

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions¹ (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of

¹ Human Development Atlas, Central Statistical Office 2012

available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women's City Center model to coordinate and optimize the package of free services offered to each woman and allows for service delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to create a model for the integration and coordination of the services for the attention and access of justice Violence Against Women (VAW) in concordance with TT legal framework.
- 2.2 The specific objectives of the consultancy are to:
 - i. Determine and assess the quality of the services to be delivered in VAW Attention & Treatment Module of WCC by selected institutions² in order to identify the needs for institutional strengthening to enhance the quality of these services.
 - ii. Develop together with the selected institutions that will be part of the VAW Attention & Treatment Module, an operation manual for the module that includes a Flowchart and the possible routes of attention that women users can follow while using the services of this module
 - iii. Design and validate for each of the selected institutions that will be part of the VAW Attention & Treatment Module, a legal document or other agreement to support their inter-institutional collaboration with the Ministry of Gender, Youth and Child Development in the WCC.
 - iv. Prepare an estimation for each of the selected institutions of the equipment, personnel, other material resources and their costs to provide the services of the VAW Attention & Treatment Module for a five-year term.
 - v. Prepare job descriptions for the personnel responsible for providing service in each area of the VAW Attention & Treatment Module.
 - vi. Design a Result matrix for the VAW Attention & Treatment Module of WCC for a five-year term, including the costs of the outputs

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 3 months
- 3.3 Place of work: Port of Spain, Trinidad
- 3.4.1 Qualifications:
 - Education: Master's degree in social science or related fields

² TT Police Service Including Victim & Witness support Unit, Ministry of Gender, Youth and Child Development (National Family Service), Ministry of Health/ Forensic medicine, Ministry of Attorney General/Director of Public Prosecutions, Ministry of Social Development and a NGO for psychological support Groups (TBD)

- General Experience: At least five years of experience in the design or execution of development or social programs or projects
- Specific Experience: At least ten years of experience in the design or execution of VAW attention and Access to Justice programs or projects and
- Other: relevant experience in workshop facilitation and intermediate level of Spanish

IV. ACTIVITIES

- 4.1 The consultant will carry out the following activities:
- 4.2 Review the documents on Women’s City operation in El Salvador, particularly the operation manual of the VAW Attention & Treatment Module and result matrix;
- 4.3 Review the legal and Social Public Policy framework for the VAW attention and access to justice, as well relevant research regarding this topic
- 4.3 Conduct interviews with the institutions that will be part of the VAW Attention & Treatment Module of WCC to assess from a gender perspective their capacity, needs for training and technical assistance to deliver quality services for women in the following areas:
 - i. Medium-term psychological support
 - ii. Group and individual counseling
 - iii. Police service
 - iv. Police reporting
 - v. Orders of protection
 - vi. Police assistance and accompaniment
 - vii. Social work
 - viii. Short term psychological support
 - ix. Legal assistance (cases of divorce, alimony, child support payment, criminal prosecutions)
 - x. Medical forensics
- 4.4 Conduct interviews with experts and women survivors of VAW in the domestic setting to assess their perceptions on the institutional response to women that were/are seeking for help and solutions to this problem;
- 4.5 Conduct workshops with the institutions to create and validate an operation manual for the VAW Attention & Treatment Module. This manual must include a flowchart that describes the entry points to the module, the possible routes of attention for users and a description of the responsibilities of each institution, the procedures to deliver the services and the intra-module coordination mechanisms;
- 4.6 Design and validate with each of the institutions and its legal department a legal document or agreement to be used to support the inter-institutional collaboration in the VAW Attention & Treatment Module.

- 4.7 Estimate together with each institution the financial, human and material resources and the infrastructure needs (office space) required for the delivery of the services of the VAW Attention & Treatment Module of WCC. A detailed budget must be provided for the module including a list of equipment and personnel and its cost;
- 4.8 Work with the institutions on the design of Result Matrix for the module and the costs associated to each product for a five year-term

V. DELIVERABLES

- 5.1 The deliverables for the consultancy are:
- i) Work plan for the consultancy
 - ii) A report with a proposal on how to integrate the main services and institutions within the VAW Attention & Treatment Module considering the demand and supply perspectives
 - iii) A list of the training and technical assistances needed by the institutions to deliver quality services to women from a gender perspective
 - iv) An Operation Manual for the VAW Attention & Treatment Module
 - v) Job descriptions/ profiles for the personnel required for the service delivery
 - vi) A template of a legal document for each of the institutions that will be operating in the WCC
 - vii) A result Matrix for the VAW Attention & Treatment Module for a five year term
 - viii) A detailed budget for the operation of the VAW Attention & Treatment Module for a five year term

VI. PAYMENTS

- 6.1 The consultant will receive a lump sum payment paid according the following schedule:

10% with the approval of product 5.1 i
20% with the approval of products 5.1. ii and iii
50% with the approval of products 5.1 iv y v
20% with the approval of products 5.1 vi, vii y viii

VII. COORDINATION

- 7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

SCL/GDI, XXX
TT Consultant
VAW Module

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions³ (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of

³ Human Development Atlas, Central Statistical Office 2012

available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to create a model for the integration and coordination of the services for improving women’s sexual and reproductive health.
- 2.2 The specific objectives of the consultancy are to:
 - i. Determine and assess the quality of the services to be delivered in the Sexual & Reproductive Health Module of WCC by selected institutions⁴ in order to identify the needs for institutional strengthening to enhance the quality of these services.
 - ii. Develop together with the selected institutions that will be part of the Sexual & Reproductive Health Module, an operation manual for the module that includes a Flowchart and the possible routes of attention that women users can follow while using the services of this module
 - iii. Design and validate for each of the selected institutions that will be part of the Sexual & Reproductive Health Module, a legal document or other agreement to support their inter-institutional collaboration with the Ministry of Gender, Youth and Child Development in the WCC.
 - iv. Prepare an estimation for each of the selected institutions of the equipment, personnel, other material resources and their costs to provide the services of the Sexual & Reproductive Health Module for a five-year term.
 - v. Prepare job descriptions for the personnel responsible for providing service in each area of the Sexual & Reproductive Health Module.
 - vi. Design a Result matrix for the Sexual & Reproductive Health Module of WCC for a five-year term, including the costs of the outputs

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 3 months

⁴ Ministry of Health/Women’s Hospital (NWRHA), Family Planning and TT Cancer Society.

