

The Honourable Dr. Bhoendradatt Tewarie
Minister of Planning and Sustainable Development
Ministry of Planning and Sustainable Development
Level 14, Eric Williams Financial Complex
Independence Square, Port of Spain
Trinidad and Tobago

Re: Non Reimbursable Technical Cooperation.
ATN/OC-14243-TT. Support to the Design and
Implementation of a Trinidad and Tobago Women's
City Centre.

Dear Minister:

I am pleased to inform you that, based on your request set forth in the letter dated March 28, 2011 for the preparation of the Program for a Trinidad and Tobago Women's City Centre (WCC), the Inter-American Development Bank (the "Bank") has approved the utilization of resources of the Gender and Diversity Special Program Fund, up to the amount of four hundred and fifty thousand four hundred dollars of the United States of America (US\$450,400), or its equivalent in other convertible currencies (the "Contribution"), for the execution of the technical cooperation (the "Technical Cooperation") described in the Annex, which forms an integral part of this letter of agreement.

As indicated in our earlier communication dated January 16, 2014, sent right after the approval, the general objective of the Technical Cooperation is to provide support to the design and execution of a 2014 loan operation, TT-L1037 for the Women's City Centre Program, by: (i) financing planning consultancies to define the content and scope of the construction of two WCCs planned for Port of Spain (POS) and San Fernando and to provide financial and economic analysis of the WCC model planned for these two cities; and (ii) supporting institutional strengthening activities to prepare the Government of the Republic of Trinidad and Tobago (GoRTT) to execute effectively the loan operation and its components.

As previously agreed during the preparation of the Technical Cooperation, the Bank will act as the Executing Agency and will use the resources of the Contribution to contract and pay the individual expert(s) or consulting firm(s) (the "Consultants") necessary to meet the objectives of this Technical Cooperation.

The period for execution of the Technical Cooperation shall be twenty-four (24) months from the date of this letter. The period for the last disbursement of the resources of the Contribution shall be thirty (30) months from the same date. Any part of the Contribution which has not been utilized within this period shall be canceled. The aforementioned deadlines and any others that may be stipulated herein may be extended, when duly justified, with the written consent of the Bank.

We understand that the Republic of Trinidad and Tobago (the “Beneficiary”) undertakes to facilitate the Consultants in the performance of their tasks, and provide the necessary technical, logistic and secretarial support required for the execution of the Technical Cooperation. In particular, the Beneficiary undertakes to collaborate closely with the Bank and the Consultants for the execution of this Technical Cooperation.

The financing of the consulting services detailed in this letter of agreement does not imply any commitment whatsoever by the Bank to finance, wholly or partially, any other program or project that might directly or indirectly result from the execution of this Technical Cooperation. The opinions of the Consultants shall not commit the Bank to the same position. The Bank reserves the right to express any comments or reservations regarding such opinions as it may deem appropriate.

The Beneficiary undertakes to notify the Bank, in writing, within a maximum period of ten (10) working days from the receipt of this letter, whether it considers this letter of agreement to contain information that may qualify as an exception to the principle of disclosure of information under the Access to Information Policy of the Bank, in which case the Beneficiary undertakes to identify the information in the relevant provisions of the letter of agreement. In accordance with the aforementioned policy, the Bank will make available on its “WEB” page the text of this letter of agreement once it has entered into effect and the aforementioned period has expired, excluding only that information which the Beneficiary has identified as an exception to the principle of disclosure of information under this policy.

Yours Faithfully,

/s/ Michelle Cross Fenty

Michelle Cross Fenty
Representative in Trinidad & Tobago

Date: February 7, 2014

ANNEX

THE PROGRAM

Support to the Design and Implementation of a Trinidad and Tobago Women's City Centre (WCC)

I. Objective

- 1.01** The objective of the Program is to provide support to the design and execution of a 2014 loan operation, TT-L1037 for the Women's City Centre Program, by: (i) financing planning consultancies to define the content and scope of the construction of two WCCs planned for Port of Spain (POS) and San Fernando and to provide financial and economic analysis of the WCC model planned for these two cities; and (ii) supporting institutional strengthening activities to prepare the Government of the Republic of Trinidad and Tobago (GoRTT) to execute effectively the loan operation and its components.

