



REQUEST FOR PROPOSALS

FOR

THE ICTS FOR RURAL COMMUNITIES

DEVELOPMENT PROJECT

TABLE OF CONTENTS

INTRODUCTION.....	1
PROJECT OBJECTIVE.....	2
PROJECT OUTLINE	3
CRITERIA FOR PARTICIPATING	3
TERMS OF REFERENCE.....	3
SUBMISSION OF PROPOSALS.....	4
CLARIFICATION OR QUERIES.....	4
EVALUATION OF PROPOSALS.....	4
SELECTION OF PROJECTS BY TATT.....	6
MONITORING AND FINAL SELECTION.....	6
DEFINITION OF “RURAL COMMUNITY”.....	APPENDIX I
PROJECT PROPOSAL GUIDELINES.....	APPENDIX II

1. INTRODUCTION

The Telecommunications Authority of Trinidad and Tobago (TATT) wishes to invite registered NGOs to participate in an initiative to celebrate World Telecommunication and Information Society Day (WTISD).

This initiative is aimed at encouraging the use of Information and Communications Technologies (ICTs) to support development projects in rural areas. These projects must serve to enhance the quality of life of the persons residing in those communities.

1.1 About TATT

TATT was established by the Telecommunications Act 2001 and began operating in 2004. TATT is the organization in Trinidad and Tobago responsible for developing this country's telecommunications and broadcasting sectors.

The telecommunications and broadcasting sectors include the providers of telecommunications and broadcasting services and the consumers who use those services. Those services include the following:

- Fixed line telephone
- Cellular telephone
- Internet
- Subscription television (i.e. cable TV and satellite TV)
- Free to air television (i.e. regular television without cable or satellite service)
- Free to air radio

The responsibility for developing these sectors means that TATT must, among other things:

- ensure that persons have a variety of telecommunications and broadcasting services to choose from;
- ensure that the companies which provide these services give their customers good value for money;
- protect consumers who use these services from unfair practices by these companies.

1.2 About the Project

The Project is titled- ***The ICTs for Rural Communities Development Project.***

Registered NGOs are invited to submit to TATT, proposals for projects which they are currently involved in, or plan to be involved in, that would help to enhance the quality of life of persons in a rural community.

These projects must:

- include the use of ICT's; and
- take place in a rural community in Trinidad or Tobago.

Appendix 1 provides a definition of “rural community” and a list of communities in Trinidad and Tobago that are considered rural. **The list provided is not exhaustive.**

The ICT's for Rural Communities Development Project is an initiative of TATT to celebrate World Telecommunication and Information Society Day (WTISD).

WTISD is an international celebration that takes place annually to mark the establishment of the International Telecommunications Union (ITU). The ITU, which is based in Geneva, Switzerland, is the international organization established by the United Nations responsible for the development of telecommunications within member states. The celebration takes place on May 17th every year to mark the commemoration of the founding of the ITU on May 17th 1865.

Every year TATT hosts an event to celebrate WTISD. Last year, 2010, TATT hosted an art competition.

The themes for all annual WTISD celebrations are selected by the ITU.

The theme for 2011 is ***Better Life in Rural Communities with ICTs.***

1.3 What are ICTs?

ICT's is the abbreviation for the term Information and Communication Technologies. ICT's is an umbrella term that includes the following:

- All types of digital or electronic information – e.g. videos, movies, music, email and text messages.
- All methods of communicating information electronically or digitally. – e.g. downloading videos from the Internet
- The variety of technologies available to do the above – e.g. computers, the Internet, cell phones, fixed line phones, radio, television, satellite

2. PROJECT OBJECTIVE

The primary objective of **the ICTs for Rural Communities Development Project,** is to encourage the use of ICT equipment and/or services to support projects that will help to improve the lives of persons in rural communities in Trinidad and Tobago.

3. PROJECT OUTLINE

3.1 The Project is open to NGOs which :

- Are registered as a Non-Profit Organisation under the Companies Act, Ch. 81:01 or established by an Act of Parliament; AND
- Are currently involved in a development project in a rural community that is supported by ICT equipment and /or services; OR
- Plan to undertake a project in rural communities supported by ICT equipment and/or services.

