Health Policy, National Workplace Policy, National Counselling and Testing Policy, TB and HIV,

- Treatment and Care Policies and guidelines, National Youth Policy, National Policy on Gender and Development and other social sector policies
15. Revise and finalize the National Policy on HIV and AIDS by incorporating comments of stakeholders from public consultations, focus groups, key informant interviews (KIIs), online platform and following feedback from the Honourable Minister, PS (OPM-NACC), the NACC and NACC Secretariat
 16. Develop a costed Implementation Plan for advising Cabinet on cost to implement policy measures
 17. Develop a costed Plan for Monitoring and Evaluation
 18. Develop a costed Communication Plan to promote and disseminate the Policy
 19. Final HIV and AIDS Policy for Cabinet approval

4. RECOMMENDED OUTPUTS

The following are the expected deliverables and outputs:

1. Inception report detailing the overall workplan for the assignment including framework and approach to consultations at community and national level, focus groups, key informant interviews, collection of data from online platform ensuring adherence to COVID-19 regulations
2. Revised and updated Situational Analysis
3. Facilitation at national and key informant consultations and focus groups in Trinidad and Tobago
4. Full Reports from consultations, online platform, focus groups, and KIIs
5. Revised HIV and AIDS Policy document based on review and consultations
6. Costed Implementation Plan for the National HIV and AIDS Policy
7. Costed Monitoring and Evaluation Plan
8. Costed Communication Plan to promote Policy
9. Final White Paper HIV and AIDS Policy document for seeking Cabinet approval

5. QUALIFICATIONS AND EXPERIENCE

Individuals or consultancy firms who are interest in this project should possess the following:

- Advanced degree (At least Masters) in Social or Health Policy Analysis, Public Health, Medical Sociology, Social or Health Demography, Health Administration or related field
- Knowledge about HIV and AIDS and Public Health, Demographic Research in the area of HIV and AIDS response
- Recognized formal training in Public Policy formulation
- At least ten (10) years' experience in policy making, programme delivery, planning, implementation, monitoring and evaluation in the field of HIV and AIDS and/or Sexual and Reproductive Health in the Caribbean
- At least ten (10) years' experience in consultancy work related to policy formulation
- Understanding of and experience working with key populations and Persons Living with HIV and AIDS

- Knowledge of and experience in implementing quantitative and qualitative research methodologies
- Prior experience in analysis of qualitative and quantitative data

6. REQUIRED SKILLS, EXPERTISE AND SPECIALIZED TECHNIQUES

Individuals or firms should possess the following competencies, skills and expertise:

- Understanding of the local context in which the National HIV Response operates
- Master of the English language. Excellent written communication skills including research protocols, research papers, policy papers, briefs,
- Strong facilitation and communication skills, including report writing and confidence in delivering presentations and reports to a wide range of audiences
- Able to direct and provide sound advice
- Ability to conduct interviews and collect data under challenging circumstances such as COVID -19 Pandemic
- Very strong time management and organisations skills with ability to respond to deadlines and prioritize accordingly, ability to work well in a team
- Networking skills required and ability to navigate different formal and informal channels and networks to achieve objectives of the project
- Proficiency in using Microsoft Office Suite.
- The Consultant should be readily available and ready to start when required
- The Consultant should be able to indicate and prove it has the resources required to handle the project
- Provide at least three (3) references from organisations where work of a similar nature was undertaken

7. AVAILABILITY OF THE DRAFT HIV AND AIDS POLICY/GREEN PAPER

The Draft HIV and AIDS Policy can be downloaded by clicking on the NACC Tab at the Office of the Prime Minister Gender and Child Affairs website at : www.opm-gca.gov.tt

8. ESTIMATED SCHEDULE OF CONSULTANCY

It is expected that this Consultancy would deliver the required outputs in no more than 12 months from the date of assumption.

9. PROPOSAL RESPONSE FORMAT

Proposals are to be prepared in English on standard 8.5” x 11” paper. All documents shall be placed in two separate sealed envelopes and labelled- **Part 1- Technical Proposal** and **Part 2- Financial Proposal**.

10. MANAGEMENT, LOGISTICAL SUPPORT AND SUPERVISION

- i) The Consultant will be responsible to the National HIV and AIDS Policy Technical Steering Committee which will provide oversight.

- ii) The NACC Secretariat will provide logistical support for consultations and meetings to take place in Trinidad and in Tobago. For purposes of clarification and guidance through the policy development process the Consultant will communicate with the Project Support Officer of the NACC Secretariat who will be the focal point from the Secretariat and who would make available any information required to assist in the development of the National HIV and AIDS Policy and in the completion of this assignment.
- iii) The Consultant would be required to travel to Tobago to undertake consultations and interviews on the island. Arrangements and logistical support for said travel will be provided by the NACC Secretariat.
- iv) The Consultant will bear all costs associated with the preparation and submission of the Proposal.
- v) The Consultant will be responsible for stationery supplies, photocopies and other administrative services as necessary, cover all expenses in connection with the recruitment, transport and training of rapporteurs or research assistants.
- vi) The Consultant would be required to provide five (5) printed copies of the Final National HIV and AIDS Policy and an electronic copy in MS Word ONLY

11. REMUNERATION

The remuneration would be undertaken on the basis of deliverables outlined above and will be paid in Trinidad and Tobago dollars (\$TT).

12. INTELLECTUAL PROPERTY

All data derived in and generated from the Project remains the sole property of the NACC (OPM) and must not be utilized or disseminated without the expressed authorization of the Permanent Secretary, NACC (OPM).

13. PROPOSAL VALIDITY

The Contractor's proposed price shall be firm and shall remain valid for one hundred and twenty days (120) after the deadline of submissions.

14. PROPOSAL SUBMISSION

Due to the need for adhering to COVID 19 precautions, all proposal submissions must be signed, dated and accompanied by the following documents :

1. Cover Letter
2. Form of Tender
3. Certificates
4. Technical Proposal
5. Financial Proposal (in a separate envelope with name and contact information of Bidder)

The deadline for submissions is **Monday 2nd November 2020 at 1.00 pm.**

Late or incomplete submissions would not be accepted and submissions will not be accepted electronically. No submissions would be accepted after 1.00 pm.

The Office of the Prime Minister, NACC does not bind itself to accept the highest, lowest or any other proposal.

The Original and six (6) copies of the Technical and Financial proposals must be placed in separate envelopes, labelled and deposited in the Tender's Box located in the foyer of the Office of the Prime Minister and labelled:

**Provision of Consultancy Services to Finalize the National HIV and AIDS
Policy of Trinidad and Tobago for the Office of the Prime Minister, National AIDS
Coordinating Committee**

And Addressed to:

**The Permanent Secretary
Office of the Prime Minister
(National AIDS Co-ordinating Committee)
13-15 St.Clair Avenue, St Clair
Port-of-Spain**

DEADLINE FOR SUBMISSION : MONDAY 2nd November 2020 AT 1.00 PM