

## Call for Expression of Interest

### CP–DaM-2021-2

The purpose of the Call for Expression of Interest is to identify eligible Civil Society Organisations for prospective partnership with UNICEF Georgia. Eligible Civil Society Organisations (CSOs) are invited to submit proposals for partnership to support achievement of results for children outlined in the 2021-2025 Country Programme and section 1.3 below, and in particular to **Enhance the effectiveness of the Juvenile Diversion and Mediation Programme in Georgia**

**\*\*\*Due to the COVID-19 pandemic, exceptionally, electronic submission of the proposals will be accepted.**

Interested candidates are requested to send electronic copy of their proposals by email as pdf documents to [GEO-ML-Procurement@unicef.org](mailto:GEO-ML-Procurement@unicef.org) with the reference in their email subjects: **CONFIDENTIAL: CP–DaM-2021-2**

Financial proposals shall be secured by a password and the password will only be used when an offer is evaluated technically acceptable and therefore eligible for opening of the financial proposals.

The Proposals MUST be received at the above email address by 6:00pm **12 August 2021**. Due to the nature of this Call for Expression of Interest, there will be no public opening of proposals. Proposals received after the stipulated date and time will be invalidated.

All requests for formal clarification must be submitted via e-mail to Ia Tchanukvadze ([itchanukvadze@unicef.org](mailto:itchanukvadze@unicef.org)) and Irma Gabriadze ([igabriadze@unicef.org](mailto:igabriadze@unicef.org)) with [GEO-ML-Procurement@unicef.org](mailto:GEO-ML-Procurement@unicef.org) in copy (cc) by 10 August 2021.

Applications will be assessed by an evaluation committee to identify CSOs that have the mandate, capacities and comparative advantage to support achievement of results for children using criteria outlined in section 3 below. It should be noted however that participation to this Call for Expression of Interest does not guarantee the CSO will be ultimately selected for partnership with UNICEF. Selected NGOs will be invited to review and finalise partnership agreements in accordance with criteria outlined in section 3.4 below and applicable policy and procedures on partnership with CSOs.

Applicant CSOs will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.

### Section 1: Background

1.1 UNICEF mandate	UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.
1.2 UNICEF Programme of Cooperation in Georgia	In Georgia, UNICEF works with the government and other partners with an overarching goal of the country programme, in line with the UNICEF Strategic Plan, 2018–2021, so that all children in Georgia, particularly the most disadvantaged, have their rights fulfilled and have improved chances, opportunities and support to develop to their full potential in an increasingly inclusive and protective society that is respectful of their voice.

	Further information on the programme can be found on <a href="https://www.unicef.org/georgia">https://www.unicef.org/georgia</a>
<b>1.3 Specific results</b>	<p>Within this framework and as set out in UNICEF Georgia Programme of Cooperation 2021-2025 working with government and other partners, UNICEF will contribute to achieve the following results:</p> <p><b>OUTCOME: 4.</b> By 2025, national legislative and implementation systems increasingly provide for a protective and caring family environment that enables families and children to demand and benefit from enhanced access to and use of community-based child and family services, quality alternative care, justice system, and protection systems against violence in all environments.</p> <p><b>Output 4.3</b> By 2025, the justice system has improved capacity to develop and deliver evidence-based programmes that provide access to justice for children in contact with the law.</p> <p><b>1. Background</b></p> <p>UNICEF, with the support of the European Union<sup>1</sup>, aims to promote effective support and protection of children by enhanced child protection and justice systems. The purpose of this assignment is to support access to quality child-friendly justice for children in contact with the law, namely, to assist the National Agency for Crime Prevention and Probation under the Ministry of Justice to deliver an effective Diversion and Mediation Programme for its participants.</p> <p>Diversion is an alternative mechanism to criminal proceedings and a major cornerstone of the juvenile justice system. The Juvenile Justice Code requires professionals to consider application of diversion as a priority measure and use it to the maximum extent possible. The Code provides significant guarantees and regulations including a list of measures and programmes for children involved in the Diversion and Mediation Programme.</p> <p>The Diversion and Mediation Programme was introduced in 2010 and was a major shift from the Zero Tolerance Policy<sup>2</sup> towards restorative justice and rehabilitation. The Programme first was introduced in 4 pilot areas and was gradually extended throughout the country. The Programme is coordinated by the National Agency for Crime Prevention and Probation and involves three groups of professionals: prosecutors, social workers, and mediators. Since its introduction, the Programme diverted about 5,000 children and young adults. Another big achievement in the lifecycle of the Programme was the adoption of the Juvenile Justice Code which extended diversion to a court level<sup>3</sup> and introduced the opportunity to apply it in case of young adults (18-21).</p> <p>Many positive steps have been undertaken since the introduction of the Programme: diversion professionals have been specialized, a coordination mechanism was created at the central as well as regional levels, standards for service providers developed, quality assurance and monitoring mechanism introduced, and various tools and instruments developed.</p> <p>Despite positive achievements, challenges remain for the effective implementation of the Programme. There is a need to introduce a wide range of rehabilitation services for diverted juveniles and provide regular monitoring of their implementation, capacity of</p>

