

Call for Expression of Interest

CP–Ref-2021-3

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 for **Enhancement of the Juvenile Referral Mechanism for Children Below the Minimum Age of Criminal Responsibility and Difficult Behaviour**

*****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 with the reference in their email subjects: **CONFIDENTIAL: CP–Ref-2021-3**

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) and Irma Gabriadze (igabriadze@unicef.org) with 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 https://www.unicef.org/georgia
1.3 Specific results	<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>OUTCOME: 4. 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>Output 4.3 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>1. Background</p> <p>UNICEF, with the support of the European Union¹, aims to promote effective support and protection of children by enhancing the child protection and justice systems. The purpose of this assignment is to assist the Juvenile Referral Centre under the National Agency for Crime Prevention and Probation of the Ministry of Justice and other involved actors to effectively implement the referral procedures and deliver quality programmes for children with difficult behaviour and children below the minimum age of criminal responsibility.</p> <p>Since 2009, significant progress has been made in reforming the juvenile justice system in Georgia. The reform produced tangible results for children in conflict with the law. The number of children deprived of their liberty has been dramatically decreased, and the number of diverted children has increased with a very low rate of re-offending (9%)².</p> <p>The Juvenile Justice Code adopted in 2015 strengthened multidisciplinary cooperation, introduced mandatory specialization of professionals and various guarantees for children in conflict with the law, as well as child victims and witnesses of crime.</p> <p>Despite the progress achieved in juvenile justice, significant gaps exist. Prevention of juvenile crime remains problematic. The Ministry of Internal Affairs statistics indicate increased crime rates among children above and below the minimum age of criminal responsibility (MACR), which raises concerns about crime prevention mechanisms and capacities. There is a lack of a vision, skills, and knowledge to address problems related to juvenile crime including violence among children.</p> <p>A Juvenile Referral Centre was established in early 2020 under the National Agency for Crime Prevention and Probation. The Juvenile Referral Centre is authorized to consider cases of children under the MACR committing illegal acts and exhibiting “difficult behaviour”, assess their needs and refer to rehabilitation services. Referring children to the residential facility³ should be a measure of last resort. The Centre operates at the central level (in Tbilisi) and employs 11 professionals (social workers, psychologists and case managers). To perform its functions effectively, the Centre needs to be expanded and strengthened in terms of human capacity, working instruments, coordination mechanism and quality assurance system.</p>

¹ EU/UN Joint Project “Strengthening systems and services for child protection in Georgia” (2020-2023).

² Source: General Prosecutor’s Office of Georgia.

³ The residential facility Boarding School #15 situated in Samtredia, West Georgia currently stopped receiving beneficiaries and is now finalizing the closing process.

Within the framework of the juvenile referral mechanism, the Centre cooperates with different agencies authorized to refer cases to the Centre, such as Ministry of Internal Affairs, Prosecution Service of Georgia, Special Penitentiary Service, Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs (MoDPOTLHSA), and the Ministry of Education and Science. To effectively reach the beneficiaries, it is important for the Centre to strengthen cooperation between the agencies.

Currently, special services for children below the MACR and difficult behaviour are limited. The Centre is responsible for coordination of existing services and cooperates with different sectors to tailor them to the needs of the beneficiaries of the Centre. The Centre is also supposed to create a database of existing services, develop a concept on services needed for the effectiveness of the referral system and support the creation of new services.

Despite positive achievements, challenges remain for the effective functioning of the Centre. There is a need to introduce a wide range of services for referred children and provide regular monitoring of their implementation, capacity of professionals involved in the administration of the referral mechanism requires to be enhanced, coordination between different agencies needs to be further strengthened, as well as quality assurance and monitoring system developed.

To undertake this comprehensive task, UNICEF plans to partner with a local organization to provide technical support for the enhancement of the Juvenile Referral Centre for children below the minimum age of criminal responsibility and difficult behaviour and all other partners involved in the mechanism.

2. Overall Objective of the Assignment

Overall objective of the assignment is to strengthen the existing referral mechanism for children below the minimum age of criminal responsibility and children with difficult behaviour. This will imply the preparation of a comprehensive analysis and identification of practical gaps to be addressed. Support will be provided to major stakeholders to develop a vision on further strengthening the referral mechanism, as well to expand the scope and quality of services for referred children. UNICEF will support the revision of the existing regulatory framework in line with international standards, development of a working methodology and instruments, enhancement of workforce capacity through trainings (addressing the gaps and identified needs) strengthening cooperation between referring agencies through multisectoral cooperation and development of a referral case management system and procedures.

