

**UNICEF GEORGIA**  
**TERMS OF REFERENCES**

**Selection of a local organization to engage with community groups in planning for children**

**Start date:** November 2021

**End date:** January 2022

**Introduction:**

UNICEF, along with other UN agencies, employs the practice of engaging communities in defining actions that affect their lives. This leads to informed decision-making and more effective solutions to problems. Decisions made through community-based processes are durable and last longer if there is a genuine citizen buy-in and engagement.

Moreover, participation is a fundamental right of every child – children of all ages, from all communities, of all abilities, and in all parts of society. Enabling children to be involved in decisions that affect them is an inherent recognition of human dignity. It is also a means for realizing other rights, including protection and ensuring that local policy is responsive to children’s needs and priorities.

**Background:**

UNICEF seeks to contract an organization that will conduct public consultations with different societal groups, including children and youth, in order to support: the Child-Friendly City Initiative in three municipalities (Tbilisi, Kutaisi and Batumi); and data generation of multidimensional child deprivation in Georgia.

**Child Friendly City Initiative:**

Following agreements with Tbilisi, Batumi and Kutaisi city halls regarding the Child Friendly City Initiative (CFCI)<sup>1</sup>, UNICEF commissioned an assessment of the child rights situation in these three municipalities with respect to the five fundamental rights defined by the UN Convention on the Rights of the Child (CRC): the right to be valued, respected and treated fairly; the right to be heard; the right to social services; the right to be safe; and the right to family life, play and leisure. During 2020, the three Situation Analyses (SitAn)<sup>2</sup> were developed to inform the CFCI agenda in three municipalities.

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<sup>1</sup> A child-friendly city (CFC) is a city, town, community or any system of local governance committed to improving the lives of children within their jurisdiction by realizing their rights as articulated in the CRC. In practice, it is a city, town or community in which the voices, needs, priorities and rights of children are an integral part of public policies, programmes and decisions. The long-term objective of the Child-Friendly City Initiative (CFCI) is to ensure sustainable results for children and commitment to advancing child rights through capacity building of local stakeholders. For more information on CFCI please visit <https://childfriendlycities.org/>  
Memoranda of Understanding were signed between UNICEF and the three municipalities of Tbilisi, Kutaisi and Batumi that defines modality of cooperation in the frame of CFCI.

<sup>2</sup> Common steps of building a child-friendly city:

- Assessing the situation of children, including involving children in the process.
- Developing a strategy with action plan.
- Implementing the plan with relevant municipal authorities and other stakeholders including children
- Monitoring and evaluating the results and adjusting the plan as necessary.

The next stage involved appointing CFCI focal points (FP) and establishing CFCI working groups (WG) tasked with steering the whole process within the municipalities. UNICEF worked with FPs to reach local children, youth, parents, NGOs, etc., as well as municipal authorities including WG members during the situation study and analysis in three municipalities. Currently, the WGs developed draft CFCI strategies based on the SitAns and action plans are in the process of development.

#### Multidimensional Child Deprivation Analysis:

Since 2009, UNICEF has been conducting Welfare Monitoring Surveys (WMS). It covers multiple topics, including household income and expenditure, access to services, child protection, education and family environment. The generated evidence is actively used by national partners to develop measures for improving child wellbeing in the country. The last WMS was completed in 2017.

UNICEF plans to re-launch this survey with a revised questionnaire, with a special focus on multidimensional child deprivation in the country. In preparation, UNICEF embedded a module of child deprivation, used by EUROSTAT, into the ongoing telephone survey – a Real Time Monitoring (RTM) survey, which is conducted jointly by Geostat and UNICEF. The module contains a standard set of 17 questions which covers different aspects of child deprivation. While the RTM survey results will give a preliminary indication of how widespread each of these deprivations are in Georgia, it is important to obtain children's and parents views on how essential the 17 items are for their wellbeing, and how these deprivations are experienced in everyday life.

#### **Purpose and scope:**

The overall purpose of the assignment is to enable different social groups related to children, including children and young people directly, to get involved in decisions that affect their lives.

