**SPECIFIC TERMS OF REFERENCE**

**CAPACITY BUILDING FOR KEY GOVERNMENT DEVELOPMENT COOPERATION AGENCIES - Request for Services n°2019/411621**

**FWC SIEA 2018 LOT 4: Human Development and Safety Net**

**EuropeAid/132633/C/SER/multi**

1. **BACKGROUND**

**Country Background**

The leading Caribbean producer of oil and gas, the Trinidad and Tobago economy is heavily dependent on upstream and downstream energy sector which accounts for about 45% of GDP, 50% of Government revenue and 80% of exports, but only 4% of employment. To decrease the dependence on the energy sector, the Government of Trinidad and Tobago seeks to broaden the country's economic base through diversification. Trinidad and Tobago's macro – economic performance registered four years of flat or negative growth. There is general agreement that the government’s efforts to re-launch and diversify the highly energy export dependent economy have not borne sufficient fruit yet and there is a need to focus on implementing structural reforms, addressing infrastructural bottlenecks, improving business environment and competitiveness, increasing regional integration and developing human capital. The Country’s high per capita income (T&T graduated to the status of a high income country in 2011) coexists with about 16.7% of its population living in poverty while the level of inequality as measured by the Gini coefficient is 0,40. The gap between wealth and development remains one of the widest in the region.

It is with this situation in mind that the National Indicative Programme under the 11th EDF 2014-2020 for Trinidad and Tobago, with an indicative financial envelope of EUR 9.7 million has been earmarked for two areas – Support for building a competitive and innovative economy (EUR 8M) and Measures in favour of Civil Society (EUR 1M). An indicative amount of EUR.7M is also allocated for support measures. One of the main objectives of the support measure is to foster coherent coordinated and results oriented design and implementation of EU programmes.

Historically, Trinidad and Tobago has benefitted from development cooperation under the Lomé Conventions, and currently facilitated under the successor African, Caribbean and Pacific Cotonou Partnership Agreement (CPA). While these grants have benefitted the country tremendously, there is a lack of capacity in operational Ministries to develop/design project proposals and implement projects. Many opportunities have been lost due to the inability of ministries/agencies to submit quality project proposals in a timely manner. Additionally, implementing ministries/agencies are often faced with delays and inability to achieve the project’s stated objectives.

Trinidad and Tobago recently received approval for the 11th EDF National Indicative Programme which supports building a National Innovation System. This will be the first time the Government will partner with a Pillar Assessed International Agency, the Inter-American Development Bank (IDB), to develop and implement a programme of this magnitude. The programme will involve a partnership approach involving stakeholders including state agencies, government ministries, academic institutions and private sector partners. This presents a unique opportunity to the Government to manage a large, multi-donor, multi-stakeholder development programme.

The current Cotonou Partnership Agreement is coming to an end and the development cooperation landscape is changing. Trinidad and Tobago has graduated to high income status, thus the level of funding available has been reduced, and this further underscores the need to be able to compete for any and all available resources. As such, we are proposing to strengthen the capacity of a number of agencies including the office of the National Authorising Officer, line Ministries (including but not limited to Ministry of Trade and Industry, Ministry of Agriculture, Ministry of National Security) and other relevant partners. This will facilitate the effective management of future programmes and projects, access calls for proposal, preparation of high quality project proposals, as well as, be able to manage large scale, multi donor and multi recipient grants.

1. **DESCRIPTION OF THE ASSIGNMENT**

**Global Objective**:

The overall purpose of the consultancy is to improve Government’s ability to access and effectively utilize development cooperation as a major contributor towards National Development.

**Specific Objectives:**

The main objectives of the assignment are to:

1. Increase the cadre of persons in the key Ministries and Departments within the broader Public Service and civil society with the requisite skills to formulate, implement and evaluate programmes and projects
2. To strengthen the technical capacity of the European Development Fund Unit to effectively manage Development Cooperation with the European Union.

**Requested Services, including suggested methodology**

The consultant will be expected to

1. Prepare modules and deliver intensive tailored training to provide participants with the most up to date Project Implementation and Management knowledge (utilizing an international project management standard), as well as supporting knowledge relevant to International Development Cooperation. Training in project management software is also required. Maximum of 15 participants per workshop. A total of 3, 3day workshops.
2. Deliver tailored training in Grant Proposal Writing to provide participants with the relevant skills and know-how to produce engaging, high quality, successful project proposals. The training should cover the various types of bids and proposals and the key similarities and differences between them, the various approaches needed to reflect these factors and the requirements of key funding agencies. Maximum of 20 participants per workshop. A total of 2, 2-day workshops.
3. Develop and deliver workshop on fundamental principles, concepts and emerging issues in Development Cooperation, inclusive of south-south cooperation, blending financing models (loans and grants), contractual and legal requirements, multi-donor funding models and multi-country implementation partners. Maximum of 20 participants per workshop. Approximately 2, 2-day workshop.

The training events must be organised and delivered within a maximum of 6 months. The training providers must work in close co-operation with the appointed Coordinator at the EDF Unit. During the planning phase the training providers must discuss teaching method and design of the training event with the Coordinator.

**Required Outputs**

* Training modules, schedule and proposals on how the training should be structured
* Organisation and conduct of a total of 7 training workshops, for different target groups
* Evaluation reports of training programmes

Training venues will be provided by the Government agencies. This will be coordinated by the European Development Fund Unit, Ministry of Planning and Development.

**Language of the specific contract**

All training materials and workshops must be delivered in English.