3. Scope and specific objectives of the assignment:

The assignment shall be carried out in three main directions:

1) Enhancing the existing model of the Juvenile Referral Centre

- a) Analyzing the existing model of the Centre and developing relevant necessary documents for technical assistance:
 - To analyse the existing model of the Center vis-à-vis international child rights standards and best practice examples. The analysis will also cover the existing regulatory framework, working methodology, instruments, and rehabilitation programmes for children below the MACR and children with difficult behavior.

	<ul style="list-style-type: none"> ➤ To develop a vision/concept on improving the operationalization of the Centre, including better alignment with the provisions of the Code on the Rights of the Child. ➤ Based on the vision developed and agreed, to develop and initiate changes in the relevant legal acts and secondary legislation (if needed). ➤ To assist in development/enhancement and institutionalization of guidelines, standards, and operational procedures. ➤ To enhance working methodology, instruments, and tools to work with offending children below the MACR and children at risk of becoming in conflict with the law. <p>b) Capacity building of professionals of the Centre:</p> <ul style="list-style-type: none"> ➤ To strengthen capacity of the staff of the Centre through initial and in-depth trainings. One initial training and two in-service skills-based trainings will be organized for the staff of the Centre throughout the implementation of the project. Trainings will address the gaps and needs identified by the regular needs' assessment and based on the analysis of the existing model of the Centre. <p>c) Enhancing capacity of the referring agencies⁴ and support multisectoral cooperation:</p> <ul style="list-style-type: none"> ➤ To support referring agencies in the development of relevant methodology for identifying children with behavioural problems and under the MACR. ➤ To support the achievement of multisectoral agreement and development of a referral case management system and procedures, which shall also consider the role of municipalities according to the Code on the Rights of a Child. ➤ To strengthen the capacity of the referring agencies on identification and referring procedures. This will include basic informational trainings for the professionals of other referring agencies involved in the work of the referral mechanism, as well as trainings for the referral case management system and procedures. ➤ To support the Centre to strengthen cooperation with the referring agencies through the multidisciplinary meetings and workshops. <p>2) <u>Creation of the quality assurance and monitoring system under the Juvenile Referral Centre</u></p> <ul style="list-style-type: none"> ➤ To develop a concept, working methodology, guidelines and tools for a quality assurance and monitoring system under the Centre. ➤ To assist assignment of relevant staff to monitor the quality of the performance of the staff of the Centre as well as rehabilitation services. ➤ To strengthen monitoring capacity of the assigned staff. ➤ To provide regular professional supervision of the assigned monitors throughout the implementation of the project. <p>3) <u>Support to conceptualization of psychosocial programmes for children below the MACR and children at risk of becoming in conflict with the law</u></p>
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⁴ Ministry of Internal Affairs, Prosecution Service of Georgia, Special Penitentiary Service, Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs, and the Ministry of Education and Science.

- To support the development of a common vision on rehabilitation programs and services, tailored to the identified needs of children at risk of offending and children below the MACR.
- To develop and assist the adoption of the design for programme interventions and standards, including residential service for children below the MACR and difficult behaviour.
- To support the Ministry of Justice to coordinate services and regularly monitor their quality vis-à-vis standards developed.

4. Deliverables:

1) Enhancing the existing model of the Juvenile Referral Centre

- a) Analyzing the existing model of the Centre and developing relevant necessary documents for technical assistance:
 - Analysis of the existing model of the Center vis-à-vis international child rights standards and best practice examples.
 - Vision/concept on improving the operationalization of the Centre.
 - Changes in the relevant legal acts and secondary legislation (if needed).
 - Guidelines, standards, and operational procedures.
 - Working methodology, instruments, and tools to work with offending children below the MACR and children at risk of becoming in conflict with the law.
- b) Capacity building of professionals of the Centre:
 - Training programme of 1 initial and 2 skills-based trainings for the staff of the Referral Centre.
 - Relevant training reports.
- c) Enhancing capacity of the referring agencies⁵ and supporting multisectoral cooperation
 - Methodology for the referring agencies identifying children with behavioural problems and under the MACR.
 - Relevant training reports and materials.
 - Reports of the multidisciplinary discussions and relevant recommendations.

2) Creation of the quality assurance and monitoring system under the Juvenile Referral Centre

- Concept, working methodology, guidelines and tools for a quality assurance and monitoring system of the Centre.
- Training materials and reports from the training of relevant staff to monitor the quality of the performance of the staff of the Centre and rehabilitation services.
- Professional supervision reports.