3.3 Place of work: Port of Spain, Trinidad

3.4 Qualifications:

- Education: Master’s degree in social science or health sciences or related fields
- General Experience: At least five years of experience in the design or execution of development or social programs or projects
- Specific Experience: At least ten years of experience in the design or execution of Sexual & Reproductive Health programs or projects and
- Other: relevant experience in workshop facilitation and intermediate level of Spanish

IV. ACTIVITIES

4.1 The consultant will carry out the following activities:

4.2 Review the documents on Women’s City operation in El Salvador, particularly the operation manual of the Sexual & Reproductive Health Module and result matrix;

4.3 Conduct interviews with the institutions that will be part of the Sexual & Reproductive Health Module of WCC to assess from a gender perspective their capacity, needs for training and technical assistance to deliver quality services for women in the following areas:

- i. Well woman (Pap smear, breast exam, interview)
- ii. Breast health (mammography, ultrasound, self-exam)
- iii. Pre- and post-natal care
 - a. high risk care
 - b. Laboratories
 - c. Ultrasound
 - d. Dental care (includes X ray)
 - e. Nutritionist
 - f. Lactation consultant
 - g. Pediatrics
 - h. Check-ups
- iv. Chronic disease care
 - a. Lab work
 - b. Nutritionist
- v. Health education
 - a. Family planning
 - b. Sexual education (includes self-care and STI prevention)
- vi. STI testing and follow up
 - a. HIV/AIDS and STI testing
 - b. Colposcopy, cryotherapy, pharmaceutical intervention, psychological
- vii. Psychological care
- viii. Pharmacy
- ix. X ray

- 4.4 Conduct focus groups with potential women clients of WCC to assess their need and preferences regarding the services to be delivered in the Sexual & Reproductive Health Module;
- 4.5 Conduct workshops with the institutions to create and validate an operation manual for the Sexual & Reproductive Health Module. This manual must include a flowchart that describes the entry points to the module, the possible routes of attention for users and a description of the responsibilities of each institution, the procedures to deliver the services and the intra-module coordination mechanisms;
- 4.6 Design and validate with each of the institutions and its legal department a legal document or agreement to be used to support the inter-institutional collaboration in the Sexual & Reproductive Health Module;
- 4.7 Estimate together with each institution the financial, human and material resources and the infrastructure needs (office space) required for the delivery of the services of the Sexual & Reproductive Health Module of WCC. A detailed budget must be provided for the module including a list of equipment and personnel and its cost; and
- 4.8 Work with the institutions on the design of Result Matrix for the module and the costs associated to each product for a five year-term

V. DELIVERABLES

- 5.1 The deliverables for the consultancy are:
 - i) Work plan for the consultancy
 - ii) A report with a proposal on how to integrate the main services and institutions within the Sexual & Reproductive Health Module considering the demand and supply perspectives
 - iii) A list of the training and technical assistances needed by the institutions to deliver quality services to women from a gender perspective
 - iv) An Operation Manual for the Sexual & Reproductive Health Module
 - v) Job descriptions/ profiles for the personnel required for the service delivery
 - vi) A template of a legal document for each of the institutions that will be operating in the WCC
 - vii) A result Matrix for the Sexual & Reproductive Health Module for a five year term
 - viii) A detailed budget for the operation of the Sexual & Reproductive Health Module for a five year term

VI. PAYMENTS

6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% with the approval of product 5.1 i
- 20 % with the approval of product 5.1. ii and iii
- 50% with the approval of product 5.1 iv and v
- 20% with the approval of product 5.1 vi, vii and viii

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

SCL/GDI
Sexual and reproductive Health TT Consultant

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE
SERVICE DELIVERY DESIGN FOR THE ECONOMIC AUTONOMY MODULE FOR THE EPOS
WOMEN’S CITY PROGRAM AND PROJECT

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service

delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to create a model for the integration and coordination of the services for improving women's economic autonomy through strengthening their labor participation and increasing their productivity and income.
- 2.2 The specific objectives of the consultancy are to:
 - i. Determine and assess the quality of the services to be delivered in the Economic Autonomy Module of WCC by selected institutions⁵ in order to identify the needs for institutional strengthening to enhance the quality of these services.
 - ii. Develop together with the selected institutions that will be part of the Economic Autonomy Module, an operation manual for the module that includes a Flowchart and the possible routes of attention that women users can follow while using the services of this module.
 - iii. Design and validate for each the selected institutions that will be part of the Economic Autonomy Module, a legal document or other agreement to support their inter-institutional collaboration with the Ministry of Gender, Youth and Child Development in the WCC.
 - iv. Estimate for each selected institutions of the equipment, personnel, other material resources and their costs to provide the services of the Economic Autonomy model for a five-year term.
 - v. Prepare job descriptions for the personnel responsible for providing service in each area of the Economic Autonomy Module.
 - vi. Design a Result matrix for the Economic Autonomic Module of WCC for a five-year term, including the costs of the outputs.

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 3 months
- 3.3 Place of work: Port of Spain, Trinidad

⁵ Ministry of Labour, Small and Micro-enterprises Development, National Entrepreneurship Development Corporation/NEDCO, Ministry of Tertiary Education and microfinance institutions.

