

## UNICEF Georgia

### Terms of Reference

#### Support national and local Governments to develop child focused Social Programming For Children And Their Families

##### Background

In September 2019, the Parliament of Georgia adopted the Code on the Rights of the Child (the Code), the overarching legal act that provides the legal framework for the realization of all rights of children in Georgia.

The Code introduced several innovative approaches for Georgia, including an increased role of municipalities in child and social protection, which implies developing child-centred municipal social programmes and conducting case management in support of children and their families. To fulfil this role, new structural units were established at the municipalities (“Child Protection and Support Units”, Article 87.3 of the Code).

In addition to the Code, other normative acts also acknowledged an increasing role of municipalities in social affairs: the National Decentralization Strategy 2020-2025 delegated more power and resources to municipalities; the Law on Social Work (2018) stipulated development of social work at the municipal level; and the Law on the Rights of Persons with Disabilities (2020) acknowledged the important role of municipalities in provision of services for persons with disabilities.

Currently, UNICEF provides support to Georgian municipalities to build their capacity in social planning and programming. With the financial support of the EU, and in close cooperation with the Ministry of Regional Development and Infrastructure (MRDI) and the Ministry of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs (MoIDPOTLHSA), UNICEF and its partner organization the National Association of Local Authorities of Georgia (NALA) supported 10 municipalities to pilot a new process of social programme planning. Through the participatory process, the pilot municipalities assessed social needs in their communities related to children and families, prioritized unmet needs and developed/adapted existing social programmes to address those needs. The current planning process, which solely relied on applications to municipal services and neglected the analysis of local social needs, has been replaced by this new process. The initiative also supported developing municipal capacity to cost social programmes and monitor their implementation.

Through this support, a project “Improved social programming for children and their families in Georgian municipalities” was implemented in municipalities of Akhaltsikhe, Ambrolauri, Batumi, Dusheti, Kareli, Kutaisi, Marneuli, Ozurgeti, Telavi, and Zugdidi. As a result of the pilot project, targeted municipalities developed capacities and realized a needs-based child-centered social programming cycle<sup>1</sup>.

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<sup>1</sup> More specifically the following guiding documents were developed: (1) child-centred social needs assessment in the local municipality, (2) designing needs-based, child-centred social programmes, (3) costing social programmes,

The project received significant support and recognition from MRDI and MoIDPOTLHSA. At the final meeting organized by MRDI and attended by mayors, deputy mayors, heads of social departments and child protection and support units, the project's best practices were shared as transformative success stories. The targeted municipalities successfully expanded and updated their social programmes and sub-programmes, aligning them with the needs of children and families in their communities. This progress has paved the way for the development of sustainable and evidence-based practices in social programming. These positive outcomes underscore the potential for wider adoption of the methodology. By replicating and scaling up the pilot initiative, more municipalities can benefit from its proven effectiveness, leading to improved outcomes for children and families at a larger scale.

After completion of the pilot project and taking into consideration willingness of a large number of municipalities to develop similar knowledge and processes in their communities, UNICEF in consultation with MRDI and MoIDPOTLHSA, plans to support establishing similar knowledge and processes in all municipalities in one targeted region of Georgia.

**UNICEF seeks to contract a local organization to provide support to all municipalities in one selected region of Georgia in developing their capacity and processes using the previously developed methodological guideline. The municipality from the region, which was previously involved in the pilot project, will provide close support throughout the process.**

## **Purpose and scope**

The purpose of this initiative is to support vulnerable children and families in a selected region of Georgia by establishing a needs-based, child-centered social program cycle in all municipalities of the region.

Objectives and Activities:

### 1. Develop Capacity for Needs-Based Child-Centered Social Programming:

- a. Review the methodological guideline, incorporating lessons learned from the pilot project and addressing areas of improvement.
- b. Facilitate the signing of Memoranda of Understanding between the targeted municipalities and the project implementing organization to define project activities and roles.

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and (4) setting up programme monitoring and evaluation mechanisms. Knowledge, practice, guidelines and tools developed during this process have been consolidated into a single methodological guideline, "Methodological Guideline Of Needs-Based, Child-Centred Social Programming" that encompasses the entire cycle of needs-based, child-focused social programming at the municipal level.

- c. Conduct a series of trainings for municipal staff, co-led by the municipality previously involved in the pilot project, covering all stages of program planning, including needs assessment, prioritization, planning, budgeting, monitoring, and evaluation.
2. Provide Ongoing Support for Needs-Based Social Program Cycle:
    - a. Establish a platform for information and knowledge exchange among the involved municipalities and encourage active use.
    - b. Offer on-the-job professional support and coaching to municipalities, ensuring alignment with the proposed guidelines.
  3. Develop Legal and Policy Recommendations for Sustainable Social Planning:
    - a. Organize a workshop involving municipalities, focusing on child rights-based programming with an emphasis on family strengthening.
    - b. Based on workshop discussions, develop recommendations.
    - c. Share recommendations with broader stakeholders, including the executive and legislative branches of the government and civil society organizations.