3.2 Each NGO must submit One (1) proposal for **only One (1)** project. Submission of more than one proposal would result in the rejection of both proposals.

3.3 TATT will evaluate all proposals accepted in accordance with the **Evaluation Criteria** outlined in this Request for Proposals (RFP) document.

3.4 Submitted proposals which would have met all criteria and selected projects based on the overall evaluation of proposals received, will be awarded with up to **Thirty Thousand Dollars (\$30,000.00)** worth of ICT equipment and/or services which the NGO would have identified in its proposal to support its project.

4. CRITERIA FOR PARTICIPATING

An NGO wishing to submit a proposal must meet all the criteria outlined below:

- The Executive members of the NGO must not be members of staff or Members of the Board of TATT.
- The NGO must be registered as a Non-Profit Organization under the Companies Act, Ch: 81:01 or established by an Act of Parliament.

5. TERMS OF REFERENCE

5.1 NGOs wishing to participate in the initiative will be required to:

- Identify one (1) project for a rural community in which it is involved, or plans to be involved, which must be supported by ICT equipment or services.
- Prepare and submit a proposal in **accordance with all areas outlined in the RFP under APPENDIX II**
- Submit the proposal **by Friday July 15th 2011 at 12:00 Noon.**

6. SUBMISSION OF PROPOSALS

6.1 Five (5) copies of the proposal must be submitted at the office of TATT in a sealed envelope or package labeled and marked ONLY:

The Secretary, Tenders Committee
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension,
off Twelfth Street, Barataria

6.2 The envelope or package must not bear the logo of any company or organization and shall NOT, on the face of the packaging, identify the NGO submitting the proposal. TATT shall reject any proposal which does not comply with this requirement.

6.3 All proposals must be submitted to TATT no later than **12:00 Noon on Friday July 15th 2011. Proposals submitted after this time shall NOT be accepted.**

7. CLARIFICATION OR QUERIES

7.1 An NGO may wish to seek clarification on, or to query any aspect of this RFP prior to the submission of its proposal.

7.2 All requests for clarification must be **submitted in writing by Thursday June 30th 2011** and addressed to:-

Cheryl Johnson
Senior Manager Communications, Public Relations and Consumer Affairs
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension, off Twelfth Street, Barataria

Email: cjohnson@tatt.org.tt
Phone: 1 (868) 675-8288 Ext 356
Fax: 1 (868) 674-1055

Responses to all requests for clarification will be forwarded to the NGO making the request. All responses will be published on TATT's website www.tatt.org.tt

8. EVALUATION OF PROPOSALS

8.1 TATT shall establish an Evaluation Committee to conduct an evaluation of proposals accepted.

8.2 The Evaluation Committee shall evaluate each proposal in accordance with the following criteria:

Criteria	Explanation	Marking
Capacity of the NGO to carry out the project	The nature of the NGO itself and evidence of its ability to implement successful projects: <ul style="list-style-type: none"> • Listing of NGO executive members • Identification of persons involved in the proposed project and their roles • Number and description of projects implemented by the NGO in the last three years • Funding mechanisms of the NGO's activities • Testimonials from persons benefiting from the NGO activities from at least one of these projects 	25
Appropriateness of the project	The extent to which the project can support and improve the lives of persons in rural communities in Trinidad and Tobago evidenced by: <ul style="list-style-type: none"> • Needs analysis • Project details • Applicability to community needs • Project location 	40
Number of Persons benefitting from the project	How many persons would directly and indirectly benefit from the project evidenced by: <ul style="list-style-type: none"> • Proposed number of participants • Project impact on the community 	15
Evidence of ability to meet the project cost	The NGO should be able to show evidence of being able to fund the project as evidenced by: <ul style="list-style-type: none"> • Project budget • Identification of all sources of funds for the project 	20

9. SELECTION OF PROJECTS BY TATT

9.1 The Evaluation Committee will evaluate all accepted projects in Three (3) stages.

i. Stage 1

Proposals will be short listed by the Evaluation Committee upon evaluation in accordance with the Evaluation Criteria outlined in Section 8 above.

ii. Stage 2

Each NGO whose project has been shortlisted at Stage 1 will be required to make a presentation of its projects to the Evaluation Committee for the purpose of clarifying any specific matters that may be identified by the Evaluation Committee.

iii. Stage 3

The Evaluation Committee would visit the project sites of each NGO whose project has been shortlisted at Stage 1 and who has made a presentation to the Evaluation Committee at Stage 2.