- 3.4 Qualifications:
- Education: Master’s degree in social science,
 - Business Management or related fields
 - General Experience: At least five years of experience in the design or execution of development or social programs or projects
 - Specific Experience: At least ten years of experience in the design or execution of business development, microfinance or/and job training programs or projects and
 - Other: relevant experience in workshop facilitation and intermediate level of Spanish

IV. ACTIVITIES

- 4.1 The consultant will carry out the following activities:
- 4.2 Review the documents on Women’s City operation in El Salvador, particularly the operation manual of the Economic Autonomy Module and result matrix;
- 4.3 Conduct interviews with the institutions that will be part of the Economic Autonomy Module of WCC to assess from a gender perspective their capacity, needs for training and technical assistance to deliver quality services for women in the following areas:
- i. Technical and job training (includes literacy and on-the-job training)
 - ii. Business training and advisory (includes literacy)
 - iii. Career services (resume creation, interview training, job identification and matching, etc.)
 - iv. Business credit
 - v. Financial counseling and education (includes literacy and numeracy)
 - vi. Mentoring
 - vii. Networking;
- 4.4 Conduct focus groups with potential women clients of WCC to assess their need and preferences regarding the services to be delivered in the Economic Autonomy Module;
- 4.5 Conduct workshops with the institutions to create and validate an operation manual for the Economic Autonomy Module. This manual must include a flowchart that describes the entry points to the module, the possible routes of attention for users and a description of the responsibilities of each institution, the procedures to deliver the services and the intra-module coordination mechanisms;
- 4.6 Design and validate with each the institutions and its legal department a legal document or agreement to be used to support the inter-institutional collaboration in the Economic Autonomy Module
- 4.7 Estimate together with each institution the financial, human and material resources and the infrastructure needs (office space) required for the delivery of the services of the

Economic Autonomy Modulo of WCC. A detailed budget must be provided for the module including a list of equipment and personnel and its cost;

- 4.8 Work with the institutions on the design of Result Matrix for the module and the costs associated to each product for a five year-term

V. DELIVERABLES

5.1 The deliverables for the consultancy are:

- i. Work plan for the consultancy
- ii. A report with a proposal on how to integrate the main services and institutions within the Economic Autonomy Module considering the demand and supply perspectives.
- iii. A list of the training and technical assistances needed by the institutions to deliver quality services to women from a gender perspective.
- iv. An Operation Manual for the Economic Autonomy Module.
- v. Job descriptions/ profiles of the personnel required for the service delivery.
- vi. A template of a legal document for each of the institutions that will be operating in the WCC.
- vii. A result Matrix for the Economic Autonomy Module for a five year term.
- viii. A detailed budget for the operation of the Economic Autonomy Module for a five year term.

VI. PAYMENTS

6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% with the approval of product 5.1 i
- 20 % with the approval of product 5.1. ii and iii
- 50% with the approval of product 5.1 iv and v
- 20% with the approval of product 5.1 vi, vii and viii

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister (GDI/CCO, adriaa@iadb.org, +57.1.325.7038).

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service

delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to create a model for the integration and coordination of the services for improving women's economic autonomy through strengthening their labor participation and increasing their productivity and income.
- 2.2 The specific objectives of the consultancy are to:
 - vii. Determine and assess the quality of the services to be delivered in the Economic Autonomy Module of WCC by selected institutions⁶ in order to identify the needs for institutional strengthening to enhance the quality of these services.
 - viii. Develop together with the selected institutions that will be part of the Economic Autonomy Module, an operation manual for the module that includes a Flowchart and the possible routes of attention that women users can follow while using the services of this module
 - ix. Design and validate for each of the selected institutions that will be part of the Economic Autonomy Module, a legal document or other agreement to support their inter-institutional collaboration with the Ministry of Gender, Youth and Child Development in the WCC.
 - x. Prepare an estimation for each of selected institutions of the equipment, personnel, other material resources and their costs to provide the services of the Economic Autonomy Module for a five-year term.
 - xi. Prepare job descriptions for the personnel responsible for providing service in each area of the Economic Autonomy Module.
 - xii. Design a Result matrix for the Economic Autonomic Module of WCC for a five-year term, including the costs of the outputs

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 3 months

⁶ Ministry of Labour, small and Micro-enterprises Development, National Entrepreneurship Development Corporation/NEDCO, Ministry of Tertiary Education and microfinance institutions.

3.3 Place of work: Port of Spain, Trinidad

3.4 Qualifications:

- Education: Master’s degree in social science, business management or related fields
- General Experience: At least five years of experience in the design or execution of development or social programs or projects
- Specific Experience: At least ten years of experience in the design or execution of business development, microfinance or/and job training programs or projects and
- Other: relevant experience in workshop facilitation and intermediate level of Spanish

IV. ACTIVITIES

5.1 The consultant will carry out the following activities:

4.2 Review the documents on Women’s City operation in El Salvador, particularly the operation manual of the Economic Autonomy Module and result matrix;

4.3 Conduct interviews with the institutions that will be part of the Economic Autonomy Module of WCC to assess from a gender perspective their capacity, needs for training and technical assistance to deliver quality services for women in the following areas:

- viii. Technical and job training (includes literacy and on-the-job training)
- ix. Business training and advisory (includes literacy)
- x. Career services (resume creation, interview training, job identification and matching, etc.)
- xi. Business credit
- xii. Financial counseling and education (includes literacy and numeracy)
- xiii. Mentoring
- xiv. Networking;

4.4 Conduct focus groups with potential women clients of WCC to assess their need and preferences regarding the services to be delivered in the Economic Autonomy Module;

4.5 Conduct workshops with the institutions to create and validate an operation manual for the Economic Autonomy Module. This manual must include a flowchart that describes the entry points to the module, the possible routes of attention for users and a description of the responsibilities of each institution, the procedures to deliver the services and the intra-module coordination mechanisms;

4.6 Design and validate with each of the institutions and its legal department a legal document or agreement to be used to support the inter-institutional collaboration in the Economic Autonomy Module

- 4.7 Estimate together with each institution the financial, human and material resources and the infrastructure needs (office space) required for the delivery of the services of the Economic Autonomy Module of WCC. A detailed budget must be provided for the module including a list of equipment and personnel and its cost;
- 4.8 Work with the institutions on the design of Result Matrix for the module and the costs associated to each product for a five year-term