II. Description

- 2.01** In order to achieve the above-mentioned objectives, the Program will implement the following three components:

Component 1: Service delivery model design for the Women's City Centre at City Gate, Port of Spain, and San Fernando, Trinidad and Tobago

- 2.02** Consultancies to carry out the following activities will be financed under this component: (i) the design of five service delivery modules and a reception and orientation module for each of the two WCCs; (ii) the design of a gender and human rights focused training for public servants to be assigned to the WCCs and for NGOs to which the WCCs will refer clients; (iii) a consultant to implement an inter-institutional coordination plan and operational manual for the loan project that will define the responsibilities of the program Steering Committee; (iv) a study of the legal ownership and zoning requirements for the land in Port of Spain and San Fernando where the WCCs will be built and an estimation of the costs of construction and administration; and (v) the design and implementation of a communication strategy for public and GoRTT audiences. The Program will also finance the organization and execution of inter-institutional workshops and focus groups in POS and San Fernando to validate the service delivery model and architectural design for the WCCs. Finally, this component will finance the contracting of an impact evaluation consultant who will work with the module design consultants to ensure the evaluability of the WCC modules. The final designs and procedures proposed for the WCC will be informed by the results of a prior analysis carried out by a gender expert contracted for that purpose.

Component 2. Reports and analysis in preparation for Trinidad and Tobago WCC Loan Operation

- 2.03** The component will finance the contracting of four consultants who will provide needed technical inputs to design the WCC Project. These inputs include a cost-effectiveness analysis and long-term sustainability plan for the construction, implementation and continued operation of the WCCs; environmental and social safeguards management plans with an estimation of related costs (for waste disposal, soil sampling for toxic materials and resettlement procedures among other environmental and social safeguard measures that may be required) to be included in the project budget; a detailed procurement plan for the WCCs; and a monitoring and evaluation plan and budget for the project.

Component 3. Institutional strengthening

- 2.04** The goal of the institutional strengthening component is to prepare the Ministry of Gender, Youth and Child Development (MGYCD) to execute and administer the WCC loan program and the activities financed under this Component are meant to provide the GoRTT with the tools and institutional framework needed to begin executing the WCC loan in 2014, following IDB and GoRTT approval. This component will finance: (i) a consultancy to undertake an institutional analysis that will generate recommendations for required professional profiles to form the Program Executing Unit (PEU) within the Ministry of Gender, Youth and Child Development; (ii) a consultancy to design and provide a project management training for the PEU within the Ministry of Gender, Youth and Child Development and strategic ministerial partners; and (iii) a consultancy to conduct an evaluation of gender-disaggregated data collection systems toward the provision of recommendations for improvements and/or the establishment of gender disaggregated data collection systems in the areas of health, labor markets, violence against women and child care to be funded under the loan operation.

III. Total Cost of the Program and Financing Plan

- 3.01** The total cost of the Program, estimated in the amount of US\$450,400, will be distributed as follows:

Cost and Financing (in US\$)

Activity/Component	BANK	TOTAL
Component 1. Service Delivery Model Design for the Women's City Centre at City Gate, in Port of Spain, and San Fernando, Trinidad and Tobago	263,300	263,300
Component 2. Reports and Analyses in Preparation for TT WCC Loan Operation	29,500	29,500
Component 3. Institutional Strengthening	29,600	29,600
Program Coordinator	80,000	80,000
Program Assistant	40,000	40,000
TC monitoring and evaluation Consultant	5,000	5,000
Contingencies	3,000	3,000
Total	450,400	450,400

IV. Execution

- 4.01** The Executing Agency will be the Bank, which will be assisted by a Port of Spain-based Program Coordinator and Program Assistant to be contracted with resources of the Program. The Program Coordinator and the Program Assistant will be responsible for the technical and fiduciary aspects of Program implementation, including: (i) organizing training courses; (ii) ensuring delivery of project outputs; (iii) procurement and processing of the contracts required for the implementation of the agreed program interventions; and (iv) financial management of the Program under the coordination of the IDB Project Team Leader.
- 4.02** In preparation for the WCC loan, the Program will support activities related to the creation of a Program Executing Unit (PEU); a Program Steering Committee (PSC) comprising representatives from the Ministry of Gender, Youth and Child Development and other participant ministries; and a Technical Working Group (TWG). The work of the PEU, PSC and TWG will be coordinated by the Program Coordinator and the Inter-institutional Coordination consultant to be contracted under Component 1 of the Program.
- 4.03** Program resources will fund an individual consultant who will prepare an operations manual to define institutional roles in the development and execution of the WCC loan. The manual will include at a minimum the following components: (i) the Terms of Reference for the Project Steering Committee (PSC) and TWG which will identify their roles/responsibilities; (ii) financial and procurement procedures; (iii) other necessary institutional arrangements for implementation; and (iv) internal and external audit arrangements.
- 4.04** A final evaluation of the TC's activities, financed with the Program's funds, will be conducted based on the indicators and goals established in the Results Matrix. This evaluation will focus on verifying the degree of compliance with the indicators for the Program and the different components, and the extent to which this compliance indicates readiness for project implementation.