3) Support to conceptualization of psychosocial programmes for children below the MACR and children at risk of becoming in conflict with the law

⁵ Ministry of Internal Affairs, Prosecution Service of Georgia, Special Penitentiary Service, Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs, and the Ministry of Education Science.

	<ul style="list-style-type: none"> ➤ Concept/vision on rehabilitation programs and services, tailored to the identified needs of children at risk of offending and children below the MACR. ➤ Design for programme interventions and standards, including residential service for children below MACR and difficult behaviour.
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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"> • Copy of CSO registration in Georgia • Attachment I - Partner Declaration signed by authorised official • Attachment II - NGO Identification and Profile signed by authorised official • Attachment III - Programme Proposal. <ul style="list-style-type: none"> ➤ Description of the proposed work plan, timeline, and working methodology; ➤ Proposed budget with indication of proposed fees; ➤ CVs of suggested experts 	
2.2 Indicative timelines	Call for Expression of Interest issue date	15 July 2021
	Deadline for submissions of CSO proposals	12 August 2021
	Review of CSO submissions (by)	14 September 2021
	Notification of results communicated to CSO (by)	20 September 2021

Section 3: Process and timelines

3.1 Review & evaluation of CSO submissions	<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>	
3.2 Eligibility & exclusion criteria	<ul style="list-style-type: none"> • Eligibility criteria: CSO must: <ul style="list-style-type: none"> a) be registered in country of origin [and in programme country depending on government requirements]; b) not be an entity named on any of the UN Security Council targeted sanction lists. 	

	<ul style="list-style-type: none"> • Exclusion criteria CSO submission which: <ul style="list-style-type: none"> 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; b) are not submitted in English; <p>will be excluded from the selection process.</p>	
3.3 Selection criteria	UNICEF office will review evidence provided by the CSO submission and assess applications based on the following criteria:	
	Proposal relevance, quality and coherence (60%)	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results; • Clarity of activities and expected results; • Innovative approach; • Sustainability of intervention; • Adequacy and clarity of proposed budget (including contribution by CSO)
	Institutional capacity and sustainability (30%)	<p>Includes a review of the CSO:</p> <ul style="list-style-type: none"> • Expertise and experience in the sector/area: <ul style="list-style-type: none"> ○ Extensive experience of working in the fields of child protection, juvenile justice, crime prevention; social work, rehabilitation services, including experience in working on issues concerning children below the MACR and children at risk of becoming in conflict with the law. ○ Extensive experience in analyzing systems and programs, designing concepts, guidelines, practical tools and manuals for child protection and juvenile justice systems, and institutional development using multidisciplinary approaches and methodologies. ○ Experience in designing training modules, practical tools, manuals, and materials for professionals working with children. ○ Experience in organizing and facilitating trainings for various specialists including justice professionals on issues concerning child protection, crime prevention, juvenile justice, children below the MACR and children at risk of becoming in conflict with the law. ○ Experience in organizing multidisciplinary meetings and workshops with participation of various professionals on strengthening communication and coordination and addressing existing problems in practice. ○ Demonstrated experience in providing supervision and quality monitoring aspects of different mechanisms, desirably with the focus on working with children crime prevention. ○ Experience in designing services for children, related tools, and standards. ○ Ability to offer high level technical expertise in juvenile justice, crime prevention, social work, as well as in rehabilitation and psychological services for various groups of children.

		<ul style="list-style-type: none"> • Local experience, presence and community relations; • Management ability.
	Other (10%)	<p>Includes a review of:</p> <ul style="list-style-type: none"> • Experience in managing complex projects and navigating through various stakeholders; • Access/security considerations; • Replicability/scalability; • Partnership building and networking experience.
3.4 Prospective partnership agreement	<p>Supervision:</p> <p>Selected Organization will work under the direct supervision and guidance of UNICEF Georgia's Child Protection Officer (Access to Justice and Legal Reform).</p> <p>Agreement arrangements:</p> <ul style="list-style-type: none"> ➤ The work will be conducted over a period of 24 months; ➤ UNICEF will support the organization in establishing contact with necessary stakeholders and arrange meetings with all relevant parties; ➤ No Sub-Contracting is allowed or inclusion of the overhead (HQ) costs. <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"> • Prioritisation of proposed intervention in line with the work plan; • Availability of funding to support proposed intervention; • Complementarity or proposed action with ongoing interventions; <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>	