V. DELIVERABLES

5.2 The deliverables for the consultancy are:

- ix) Work plan for the consultancy
- x) A report with a proposal on how to integrate the main services and institutions within the Economic Autonomy Module considering the demand and supply perspectives
- xi) A list of the training and technical assistances needed by the institutions to deliver quality services to women from a gender perspective
- xii) An Operation Manual for the Economic Autonomy Module
- xiii) Job descriptions/ profiles for the personnel required for the service delivery
- xiv) A template of a legal document for each of the institutions that will be operating in the WCC
- xv) A result Matrix for the Economic Autonomy Module for a five year term
- xvi) A detailed budget for the operation of the Economic Autonomy Module for a five year term

VI. PAYMENT

6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% with the approval of product 5.1 i
- 20 % with the approval of products 5.1. ii and iii
- 50% with the approval of products 5.1 iv y v
- 20% with the approval of products 5.1 vi, vii y viii

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

Consultant
Economic Autonomy

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service

delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to design a model for child care services within the WCC for the children aged from 3 month to 12 years that will accompany the women users in their visit to the center. This service will be provided only while the women will be receiving the services at WCC.
- 2.2 The specific objectives of the consultancy are to:
- xiii. Define the technical and health requirements for the operation of the child care facility within WCC in terms of the physical space (area and numbers of rooms), equipment and materials, personnel and ratio of caregivers to children, among others.
 - xiv. Prepare an operation manual for the Child Care Module that includes job descriptions for the personnel.
 - xv. Assess the institutional capacities and quality of the services of NGO that could be hired to provide those services within the WCC
 - xvi. Prepare an estimation of the costs of operations of the Child Care facility for a five-year term assuming that an NGO might be hired to run the facility.

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 2 months
- 3.3 Place of work: Port of Spain, Trinidad
- 3.4 Qualifications:
- Education: Bachelor’s Degree in social science, health or other fields related to the consultancy
 - General Experience: At least five years of experience in the design or execution of development or social programs or projects
 - Specific Experience: At least ten years of experience in the design or execution of early childhood Development programs or projects and
 - Other: Preferably with intermediate level of Spanish

IV. Activities

- 6.1 The consultant will carry out the following activities:
- 4.2 Review the documents on Women’s City operation in El Salvador;
- 4.3 Review the legal al public policy framework the Child Care Services and Early Childhood Development in Trinidad and Tobago;
- 4.4 Identify together with the Ministry of Gender, Youth and Child Development those NGO that could be potential provider to run the child care services within the WCC;
- 4.6 Conduct an assessment of the institutional capacities, experience and quality of services of the NGO selected as potential partners and recommend a short list that have the best competencies for providing the childcare services within WCC;
- 4.7 Estimate the financial, human and material resources and the infrastructure needs (physical space) required for the child care facility. A detailed budget must be provided for the module including a list of equipment and personnel and its cost;
- 4.8 Design and Validate with the Ministry of Gender, Youth and Child Development an operation manual for the Child Care Module;
- 4.9 Prepare Terms of References for the procurement of child care services to be provided by an NGO within WCC.

V. DELIVERABLES

- 5.3 The deliverables for the consultancy are:
 - xvii) Work plan for the consultancy
 - xviii) A report with the assessment of the institutional capacities, experience and quality of services of the NGO selected as potential child care providers and a recommendation of a short list based on the competencies for providing the services within WCC.
 - xix) An Operation Manual for the Child Care Module, that includes job descriptions/ profiles of the personnel required for the service delivery.
 - xx) Terms of References for the procurement of child care services to be provided by an NGO within WCC.
 - xxi) A detailed budget for the operation of the Economic Autonomy Module for a five year term.

VI. PAYMENT

- 6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% with the approval of product 5.1 i
- 20 %with the approval of products 5.1. ii
- 50% with the approval of products 5.1 iii
- 20% with the approval of products 5.1 vi y v

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

SCL/GDI
XXX TT Consultant
Child Care Module

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service

delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to create a model for Community Education in the areas of influence of WCC for the prevention of Violence against Women (VAW) and Domestic Violence (DV), the promotion of Women’s Human Rights and the strengthening of Parenting Skills for non-violent behaviors
- 2.2 The specific objectives of the consultancy are to:
- xvii. Identify evidence based methodologies or promising practices at the local and international level to be used for Community Education Module of WCC in the following areas: prevention of VAW and DV, the promotion of Women’s Human Rights and Parenting Skills for non-violent behaviors
 - xviii. Develop together with the selected institutions⁷ that will be part of the Community Education Module, a strategy and a multiyear (5 years) operation plan for Community Education in the area of influence of WCC.
 - xix. Design and validate for each of the selected institutions that will be part of the Community Education Module, a legal document or other agreement to support their inter-institutional collaboration with the Ministry of Gender, Youth and Child Development in the WCC.
 - xx. Prepare estimation for each selected institutions of the equipment, personnel, other material resources and their costs to execute the Strategy for Community Education.
 - xxi. Prepare job descriptions for the personnel responsible for the Community Education Module and identify the training and technical assistance needed to deliver the products and results of the Strategy for Community Education
 - xxii. Design a Result matrix for the Strategy for Community Education of WCC for a five-year term, including the costs of the outputs

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 3 months

• ⁷Ministry of Gender, Youth and Child Development, Ministry of Community Development and SERVOL

3.3 Place of work: Port of Spain, Trinidad

3.4 **Qualifications:**

- Education: Master’s degree in social science or related fields
- General Experience: At least five years of experience in the design or execution of development or social programs or projects
- Specific Experience: At least ten years of experience in the design or execution of VAW or Domestic Violence prevention programs or projects and
- Other: relevant experience in workshop facilitation and intermediate level of Spanish

IV. Activities

4.1 The consultant will carry out the following activities:

4.2 Review the documents on Women’s City operation in El Salvador, particularly the Strategy for the Community Education Module and result matrix;

4.3 Research and review evidence based methodologies or promising practices at the local and international level to be used for Community Education Module of WCC in the following areas: prevention of VAW and DV, the promotion of Women’s Human Rights and the strengthening of Parenting Skills for non-violent behaviors;

4.5 Conduct focus groups with potential target population to assess their attitudes toward VAW and DM, their knowledge gap on Gender and Women’s human rights and to identify the most popular channels of communication for each public;

4.6 Conduct focus groups with parents to assess their parenting skills and their attitudes on the use of violence in the domestic settings;