9.2 On completion of the Three (3) stages of evaluation, TATT will award those NGOs which have best demonstrated the ability to implement a project involving the use of ICT equipment and/or services to improve the lives of persons in a specific rural community, with up to **Thirty Thousand Dollars (\$30,000.00)** worth of ICT equipment and/or services as outlined in their proposals.

9.3 Each NGO which has been identified for an award would be required to enter into an Agreement with TATT in relation to the receipt and use of the equipment and or services.

9.4 Equipment and/or services awarded to NGO's must be used only for the purpose of the implementation of the projects in accordance with the proposals.

10. MONITORING AND FINAL SELECTION

10.1 During the period of implementation of each project in relation to which awards have been made, TATT will visit the sites of and monitor the implementation of such projects.

10.2 The progress of each project will be videotaped during site visits. The video-taped material will be used to prepare a television feature to showcase all the projects. The television feature will be used to highlight the ways in which

ICTs can be, and are being used to develop rural communities in Trinidad and Tobago.

10.3 Upon the completion of this process of monitoring and evaluation, TATT will select One (1) project considered to be the project which has made the best use of ICT's to improve the lives of persons in a specific rural community and will award the implementing NGO with an additional **Twenty Five Thousand Dollars (\$25,000.00)** worth of ICT equipment and/or services. This final presentation will take place on **May 17th 2012**.

10.4 It must be noted that NGOs would be responsible for acquiring all permits and permissions required to implement the project. TATT shall not award equipment and/or services to projects which have not received the required permissions and permits.

APPENDIX 1

DEFINITION of “RURAL COMMUNITY”

URBAN/ RURAL DEFINITION - This information was obtained from the Central Statistical Office

In the 1997/98 Household Budget Survey, areas were classified as urban or rural at the level of the Ward based on population density per square kilometre. Wards where the population density was 200 or more per square kilometre were classified as urban with the exception of Siparia. Those Wards where the population density was less than 200 per square kilometre were classified as rural. This Urban/Rural definition was modified for the 2008/09 Household Budget Survey so as to better identify distinctly rural areas that were located within areas classified as urban. Communities within the urban areas (wards) were classified as rural based on the prevalence of a high level of agricultural activity measured as above the average number of agricultural holders per community and/or the median amount of hectares under agricultural cultivation as well as remoteness from main urban hubs. Consequently communities located in urban areas with forty (40) or more agricultural holders and/or at least forty eight (48) hectares under agricultural cultivation as reported in the 2004 Agricultural Census with an element of remoteness such as distance from main cities or difficult access were classified as rural.

The above description provides a guide as to what is considered to be a rural area.

Based on the revised definition the following areas were classified as Urban:

Port of Spain

San Fernando

Borough of Arima,

Borough of Chaguanas excluding the communities of Charlieville, Cunupia, Esmeralda, Felicity, Longdenville, Munroe Settlement, Petersfield.

Borough of Point Fortin,

Arima excluding the communities of Arima Heights/Temple Village, Carapo, Heights of Guanapo, La Laja, Maturita, Wallerfield.

Chaguanas excluding the communities of Arena, Caparo, Carlsen Field, Chandernagore, Longdenville, Mamoral No. 2, Palmiste, Ravine Sable, Todd's Road, Todd's Station, Welcome.

Couva excluding the communities of California, Indian Trial, Orange Valley.

Diego Martin excluding the communities of Cameron Road, Chaguaramas, Le Platte, Paramin.

Naparima excluding the communities of Barrackpore, Borde Narve, Debe Proper, Hermitage Village, La Fortune, Monkey Town, Penal, St Croix Village, St Johns Village. Pointe-a-Pierre excluding the communities of Bonne Aventure, Caratal, Corosal, Farnum Village, Forres Park, Gasparillo, Guaracara, Mayo, Hermitage, Piparo, Poonah, Riversdale, Tortuga, Whiteland

St Ann's excluding the communities of La Canoa, La Pastora, Maracas, Maracas Bay, Soconusco

Tacarigua excluding the communities of Acono Village, Caura, Kelly Village, La Paille Village, Lopinot Village, Maracas/St Joseph, Surrey Village.