<sup>1</sup> EU/UN Joint Project “Strengthening systems and services for child protection in Georgia”

<sup>2</sup> In 2006-2007 the State announced so called “Zero Tolerance” policy towards offenders which was respectively affected on children in conflict with the law. This significantly increased prison population both in adults as well as juvenile establishments.

<sup>3</sup> Initially the decision on application of diversion was within the discretionary power of prosecutors

professionals involved in the administration of the Programme requires enhancement, coordination between different professionals needs to be further strengthened, as well as a quality assurance system reinforced.

The substantial increase in the number of diverted children resulted in an increased demand for quality services at the local level. In addition to community-based programmes, social workers provide rehabilitation services directly to beneficiaries. However, the lack of tailored services presents a significant challenge to the effectiveness of the Programme. There is thus a need to develop and/or outsource services that meet the diverse needs of diverted children and young adults.

In addition, the multi-stakeholder discussions with the prosecutors, social workers and mediators demonstrate that there is a need for strengthening the capacity of the Diversion and Mediation Programme workforce, as well as a necessity to develop a training module for further specialization of professionals and conduct in-depth trainings in a continuous manner.

Effective implementation of the Diversion and Mediation Programme also requires inter-agency collaboration and coordination among all professionals involved in the process, provision of quality services and regular evaluation of the effectiveness and impact of the Programme. In order to effectively address a young person's behavior, multidisciplinary work and input is required from a range of agencies and professionals, such as prosecutors, social workers and mediators.

To undertake this comprehensive task, UNICEF seeks to hire a local organization to provide support for the enhancement of the Juvenile Diversion and Mediation Programme through assisting expansion of the scope and quality of rehabilitation services, strengthening workforce capacity, building up quality monitoring and supervision systems and improving the coordination mechanism.

## **2. Overall Objective of the Assignment**

Overall objective of the assignment is to work with a local organization to provide technical assistance to the Crime Prevention Centre under the Ministry of Justice to enhance the effectiveness of the Diversion and Mediation Programme for its participants. This requires a comprehensive analysis and the identification of implementation gaps of the Programme and recommendations to be addressed. Support will be provided to major stakeholders (The National Agency for Crime Prevention and Probation and the General Prosecutor's Office) to develop a vision on further strengthening the Programme, as well to expand the scope and quality of services for diverted children.

UNICEF, together with the local organization, will support the development of training modules for further capacity building of diversion professionals (social workers, mediator and prosecutors). The existing quality assurance system will be further strengthened with tools, guidelines and relevant training will be provided for regular monitoring of the Programme. Finally, UNICEF, together with the local organization, will provide support to the existing coordination and multidisciplinary mechanism of the Diversion and Mediation Programme.

## **3. Scope and specific objectives of the assignment:**

Assignment for the local organization shall be carried out in three main directions:

1) *To expand the scope and quality of services within the Diversion and Mediation Programme*

- To analyze the Diversion and Mediation Mechanism, including existing services (state or non-state) and conduct needs assessment to address the identified shortfalls and expand the scope and quality of services

The analysis will cover: a) the existing regulatory framework, as well as the working methodology, instruments and tools to identify practical shortfalls and system needs to be addressed; b) review of existing services (state or non-state) vis-a-vis diverted children's needs; c) a needs assessment to serve as the basis for the preparation of training modules for capacity building of professionals involved in the Programme; and d) revision of existing tools and guidelines for quality monitoring and supervision mechanisms.

- To develop a concept (vision) on further strengthening the Programme based on the gaps identified through the analysis, together with major stakeholders (the National Agency for Crime Prevention and Probation and the General Prosecutor's Office);
- To conduct meetings with relevant agencies for the agreement and endorsement of the concept.