4.7 Conduct workshops with the institutions that will be part of the Community Education Module to create and validate a strategy and a multiyear (5 years) operation plan for Community Education in the influence area of WCC. In this process the consultant will facilitate a discussion among the institutions that will be part of the Community Education Module on the objectives, methodologies and target population for the Module of WCC, in order to select an appropriate methodology for the context EPOS. This strategy must include the responsibilities of each institution, the intra-module coordination mechanisms, the educational methodology to be used or adapted for the module and the expected outputs/outcomes;

4.8 Conduct interviews with the institutions that will be part of Community Education Module of WCC to assess from a gender perspective their capacity, needs for training and technical assistance to deliver the Community Education Strategy in the Following areas:

- x. Prevention of VAW and DV (with youth, men and women)
- xi. Promotion of women’s rights

- xii. Parenting skills (nonviolence)
 - xiii. Local service coordination
- 4.7 Design and validate with each the institutions and its legal department a legal document or agreement to be used to support the inter-institutional collaboration in the Community Education Module;
- 4.8 Estimate together with each institution the financial, human and material resources and the infrastructure needs (office space) required for the delivery of the services of the Community Education Module of WCC. A detailed budget must be provided for the module including a list of equipment, personnel and consultancies and its cost; and
- 4.9 Work with the institutions on the design of Result Matrix for the module and the costs associated to each product for a five year-term.

V. DELIVERABLES

- 5.4 The deliverables for the consultancy are:
- xxii) Work plan for the consultancy.
 - xxiii) A report with a comparative analysis of the evidence based methodologies or promising practices at the local and international level to be used for Community Education Module of WCC in the following areas: prevention of VAW and DV, the promotion of Women’s Human Rights and Parenting Skills in regard of the use of violence; and the recommendations of a methodology to be used for the module.
 - xxiv) A report on the results of the focus groups with potential target population.
 - xxv) A strategy and a multiyear (5 years) operation plan for Community Education in the influence area of WCC.
 - xxvi) A list of the training and technical assistances needed by the institutions to execute women from a gender perspective.
 - xxvii) Job descriptions/ profiles for the personnel required for the execution of the Community Education Strategy.
 - xxviii) A template of a legal document for each of the institutions that will be operating in the WCC.
 - xxix) A result Matrix for the Community Education Module for a five year term.
 - xxx) A detailed budget for the operation of the Community Education Module for a five year term.

VI. PAYMENT

6.1 The consultant will receive a lump sum payment paid according the following schedule:

10% with the approval of product 5.1 i

20 % with the approval of product 5.1. ii and iii

40% with the approval of product 5.1 iv

15% with the approval of product 5.1 v, vi y vii

15 % with the approval of product 5.1.viii and ix

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

SCL/GDI

Community Education TT Consultant

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service

delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to create a model for the operation of the reception and the orientation module in order to optimize the package of services offered to each woman in WCC.
- 2.2 The specific objectives of the consultancy are to:
 - i. Design the key procedures the reception of WCC must carry out as the main entry point to the services and prepare an operation manual
 - ii. Design the key procedures the orientation area must carry out to assess and prepare an operation manual
 - iii. Prepare job descriptions for the personnel responsible for providing service in the reception and orientation module.
 - iv. Prepare an estimation of the software, equipment, personnel, other material resources and their costs to provide the services of reception and orientation module for a five-year term.

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 2 months
- 3.3.1 Place of work: Port of Spain, Trinidad
- 3.4 Qualifications:
 - Education: Master's degree in social science, psychology, social work or related fields
 - General Experience: At least five years of experience in the provision of public services
 - Specific Experience: At least ten years of experience in the provision of services for the attention of violence against Women
 - Other: knowledge of Human Based approach and intermediate level of Spanish

IV. Activities

- 4.1 The consultant will carry out the following activities:
- 4.2 Review the documents on Women's City operation in El Salvador, particularly the available material on the reception/orientation module procedures or forms;
- 4.3 Design a protocol for welcoming new and returning clients in the reception, as well as the data collection tools for registration; The protocol must consider special cases such as an

emergency, security issues, women in crisis, person with disabilities (i.e. hearing, visually and physically impaired), elder women, pregnant women, and Women accompanied by children. A coordination meeting with the consultant for the Service Delivery Design for the Child Care Module will be arranged by the IDB.

- 4.4 Design a protocol and the forms/data collection tools to assess the needs of new and returning clients for the available services within WC and for referral services outside WCC, to screen for VAW detection and to design the most suitable route of attention for each of them from a gender and human's right approach. The protocol must consider special cases such as an emergency, security issues, person with disabilities, women in a crisis, among others.
- 4.4 Validate with the Ministry of Gender, Youth and Child Development the designed protocols to be used by the Reception and Orientation Module
- 4.6 Prepare an operation manual for the receptionists and orientators based on the protocols validated by the Ministry of Gender, Youth and Child Development
- 4.7 Estimate the financial, human and material resources and the infrastructure needs (office space) required by the Reception and orientation module. A detailed budget for a five year-term

V. DELIVERABLES

- 5.1 The deliverables for the consultancy are:
 - i. Work plan for the consultancy
 - ii. Draft of Protocols with forms/ data collection tools for the Reception and Orientation Module before the validation
 - iii. An Operation Manual for the receptionist and orientators based on the protocols validated by the Ministry of Gender, Youth and Child Development
 - iv. An detailed budget for the operation the reception and orientation module for a five year term and a list of the financial, human and material resources and the infrastructure needs (office space)

VI. PAYMENT

- 6.1 The consultant will receive a lump sum payment paid according the following schedule:
 - 10% with the approval of product 5.1 i
 - 30% with the approval of product 5.1 ii
 - 40% with the approval of product 5.1 iii

