

---

## INTERNATIONAL TRADE CENTRE (ITC)

### Terms of Reference

### Procurement of Office Equipment for Civil Society Organisations

#### Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results. ITC's mandate covers all developing countries and transition economies with special emphasis on the Least Developed Countries (LDCs), Landlocked Developing Countries (LLDCs), Small Island Developing States (SIDs) Fragile States and Sub-Saharan Africa. ITC works at three levels:

- Strengthening the integration of the business sector of developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of small and medium-sized enterprises (SMEs), and enhancing the abilities of trade support institutions to better support them,
- Improving the international competitiveness of SMEs.

#### UNPBF Project Background

The I4P project is a joint peacebuilding initiative being implemented by the International Trade Centre (ITC), UNDP and UNESCO with the overall goal of strengthening the national peacebuilding architecture of The Gambia to promote social cohesion. The 3-year project is funded by the United Nations Peacebuilding Fund.

The project seeks to foster social cohesion by strengthening the national peace architecture in line with key TRRC recommendations, increasing capacity services of institutions in sports and arts and promoting the economic participation of targeted communities as well as strengthening capacities of media, CSOs and women, youth, political and religious leaders to address hate speech.

ITC is strengthening the operational and strategic capacity of peacebuilding organisations to effectively deliver on their mandate.

### **Scope of work for deliverables of service**

The role of the service provider is to provide:

- 10 laptops
- 2 medium size office printers (Coloured)
- 2 projectors
- 85 inches TV and 65 inches TV (Smart TV)
- PA system (Bluetooth)
- 4 cartridges

- **Deliverables of service and timeframe**

**Deliver all procured materials to ITC office in Bakau, on or before 18<sup>th</sup> October 2023.**

### **Payment Plan**

50 percent upon signing of contract and 50 percent will be paid upon satisfactory completion of the assignment.

### **Submission and Deadline**

Send invoices to [binta.sallah@intracen.org](mailto:binta.sallah@intracen.org) on or before 4 October 2023.