2) *To enhance the capacity of the professionals involved in the administration of the Diversion and Mediation Programme*

- To develop a training module for further capacity building of diversion and mediation professionals (social workers, mediators and prosecutors) based on the identified needs;

The modules shall also contain necessary modifications considering the specific role of each group of professionals in the Programme.

- To conduct (/facilitate) two types of in-depth trainings for each professional (prosecutors, mediators and social workers) involved in the administration of the Programme;
- To modify existing and develop new (as needed) concept, tools and guidelines and conduct relevant trainings for quality monitoring and supervision mechanisms.

3) *To enhance the coordination mechanism of the of the Diversion and Mediation Programme*

- To organize regular multidisciplinary meetings through developing relevant multidisciplinary approaches and strengthening communication between different professionals involved in the administration of the Programme;
- To conduct multidisciplinary workshops with the participation of different professionals involved in the administration of the Programme.

Conduct 2 workshops per region (8 regions), ensuring the participation of prosecutors, mediators, and social workers, for countrywide coverage and sustainability of the mechanism. The purpose of the workshops will be to identify problems and issues to be addressed at the local level, receive guidance from the central bodies and strengthen communication and coordination between different professionals.

	<p><b>4. Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Diversion and Mediation System analysis report examining the regulatory framework, review of services, review of existing guiding documents and needs assessment;</li> <li>• Concept on the revision and strengthening of the Programme to better respond to the identified needs of diverted children;</li> <li>• A training module to further build the capacity of diversion professionals (2 types of in -depth trainings for each professional);</li> <li>• Training reports for 2 types of in depth trainings for Diversion and Mediation Programme professionals (social workers, mediators and prosecutors) and respective recommendations;</li> <li>• Revised concept tools and guidelines for the quality supervision mechanism of the Juvenile Diversion and Mediation Programme;</li> <li>• Reports of multidisciplinary workshops - 2 workshops per region (8 regions) and recommendations to address the existing practical issues and strengthen communication and coordination between different professionals.</li> </ul>
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Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> <li>• Copy of CSO registration in Georgia</li> <li>• Attachment I - Partner Declaration signed by authorised official</li> <li>• Attachment II - NGO Identification and Profile signed by authorised official</li> <li>• Attachment III - Programme Proposal.</li> </ul> <ul style="list-style-type: none"> <li>➤ Description of the proposed work plan, timeline, and working methodology;</li> <li>➤ Proposed budget with indication of proposed fees;</li> <li>➤ CVs of suggested experts.</li> </ul>	
2.2 Indicative timelines	Call for Expression of Interest issue date	15 July 2021
	Deadline for submissions of CSO proposals	<b>12 August 2021</b>
	Review of CSO submissions (by)	14 September 2021
	Notification of results communicated to CSO (by)	20 September 2021