- 20% with the approval of product 5.1 iv

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

SCL/GDI, XXX
TT Consultant
Reception and Orientation

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann's) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 Similarly, in the southern and Eastern regions of the island of Trinidad indices of multidimensional poverty (education, health and living standard) are higher than those in the Western and Northern regions (between 7.2% and 8.8% versus 2.7% to 6.8% in the North and West). This higher relative poverty may have an influence and be influenced by the availability of services in these regions.
- 1.3 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.4 The Government of Trinidad and Tobago has also indicated its interest in the Bank's Women's City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women's City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.5 The Women's City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women's City Center model to coordinate and optimize the package of free services offered to each woman and allows for service delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.3 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.4 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objectives of the consultancy are to: i) define the inter-institutional coordination arrangement for the execution of the TT WCC Program and Project (loan); and ii) pilot test a limited scale service delivery WCC model to evaluate alternative inter-institutional coordination arrangements to be applied to the WCC Project.
- 2.2 The specific objectives of the consultancy are:
- i) Identify the service delivery route and administrative procedures required for the construction of the physical WCC installations, infrastructure maintenance and service delivery management ,taking into account cost-effectiveness considerations and the institutional and legal framework of Trinidad and Tobago.
 - ii) Design and validate, in close collaboration with key stakeholders, the mechanism for inter-institutional coordination and governance for the WCC.
 - iii) Propose a financing model(s) for service delivery within the WCC to ensure Program sustainability. The models proposed should reflect the consultant’s findings and recommendations on inter-institutional coordination arrangements.
 - iv) Pilot a limited scale service delivery model and inter-institutional coordination mechanism. The Consultant will be responsible for carrying out a pilot of the inter-institutional coordination model at a site provided by the GoRTT and the Project Team. The Pilot will most likely include coordination with existing public sector service providers in a real-world application of alternative coordination modelling.

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 Type of consultancy: Local, individual.
- 3.2 Duration: 3 months
- 3.3 Place of work: Port of Spain, Trinidad
- 3.4 **Qualifications:**

- Education: Master’s degree in social science, management or related fields
- General Experience: At least five years of experience in the design or execution of social programs or projects.
- Specific Experience: At least five years of experience in project management ; knowledge of institutional for social public policy; and
- Other: Advanced Spanish language reading comprehension (with institutional credentials or at least 6 months work experience in Spanish-speaking country/projects).

IV. Activities

- 7.1 The consultant will carry out the following activities:

- 4.2 Review the documents on Women’s City operation in El Salvador and their inter-institutional arrangements and financing mechanisms
- 4.3 Identify potential public (or private) agencies to take responsibility for the construction of Women’s City Center, center maintenance and service delivery management (leader organization), according to institutional and legal framework of TT;
- 4.4 Conduct interviews, workshops of focus groups with key actors that will be part of the women’s city project to identify barriers and viable arrangements for inter-institutional coordination, in three levels: a) strategic and political level, b) programmatic and c) operational level (Women’s City program and project/loan); including a proposal for a case management system
- 4.5 Design and validate with key stakeholders a template of a Memorandum of Understanding or other agreement to support the inter-institutional collaboration;
- 4.6 Analyze with IDB fiduciary specialist, the Ministry of planning, the Ministry of finance and other relevant organization, the most convenient mechanism to finance Women’s City program and the maintenance of the Building;
- 4.7 Define with the IDB team and the leader organization for the service delivery management which limited version of Women’s City is viable to pilot considering the principles of the model;
- 4.8 Identify in coordination with the team leader organization and the Ministry of Planning the best locations for the implementation of Pilot test of a limited version of Women’s City; as well as the human and material resources available from each of the institution that will be selected for the pilot test of the limited version of Women’s City;
- 4.9 Design the operation of the pilot test including a system to measure the performance, a strategy for continuous learning and adjusting the operations, and strategies to promote quality services different from the existing ones.
- 4.10 Estimate the financial resources required to conduct the pilot, and a preliminary proposal for the GoTT counterpart contributions and IDB support.

V. DELIVERABLES

- 5.2 The deliverables for the consultancy are
 - i. Work plan for the consultancy.
 - ii. Scheme for the production function of the center’s construction and maintenance.
 - iii. Report with the arrangements for inter-institutional coordination, at three levels: a) strategic and political level, b) programmatic and c) operational level; including a proposal for a case management system, finance mechanism.
 - iv. Report with design of the pilot test including a system to measure the performance, a strategy for continuous learning and adjusting the operations, and strategies to promote quality services different from the existing ones.

VI. PAYMENT

6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% with the approval of product 5.1 i
- 45% with the approval of product 5.1. ii
- 45% with the approval of product 5.1 iii

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

SCL/GDI
XXX TT Consultant
Interinstitutional Coordination

land clearance

architecture

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.3 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area. Women’s City Centers offer one-stop-shop service provision, comprising 5 modules—sexual and reproductive health; economic empowerment; community education; attention to cases of violence against women (VAW); and child care facilities.
- 1.4 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The main objective of the consultancy is to design and support the implementation of communication strategy to position the WCC as one of the most relevant social programs for improving the conditions of the communities and to reduce the risk of been perceived as threaten for men and for family stability or welfare.
- 2.2 The specific objectives of the consultancy are to:
- i. Identify a vision for WCC, target audiences, messages, activities and channels of communications
 - ii. Prepare a communication strategy that includes a multiyear operation plan, a budget and monitoring and evaluation indicators
 - iii. Provide advice and technical support for the initial execution of the communication strategy

III. CHARACTERISTICS OF THE CONSULTANCY

3.1 Type of consultancy: Local, individual.

3.2 Duration: 3 months

3.3 Place of work: Port of Spain, Trinidad

3.4 **Qualifications:**

- Education: Bachelor’s Degree in marketing or communicational sciences
- General Experience: At least ten years of experience in marketing
- Specific Experience: At least five years of experience in social marketing or in the design and implementation of social campaigns
- Other: Experience in campaigns on gender issues

IV. Activities

- 8.1 The consultant will carry out the following activities:
- 4.2 Conduct interviews, surveys and/or focus groups to identify the perception and concerns of different audiences about the implementation of WCC in TT;
- 4.3 Conduct a workshop with the steering committee of WCC to present the results of data collection on the perception and concerns of different audiences about the implementation of WCC, to define a vision for this program and to elaborate key messages for the different audiences;
- 4.4 Conduct focus groups to test the key message with target audiences;

- 4.5 Prepare a document for the communication strategy with the inputs of activities 4.2, 4.3 and 4.4, with a multiyear operation plan and a budget
- 4.6 Validate the strategy with the steering committee of WCC. The steering committee will be in charge of identifying the sources for financing the communication strategy
- 4.7 Give technical support to the Ministry of Gender, Youth and Child Development for the initial execution of activities of the communication strategy.