All other areas were classified as rural consequently rural areas comprised the following wards and communities

Wards classified as rural:

Blanchisseuse, Cedros, Charuma, Cocal, Cunupia, Erin, Guayaguayare, La Brea, Manzanilla, Matura, Montserrat, Moruga, Ortoire, San Rafael, Savana Grande, Siparia, Tamana, Toco, Trinity, Turure, Valencia and Tobago.

Communities classified as rural:

Borough Of Chaguanas

Charlottesville, Cunupia, Esmeralda, Felicity, Longdenville, Munroe Settlement, Petersfield.

Ward of Diego Martin

Cameron Road, Chaguaramas, Le Platte, Paramin.

San Juan/Laventille - Ward of St. Anns

La Canoa, La Pastora, Maracas, Maracas Bay, Soconusco

Tunapuna/Piarco-Ward of Tacarigua

Acono Village, Caura, Kelly Village, La Paille Village, Lopinot Village, Maracas/St Joseph, Surrey Village.

Tunapuna/Piarco-Ward of Arima

Arima Heights/Temple Village, Carapo, Heights of Guanapo, La Laja, Maturita Wallerfield.

Couva/Tabaquite/Talparo-Ward of Chaguanas

Arena, Caparo, Carlsen Field, Chandernagore, Longdenville, Mamoral No. 2, Palmiste, Ravine Sable, Todd's Road, Todd's Station, Welcome.

Couva/Tabaquite/Talparo-Ward of Pointe a Pierre

Bonne Aventure, Caratal, Corosal, Farnum Village, Forres Park, Gasparillo, Guaracara, Mayo, Hermitage, Piparo, Poonah, Riversdale, Tortuga, Whiteland.

Couva/Tabaquite/Talparo-Ward of Couva

California, Indian Trial, Orange Valley.

Penal/Debe-Ward of Naparima

Barrackpore, Borde Narve, Debe Proper, Hermitage Village, La Fortune, Monkey Town, Penal, St Croix Village, St Johns Village.

The list above is not exhaustive but merely provides a guide.

APPENDIX 2

PROJECT PROPOSAL GUIDELINE

(All project proposals submitted **MUST follow this format and sequence.** Project proposals which do not follow this format and sequence may not be considered. All questions must be answered)

SECTION 1 - CORPORATE INFORMATION		
1. Name of NGO		
2. Proof of registration under the Companies Act or of establishment by an Act of Parliament		
3. Mailing Address		
4. Name of Contact Person/s		
5. Telephone contact	Email contact	Fax contact
6. Capacity of the NGO to carry out the project The nature of the NGO itself and its ability to implement successful projects: <ul style="list-style-type: none"> • Listing of NGO executive members • Identification of persons involved in the proposed project and their roles • Number and description of projects implemented by the NGO in the last three years • Funding mechanisms of the NGO's activities • Testimonials from persons benefiting from the NGO activities from at least one of these projects 		
SECTION 2 – PROJECT INFORMATION		
7. Name and Description of Rural Community in which the Project is taking Place		
8. Specific Location of the Project		
9. Description of the Project		
10. Provide an idea of the cross section of persons in the community to benefit from the project (eg the elderly, children, university students, farmers, fishermen)		
11. Provide a detailed description of the ICT equipment and/or services needed for the project		

12. Estimated cost of equipment and or service (must not exceed \$30,000.00)
13. If selected, how the equipment will be safe guarded
14. Appropriateness of project The extent to which the project can support and improve the lives of persons in rural communities in Trinidad and Tobago evidenced by: <ul style="list-style-type: none">• Needs analysis• Project details• Applicability to community needs• Project location
Number of Persons benefitting from the Project How many persons would directly and indirectly benefit from the project evidenced by: <ul style="list-style-type: none">• Proposed number of participants• Benefits to be derived by community• Project impact on the community
15. Evidence of ability to meet the project cost The NGO should be able to show evidence of being able to fund the project as evidenced by: <ul style="list-style-type: none">• Project budget• Identification of all sources of funds for the project