**Deliverables:**

1. Updated Methodological Guideline for Needs-Based, Child-Centered Social Programming.
2. Signed Memoranda of Understanding with participating municipalities.
3. Training curricula, materials, schedules, and participant lists.
4. Brief concept of the platform and minutes from municipalities' meetings through the platform.
5. Report on coaching sessions, highlighting topics, challenges, and support provided.
6. Brief concept of the workshop, agenda, and report on outputs.
7. Recommendations for advancing the process of municipal social planning, including legal and policy recommendations for central and local government.
8. Final project report.

Note: The selected region will be determined jointly by UNICEF, MRDI, and MoIDPOTLHSA.

**Ethical considerations:**

Selected organization/firm is required to clearly identify any potential ethical issue, as well as the processes for ethical review and oversight of the research/data collection process in their proposal. UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis can be found at: [https://www.unicef.org/supply/files/ATTACHMENT\\_IV-UNICEF\\_Procedure\\_for\\_Ethical\\_Standards.PDF](https://www.unicef.org/supply/files/ATTACHMENT_IV-UNICEF_Procedure_for_Ethical_Standards.PDF) and should be consistently applied throughout the assignment. The procedure contains the minimum standards and required procedures for

research, evaluation and data collection and analysis undertaken or commissioned by UNICEF (including activities undertaken by individual and institutional contractors, and partners) involving human subjects or the analysis of sensitive secondary data.

**The organization should demonstrate the following experience:**

- Expertise: At least 7 years of experience in social affairs, social protection, child protection, and/or social programming. Experience in working with vulnerable children and families is essential.
- Municipal Engagement: Proven experience in working with municipalities, including the ability to mobilize and actively engage them in project activities.
- Project Management: Track record of successfully managing complex donor-funded projects, involving coordination of multiple stakeholders. Experience in designing concepts, practical tools, manuals, and materials is crucial.
- Training and Workshops: Experience in conducting training sessions, workshops, and seminars, specifically involving municipal authorities and social services workforce.
- Collaboration with MRDI and MoIDPOTLHSA: Familiarity with working alongside MRDI and MoIDPOTLHSA.
- Qualified Personnel: Ability to mobilize a qualified team for project implementation, including professionals in the areas of social protection, child protection, and local self-governance.
- Partnership Building: Strong track record in establishing partnerships and networking with relevant stakeholders in the field.

**Timeframe and duration:**

The duration of the contract is from July 2023 to November 2023. Actions should start immediately after the signing of 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 the necessary stakeholders.

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

No Sub-contracting or inclusion of the overhead (HQ) costs are allowed.

**Payment Terms:**

The payments will be done based on the confirmed budget of the proposed project. The payment will be made upon submission and approval of relevant and good quality deliverables based on the following schedule:

- 1st instalment - 30% of total budget after delivering on the items 1 and 2 in the section “Deliverables” of this TOR
- 2nd instalment – 40 % of total budget after delivering on the items 3,4 and 5 in the section “Deliverables” of this TOR
- 3rd Instalment- 30% of total budget after delivering on the items 6,7 and 8 in the section “Deliverables” of this TOR

**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 Documents:**

Application should include:

- Project proposal detailing objectives, actions and results mentioned in the given TOR;
- Description of the proposed work plan and timeline;
- Detailed proposed budget with indication of all activities and the proposed fees;
- CVs of suggested experts in social affairs and self-governance, with list of their responsibilities in the frame of the project and their approximate workload.
- 3 references to prove the requested experience

**Selection and Evaluation Process**

Evaluation Criteria: The evaluation of the application is based on the scores gained from evaluating the technical and financial proposal. Out of maximum score of 100, ration between technical and financial proposals is 70:30.

Technical Proposal: 70 points:

- Overall correspondence between ToR requirements and proposal (specific tasks, deliverables) – 10
- Quality of the technical proposal – proposal should be well structured, precise, indicating how well the applicant organization understands what actions and how should be undertaken - 30

- Experience of the organization: experience working with municipalities; government structures, other partners; experiences performing similar project (social affairs, social protection, child protection, local self-government strengthening on social programming including capacity building and support; and experience working on issues related to vulnerable children and families.), ability to organize consultative processes, enhance capacity of local self-government bodies - 20
- Qualifications and expertise of proposed experts – 10 points.

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

Price Proposal: 30 points

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)

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

The final evaluation of the proposal shall have two components: the technical evaluation score and financial evaluation score. For the overall proposal evaluation, the sum of these two scores is used. The winner is an organization with maximum scores.

**Funding Source:**

**EU SC 200791**

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