V. DELIVERABLES

- 5.3 The deliverables for the consultancy are:
 - i. Work plan for the consultancy
 - ii. A report with the results of the activities 4.2, 4.3 and 4.4
 - iii. The communication strategy for WCC with a multiyear operation plan and a budget, validated by the steering committee
 - iv. A report on the technical assistance provided for the initial execution of the first activities of the communication strategy.

VI. PAYMENT

- 6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% with the approval of product 5.1 i
- 20 %with the approval of product 5.1 ii
- 40% with the approval of product 5.1 iii
- 30% with the approval of product 5.1 iv

VII. COORDINATION

- 7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

impact evaluation

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.3 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City Center (WCC) model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area.
- 1.4 The WCC model comprising five modules—sexual and reproductive health; economic empowerment; prevention of and attention to cases of violence against women; child care; and community education— brings many innovations to the provision of strategic services for women and addresses the inequalities sited above. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the WCC model to coordinate and optimize the package of free services offered to each woman and allows for service delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The objective of the consultancy is to define the appropriate methodology and to perform the cost-benefit analysis of the proposed WCC. Specifically, the consultant will: (i) review the cost effectiveness report and project documentation for the El Salvador WCC operation (ES-L1056); (ii) support the Bank to in the definition of the general elements of the project and the work to be financed; (iii) determine the appropriate methodology to perform an economic evaluation of the works to be financed by the program; (iv) perform a preliminary or pre-feasibility cost-effectiveness analysis of the works and services to be financed by the project; (v) if necessary, the consultant will define the instruments, and supervise and coordinate the field work to carry out socioeconomic surveys; and (vi) perform a cost-effectiveness analysis at a feasibility level of the works to be financed by the loan operation as well as a preliminary sustainability forecast.

III. Activities

- 3.1 One of the most used investment criteria to determine project feasibility is Net Present Value (NPV). The calculation of NPV is done by estimating the net cash flows (inflows minus out flows) at present values. When used to evaluate an investment, NPV requires the comparison of the investment (cost) with the benefits (income) over time of the investment, allowing for a determination of the social value of the project. In other words, in addition to the direct impact of the project, indirect benefits for the country are considered to be attributable to the project.
- 3.2 The consultant will be responsible for employing the NPV methodology to carry out the following:
- 3.3 **Macro-sector elements.** To support the Bank in the definition of the general elements of the program, the consultant will review the cost-effectiveness report and project documents for the El Salvador Women’s City Project (ES-L1056); accompany the IDB Project Team on mission; and maintain regular working meetings with GoRTT officials to provide economic criteria to be incorporated in the selection and prioritization of the areas to be covered by the program.
- 3.4 **Definition of economic evaluation methods.** The consultant will be responsible for proposing a methodology for carrying out an economic analysis of the project and its future sustainability, based on the knowledge gained through document review, data provided by the IDB Project Team and key GoRTT informants. The NPV estimation of benefits of implementation should include elements such as: i) the reduction in hospital costs and intangible costs such as emotional and psychological damage associated with violence against women (VCM); ii) the impact of labor intermediation services on the employability and income of women users of the WCC; and iii) the impact of pre- and post-natal interventions on reductions in the incidence of maternal and infant and the impact of these reductions on proactivity. The methods proposed should also allow take into account the following: i) the possibility of private sector provision of services within the WCC; ii) the possibility that non-essential services can be removed or added to the

WCC model; and iii) the WCC's clear priority on the direct beneficiary population and their use of public services, while taking into account possible impacts on unintended beneficiary populations. This definition of methods should also include the definition of the instruments required to gather information on the project's economic benefits and the identification of additional access to primary or secondary data sources required to complete the analysis.

- 3.5 **Cost-Effectiveness Analysis.** The consultant will be responsible for performing a cost-effectiveness analysis of the project based on the methodology defined and agreed on by the IDB Project Team and the GoRTT. The analysis should include recommendations for adjustments should the costs of any of the model's essential services (sexual and reproductive health; economic autonomy; prevention and attention to cases of violence against women) greatly exceed benefits. She will also produce 5, 10, and 20 year projections of costs and benefits to aid in the creation of sustainability plans with the GoRTT.

IV. DELIVERABLES

- 4.1 The consultant will present the following reports:
- 4.2 An economic recommendation report that defines economic criteria to be incorporated in to the project's objectives, execution and administration;
- 4.3 An economic evaluation report in which the consultant will present and justify alternative possibilities for carrying out the cost-effectiveness analysis; the key elements, tools and data required for each alternative; and the methods used to arrive at each.
- 4.4 A draft final cost-effectiveness report to be commented on by the IDB Project Team and the GoRTT;
- 4.5 A final report that incorporates the comments from the IDB and the GoRTT; and
- 4.6 A projection of costs effectiveness of the projects over 5, 10 and 20 year time horizons.

V. CHARACTERISTICS OF THE CONSULTANCY

- 5.1 **Type of consultancy:** Local, individual.
- 5.2 **Duration:** 60 days during the period August 1, 2013 to December 1, 2013
- 5.3 **Place of work:** Port of Spain, Trinidad
- 5.4 **Qualifications:**
- Education: Master's Degree in economics, finance or other field related to the consultancy;
 - General Experience: At least five years of experience in the execution of economic cost-effectiveness or cost-benefit analyses;

- Specific Experience: At least two years of experience in the execution economic cost-effectiveness or cost-benefit benefit analyses and the quantification of social costs for community or development projects;
- Other: Ability to read Spanish at an intermediate level is a plus, though not required.