**3. EXPERTS PROFILE or EXPERTISE REQUIRED**

**The assignment will be carried out by one (1) expert for a period of 41 days**

**Key Expert 1 – Project Management and Proposal Writing Training Specialist;**

**Profile of Expertise Required:**

The following evaluation criteria will be used to assess the applications. An Application that scores above 75% will be considered technically responsive.

**Key Expert: Category 1 - Project Management and Proposal Writing Training Specialist;**

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| --- | --- |
| Education | * Master’s Degree or higher in economics, finance or business administration, preferably with a specialization in Project Management
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| Equivalent Professional Experience | * A minimum of 12 years of professional experience in design and implementation of project plans and delivering Project Management training. Some of this experience must be from the public sector
* Understanding public sector policies and support programmes
* Proven experience in leading and facilitating training workshops
* Familiarity with EC guidance on programming, country strategies, and capacity building exercises
* Experience with proposal writing
* Experience working with international development cooperation agencies (loans and grants), inclusive of new and emerging trends in developing cooperation, such as blended facilities, multi-donor projects and south-south cooperation
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| General Professional Experience | * Knowledge and understanding of the public sector in Trinidad and Tobago
* Proven experience working with government counterparts , civil society organizations and International organizations
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| Language Skills | * Fluency in English (reading, speaking, writing)
* Ability to produce clear and concise reports, with excellent communication skills (oral and written)
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**4. LOCATION AND DURATION**

**Starting period**

The indicative start date for the assignment is in April, 2020.

**Foreseen finishing period or duration**

The contract will be for a period of 41 days over a 6 month period.

**Planning, including the period for notification for placement of the staff as per art 16.4**

The contractors should seek the approval of the Project Manager of the arrival and departure dates of the key experts, before the fieldwork**.**

**Location of the assignment**

The Expert who will be involved in the training sessions will be based in Port of Spain (normal place of posting), Trinidad and Tobago, during the briefing and training periods. Training sessions will take place mainly in Port of Spain. However, one training workshop may involve at least one mission to Tobago

The period allocated to developing the training modules, will be done from his/her home base.

The proposed indicative timeline follows:

**Key Expert 1 – Project Management and Proposal Writing Training Specialist;**

Work Schedule:

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| --- | --- | --- | --- |
| **Tasks** | **Deliverable** | **Working days** | **Timeline** |
| Briefing meetings  | Introductory meeting - consult with MPD/Delegation on project plan and objectives | 2 | April 6th 2020 |
| Develop training modules and agendas for all training sessions | The draft training agendas and the full complement of workshop materials including: the Participants’ Resource Package and a standard power point presentation.  | 10 | April 13th – 24th 2020 |
| Facilitation of training sessions | Deliver training modules in line with established and recognised the Project Management Body of Knowledge  | 12 | 25th May - 10th June 2020 |
| Deliver tailored training in Grant Proposal Writing  | 6 | 29 June- 15 July, 2020 |
| Deliver workshops on fundamental principles, concepts and emerging issues in Development Cooperation | 6 | 29th June- 15 July 2020 |
| Reporting  | Report on conclusions and recommendations | 5 | 16th June 2020 |
| *Consultant will be required to conduct field visits to T&T to facilitate workshops in accordance with the Phases of training outlined.* |

**5. REPORTING**

1. **Content:**

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| --- | --- | --- |
| **Name of report** | **Content** | **Time of submission** |
| Inception report | An analysis of the existing situation and plan of work for the project; draft training modules and proposed methodology | No later than 3 weeks after the start of implementation |
| Draft Final Report | Description of achievements and recommendations. | No later than 1 month before end of target date |
| Final Report | Executive summary, Description of achievements. This must also include evaluation and training reports,Conclusion and recommendations Appendices (containing Training materials etc.) | To be submitted no later than two weeks after receiving comments on the draft final report.  |

**Language:**

All reports must be written in English.

**Submission/Comments /Timing:**

All reports with the exception of the final report should be submitted in electronic copy, to the project manager. The draft final report must first be submitted electronically via email as draft report to the Project Manager. Comments and Approval of final draft will be provided via e-mail, within 15 working days.

Number of Report copies.

Final report: Two (2) hard copies and electronic copy (Word or PDF) of the approved report must be submitted to the Project Manager.

**6. INCIDENTAL EXPENDITURE**

Other limitatively identified reimbursable costs, with their details include:

Travel costs and subsistence for missions, outside the normal place of posting, including visits to Tobago, undertaken as part of the contract EUR1700.00

The provision for incidental expenditure related to travel under the contract is EUR 3000

Organisation and logistical costs for 7 training workshops EUR5,000

The local taxes upon eligible incidental expenditure incurred under the specific contract shall be reimbursed in full.

The final invoice must be submitted with an expenditure verification report. EUR 2, 000 is allocated for this activity.

The total provision for incidental expenditure for this contract is EUR 9,700 and the expenditure verification provision is EUR 2,000

**7. MONITORING AND EVALUATION**

Performance indicators are:

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| --- | --- |
| **Indicator** | **Scale** |
| Briefing meeting completed with the Ministry of Planning/EU Delegation | Yes/No |
| Training Modules Developed |

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| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
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| Training Modules Administered for Project Management |

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| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
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| Training Modules Administered for Grant Proposal Writing |

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| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
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| Training Modules Administered for Emerging issues in International Organizations Management and Development Cooperation |

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| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
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| The quality and timely delivery of all required tasks as provided for in this terms of reference |

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| Final Reports Received | Yes/No |
| Satisfaction with Work Completed by the Consultants |

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