#### In the frame of the CFC Initiative:

The selected organization will provide support to Tbilisi, Batumi, Kutaisi municipalities to engage children in the development of the action plan for transforming their habitats into child-friendly cities. For that purpose, the selected organization, together with the local authorities, will plan and conduct youth engagement workshops (2 workshops in each city) and obtain feedback from local children and youth on how well these plans respond to their needs and what aspects need to be improved. The obtained feedback will be integrated in all three CFCI documents (strategies and action plans).

#### In the frame of defining child deprivations:

To assess the relevance of the EU child deprivation measurement items in the Georgian context and generate qualitative data on children's experience of multidimensional deprivation, the selected organization will organize focus group meetings with pre-determined groups of

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After adoption of the strategy and action plan, Tbilisi, Batumi and Kutaisi will become CFC candidate cities. Following the implementation of the CFCI action plans, the cities will be eligible to become recognized as Child Friendly municipalities

Georgian citizens (9 focus group meetings in total. See detailed information in the methodology section below). UNICEF will provide a draft focus group guide to facilitate the discussions.

### **Methodology and activities:**

#### *In the frame of the CFC Initiative:*

The selected organization will carry out following activities:

- **Plan and conduct child and youth engagement workshops to review the CFCI strategies and action plans** - The selected organization, in partnership with the municipalities (UNICEF will provide contact details), will mobilize participants of the workshops in the three municipalities (two groups in each municipality: children and youth), develop agendas and conduct workshops. The organization must clarify with the local authorities if there are any existing platforms for youth engagement in the municipality and if so, use them for the purpose of this TOR. Engagement in the review of the draft CFCI Strategy and action plans in the three municipalities will be informed by "[Child and Youth Participation – Options for Action, UNICEF-Child-Participation-in-Local-Governance, Child participation assessment tool](#)".
- **Collect feedback from children and youth and incorporate it in the strategies and the action plans** – The results of the consultations with youth must be recorded accurately following the strategic priorities determined in the draft documents (SitAns, draft strategies and action plans will be provided by UNICEF to the selected organization). CFCI working group representatives, with the support of the selected organization, will incorporate the findings in the strategies and the action plans.

#### *In the frame of defining child deprivations:*

The selected organization will carry out following activities:

- Plan and conduct focus group discussions with the selected groups of Georgian citizens – The selected organization will recruit participants of the focus groups, develop agendas and conduct the focus group discussions in the online format. As noted, UNICEF will provide a draft focus group guide which should be finalized and approved by UNICEF. The following social groups will form the nine focus groups:
  - a. Mothers from rural area
  - b. Mothers from urban areas
  - c. Fathers from rural areas
  - d. Fathers from urban areas
  - e. Adults without children
  - f. Elderly
  - g. Children age 15-17 from rural areas
  - h. Children age 15-17 from urban areas
  - i. Parents of children with disabilities

### **Ethical considerations:**

The selected organization shall comply with UNICEF's Procedures for Ethical Standards in Research, Evaluation and Data Collection and Analysis (Annex 1).

The study considers involvement of children and their parents; therefore, the institution should address all ethical requirements before the study can commence, including but not limited to:

- Pre-schools, schools, social care and health authorities may place requirements on researchers and raise other ethical issues besides the ethical requirements of the research;
- Written consent should be obtained from caretakers prior to the research. If caretakers give their approval for research to be carried out with their children, researchers also need to determine whether the children themselves have been consulted about their involvement. Children themselves have the right to decide about their participation in research;
- The study should not harm the participants. Respect for the dignity of the research participants should be prioritized;
- Access for children with disabilities and their parents should be defined carefully;
- The study considers collection of health-related data and therefore, protection of the privacy and adequate level of confidentiality research participants must be ensured;
- The selected organization needs to provide evidence of having undertaken ethics training or commit to undertaking ethics training prior to commencement of this work;
- The selected organization should identify relevant potential ethical issues and mitigation strategies relating to potential harms, informed consent, privacy and confidentiality and compensation. Before commencement of the field work, ethical review of the full research protocol (that includes all data gathering tools/instruments and methods as well as information on how ethical issues will be dealt with) must be performed by an independent and impartial ethics review board in line with UNICEF's Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis. This can be performed by internal ethics review board or by the UNICEF Ethical Review Board. Before issuing approval, the ERB must determine that the following requirements are satisfied:
  - informed consent is sought from each subject or the subject's legally authorized representative;
  - the proposed research design is scientifically sound and that risks to subjects are minimized;
  - any risks to subjects are reasonable in relation to anticipated benefits;
  - subject selection is equitable;
  - safeguards are included for subjects that are likely to be vulnerable to undue influence or coercion;
  - subjects' safety, privacy, and confidentiality are maximized.