Section 3: Process and timelines
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<p><b>3.1 Review &amp; evaluation of CSO submissions</b></p>	<p>CSO submissions are assessed by the Partnership Review Committee in consultation with technical specialists, using criteria outlined in section 3.2 and 3.3 below.</p> <p>Only CSO submissions which comply with the requirements of the eligibility and exclusion criteria will be eligible for further evaluation.</p> <p>Results from the review will be used for purposes of mapping and selection of CSOs in relation to the specific results outlined in section 1.3 above.</p> <p>It should be noted that participation to this Call for Expression of Interest however does not guarantee CSOs will be ultimately selected for a partnership agreement with UNICEF. UNICEF reserves the right to invite selected partners to review and finalise proposals for partnerships in line with criteria outlined in section 3.4 below and in accordance with applicable policy and procedures on partnership with CSOs.</p>					
<p><b>3.2 Eligibility &amp; exclusion criteria</b></p>	<ul style="list-style-type: none"> <li>• Eligibility criteria: CSO must: <ul style="list-style-type: none"> <li>a) be registered in country of origin [and in programme country depending on government requirements];</li> <li>b) not be an entity named on any of the UN Security Council targeted <a href="#">sanction lists</a>.</li> </ul> </li> <li>• Exclusion criteria CSO submission which: <ul style="list-style-type: none"> <li>a) do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest;</li> <li>b) are not submitted in English;</li> </ul> </li> </ul> <p>will be excluded from the selection process.</p>					
<p><b>3.3 Selection criteria</b></p>	<p>UNICEF office will review evidence provided by the CSO submission and assess applications based on the following criteria:</p> <table border="1" data-bbox="407 1123 1427 1858"> <tr> <td data-bbox="407 1123 678 1360"> <p>Proposal relevance, quality and coherence (60%)</p> </td> <td data-bbox="678 1123 1427 1360"> <p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> <li>• Relevance of proposal to achieving expected results;</li> <li>• Clarity of activities and expected results;</li> <li>• Innovative approach;</li> <li>• Sustainability of intervention;</li> <li>• Adequacy and clarity of proposed budget (including contribution by CSO)</li> </ul> </td> </tr> <tr> <td data-bbox="407 1360 678 1858"> <p>Institutional capacity and sustainability (30%)</p> </td> <td data-bbox="678 1360 1427 1858"> <p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> <li>• Expertise and experience in the sector/area: <ul style="list-style-type: none"> <li>○ Extensive experience of working in the fields of juvenile justice, child protection, social work, juvenile crime prevention including experience in the development of diversion and mediation mechanisms;</li> <li>○ Extensive experience in analyzing systems and programs, designing concepts, guidelines, practical tools and manuals for policy, legislative, and institutional development using multidisciplinary approaches and methodologies;</li> <li>○ Experience in designing training modules, practical tools, manuals and materials for professionals working with children;</li> </ul> </li> </ul> </td> </tr> </table>		<p>Proposal relevance, quality and coherence (60%)</p>	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> <li>• Relevance of proposal to achieving expected results;</li> <li>• Clarity of activities and expected results;</li> <li>• Innovative approach;</li> <li>• Sustainability of intervention;</li> <li>• Adequacy and clarity of proposed budget (including contribution by CSO)</li> </ul>	<p>Institutional capacity and sustainability (30%)</p>	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> <li>• Expertise and experience in the sector/area: <ul style="list-style-type: none"> <li>○ Extensive experience of working in the fields of juvenile justice, child protection, social work, juvenile crime prevention including experience in the development of diversion and mediation mechanisms;</li> <li>○ Extensive experience in analyzing systems and programs, designing concepts, guidelines, practical tools and manuals for policy, legislative, and institutional development using multidisciplinary approaches and methodologies;</li> <li>○ Experience in designing training modules, practical tools, manuals and materials for professionals working with children;</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>○ Experience in organizing and facilitating trainings for various specialists including justice professionals;</li> <li>○ Experience in organizing multidisciplinary meetings and workshops with participation of various professionals on strengthening communication and coordination and addressing existing problems in practice;</li> <li>○ Demonstrated experience in providing supervision and quality monitoring aspects of different mechanisms, desirably with the focus on diversion and mediation;</li> <li>○ Experience in designing services for children, related tools and standards;</li> <li>○ Ability to offer high level technical expertise in the justice and social work fields, mediation as well as in rehabilitation and psychological services;</li> </ul> <ul style="list-style-type: none"> <li>● Local experience, presence and community relations;</li> <li>● Management ability.</li> </ul>
	Other (10%)	<p>Includes a review of:</p> <ul style="list-style-type: none"> <li>● Experience in managing complex projects and navigating through various stakeholders;</li> <li>● Access/security considerations;</li> <li>● Replicability/scalability;</li> <li>● Partnership building and networking experience</li> </ul>
3.4 Prospective partnership agreement	<p><b>Agreement arrangements</b></p> <ul style="list-style-type: none"> <li>➤ The work will be conducted over a period of 24 months;</li> <li>➤ UNICEF will support the organization in establishing contact with necessary stakeholders and arrange meetings with all relevant parties;</li> <li>➤ No Sub-Contracting is allowed or inclusion of the overhead (HQ) costs.</li> </ul> <p><b>Supervision:</b></p> <p>Selected organization will work under the direct supervision and guidance of UNICEF Georgia’s Child Protection Officer (Legal Reform and Access to Justice).</p> <p>All applicants will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.</p> <p>Applicants whose proposals are assessed as having a specific comparative advantage to achieve results for children outlined in 1.3 above may be invited to jointly review and finalise the partnership agreement based on the following criteria:</p> <ul style="list-style-type: none"> <li>● Prioritisation of proposed intervention in line with the work plan;</li> <li>● Availability of funding to support proposed intervention;</li> <li>● Complementarity or proposed action with ongoing interventions;</li> </ul> <p>Upon finalisation at technical level, the proposal for partnership will be submitted to the Representative for review and approval. It should be noted however that the Representative has the final authority to approve or reject any proposed partnership agreement on behalf of UNICEF.</p>	