VI. PAYMENT

6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% on contract signing;
- 20 % on delivery and IDB approval of the economic recommendation report;
- 20% on delivery and IDB approval of the draft cost-effectiveness analysis;
- 40% on delivery and IDB approval of the final cost-effectiveness analysis; and
- 10% on delivery and IDB approval of the economic cost-effectiveness projection report.

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

SCL/GDI

IDBdocs XXXXX

Cost Benefit Analysis TT Consultant

ESG

Procurement

m and e

TRINIDAD AND TOBAGO
WOMEN’S CITY CENTERS FOR EAST PORT OF SPAIN
TT-T1047
TERMS OF REFERENCE

I. BACKGROUND

- 1.1 East Port of Spain (EPOS) Trinidad comprises 16 communities east of the Dry (St. Ann’s) River in Port of Spain, the capital city of the Republic of Trinidad and Tobago, with district centers in Laventille, Morvan, Port of Spain East and Belmont. The area is one of the most economically depressed in the country and is characterized by high rates of crime and unemployment that affect its 92,000 residents in over 27,000 households. Over 70% (or 19,000) of households in EPOS are headed by women. In 2005, the Government of the Republic of Trinidad and Tobago (GORTT) declared East Port of Spain a Special Development Zone in which initiatives to reduce regional economic and social disparities would be undertaken under the auspices of the East Port of Spain Development Company.
- 1.2 The Government of Trinidad and Tobago has requested technical and financial support from the IDB for the construction and rehabilitation of the East Port of Spain (EPOS) area of the capital city under the Emerging and Sustainable Cities Initiative (ESCI). The ESCI will aid the City of Port of Spain (POS) in addressing the sustainability challenge presented in this region through a series of projects that will address issues of climate change adaptation, cultural heritage restoration and social and economic development.
- 1.3 The Government of Trinidad and Tobago has also indicated its interest in the Bank’s Women’s City model, first developed in El Salvador, as an integral part of the strategy to promote greater socio-economic development to the East Port of Spain area.
- 1.4 The Women’s City Center (WCC) model brings many innovations to the provision of strategic services for women. First, by bringing together several services in the same location, the model reduces the opportunity cost to beneficiaries of availing themselves of available and necessary but widely dispersed public services. Additionally, its integrated approach to service provision better equips the Women’s City Center model to coordinate and optimize the package of free services offered to each woman and allows for service delivery in a gender-sensitive manner. Finally, the integrated model allows for the participation of multiple specialized providers, including the private sector for example, through banking and financial services, in the chain of service provision targeted exclusively to women.

II. OBJECTIVES

- 2.1 The objectives of this consultancy are to: i) evaluate the institutional capacity of the executing agency, the Ministry of Women, Youth and Child Development of the

GoRTT, to execute and administrate the project funds using the Institutional Capacity Evaluation System developed by the Inter-American Development Bank (explained in further detail in chapter III of these Terms of Reference); ii) design a institutional strengthening plan for the Ministry of Gender, Youth and Child Development based on the findings of the institutional capacity evaluation, with a goal of improving the Ministry's ability to autonomously execute the loan operation in question; iii) define basic functions required for an executing Unit within the Ministry and elaborate Terms of Reference for the profiles needed to complete the Executing Unit; iv) work with the Project Management training consultant to design a training curriculum that reflects the institutional shortcomings highlighted by the institutional analysis.

III. Activities

- 3.1 Evaluation of the executing capacity of the Ministry of Gender, Youth and Child Development. The consultant will be responsible for evaluating the capacity of the Ministry to develop programming processes and assign responsibility around resource administration for the project in such a way that open and efficient communications is maintained. In addition, the consultant should provide proof that that the Ministry has the capacity to program and organize the components and activities of the WCC project. TO establish this capacity, the consultant should evaluate both the Ministry's project programming systems and its administrative organization.
- 3.2 Specifically, the consultant should evaluation the processes by which the Ministry programs it projects and activities over a determined period of time. The consultant should also evaluate the processes by which the Ministry organizes resources to attend to programming, project execution and monitoring functions and verify that the existing systems can conform to the requirements of the IDB. The consultant should also document the existence of a formal Organizational Structure in which levels of supervision and functions are clearly defined and the existence and quality of the Organizational and Procedural Manual for the Ministry.
- 3.3 Evaluations of the Ministry's Capacity to Execute the WCC Project. In close collaboration with the cost effectiveness consultant, the present consultant will define the main supervisory elements of the WCC project and determine whether the Ministry has the capacity to carry these out in a timely and efficient manner given the structures and resources documented. This activity includes documentation of the existence and quality of: personnel administration; procurement of goods and services; and financial administration.
- 3.4 Evaluation of Internal and External Controls. The consultant will also be responsible for evaluating the Ministry's internal and external controls. Namely, the consultant will evaluate the existence and quality of internal control measures like boards of directors or steering committees and compliance with internal hiring; fiduciary and administrative procedures. The consultant will also review external audit reports and document their frequency, findings and recommendations and whether these recommendations were taken up by the Ministry.

IV. DELIVERABLES

4.1 The deliverables for the consultancy are:

- i. Work plan for the consultancy
- ii. Draft Institutional Evaluation; and
- iii. Final Institutional Evaluation.

V. CHARACTERISTICS OF THE CONSULTANCY

5.1 Type of consultancy: Local, individual.

5.2 Duration: 2 months

5.3 Place of work: Port of Spain, Trinidad

- Education: Master's Degree in economics, engineering, business administration or other field related to the consultancy
- General Experience: At least five years of experience in the design or execution of institutional strengthening and institutional analysis
- Specific Experience: At least five years of experience in carrying out institutional analyses with governments in the Caribbean.
- Other: Preferably with intermediate Spanish comprehension (reading), though not required

VI. PAYMENT

6.1 The consultant will receive a lump sum payment paid according the following schedule:

- 10% with the approval of product 5.1 i
- 40 %with the approval of products 5.1. ii
- 50% with the approval of products 5.1 iii

VII. COORDINATION

7.1 The consultancy will be coordinated by Adria Armbrister, Social Development Specialist (adriaa@iadb.org, +571.325.7000 ext. 7038).

Institutional Training

Data Collection Gender

Project Coordinator