### **Deliverables and Timeline:**

Duration of the project is 3 months. The following deliverables are expected:

1. Agenda and materials of the workshop, as well as workshop methodology in three municipalities with children and youth to obtain their feedback on draft CFCI strategy and action plan in three municipalities.

2. Three reports on the feedback of the children and youth from three municipalities ( In GEO and ENG)
3. Finalized focus group guide for focus group meetings on child deprivation 9 (GEO)
4. Transcripts of the focus group meetings (in GEO)
5. Report on the findings of the focus group meetings (GEO in ENG)
6. Final report of the project, describing the project activities, its findings and results. ( in ENG)

#### **Required Qualifications, Experience and Competencies:**

- At least 3 years experience in engaging with different social groups, including children and youth, preferably in social affairs.
- Demonstrated knowledge of local self-government, action plan development, youth and public engagement
- Experience in conducting qualitative research, organizing and delivery of workshops, focus group discussions, and similar activities.
- Familiarity with on how to obtain research ethics approval.
- Ability to mobilize highly-qualified professionals for the project implementation, with relevant expertise and experience in the areas of local self-governance, youth engagement, public engagement and social issues.
- Partnership building and networking experience.
- Fluency in conducting workshops and focus groups meetings in Georgian and developing reports in Georgian and English is required.

#### **Timeframe and duration**

The duration of the contract is 3 months. Actions should commence immediately after the signing of the agreement.

#### **Supervision and Work Arrangement**

The organization will work under the direct supervision and guidance of UNICEF Georgia's Social Policy & Economic Specialist. UNICEF will support the contractor in establishing contacts/working relations with necessary stakeholders when necessary.

Performance of the organization will be evaluated against the following criteria: timeliness, responsibility, initiative, teamwork and the quality of deliverables.

#### **Payment Terms:**

The payments will be done based on the confirmed budget of the proposed project in two tranches:

Tranche one – after submitting deliverables 1 and 3- 30% of the total budget.

Tranche two – after submitted deliverables 2,4,5,6 and 7 – 70% of the total budget.

### **Termination of Contract:**

Either party may terminate the contract before its expiry date by giving a 14 days' notice in writing to the other party. However, in the event of termination on the ground of misconduct, UNICEF will be entitled to terminate the contract immediately, without earlier notice. In case of early termination of the contract, the Contractor will be compensated on a pro-rata basis for no more than the actual amount of work completed to the satisfaction of UNICEF.

### **Application Deadline And Documents:**

The deadline for the submission of applications is October 17, 2021, 5pm Tbilisi Time. Applications should include:

- Project proposal detailing all actions mentioned in the given TOR and the working methodology;
- Description of the proposed work plan and timeline;
- Detailed proposed budget with indication of all activities and the proposed fees;
- List of completed similar projects
- CVs of suggested experts.

### **Selection And Evaluation Process:**

Evaluation Criteria: The Evaluation ratio between the technical and financial proposal is 70:30.

Technical Proposal: 70

Overall correspondence between the ToR requirements and the proposal (specific tasks, deliverables) - 20

Experience of the organization in similar assignments (local self-governance, organization of consultative processes, enhancing capacities of local self-government bodies, youth/public engagement) - 25

Qualifications and expertise of proposed experts – 25 points.

Total - 70

Only proposals which receive a minimum of 70% (42 points) will be considered further.

Price Proposal: 30

The price proposals in GEL should include detailed breakdown of all listed tasks and deliverables.

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited bidders who obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

Score for price proposal X = (Max. score for price proposal) \* (Price of lowest priced proposal) / (Price of proposal X)

Total Technical and Price 100 Pts

UNICEF will award the Institutional Contract to the organization whose proposal is of high quality, clear and meets the project goals.

Submitted by: Nino Davitashvili, Social Policy Officer

Reviewed by: Vakhtang Akhaladze, Operations Manager

Endorsed by: Deputy Representative OIC Ketevan Melikadze, Social Policy and Economic Specialist

Approved by: Representative OIC Amy Clancy, Deputy Representative