

UNICEF GEORGIA
TERMS OF REFERENCES to contract national organization
From Bio-Psycho-Social Assessment to Targeted Support of Children with Disabilities

Start date: 1 May 2024

End date: 31 March 2025

Background:

The Government of Georgia ratified the UN Convention on the Rights of Persons with Disabilities (CRPD) in 2013, pledging to align national policies with its principles. Subsequently, efforts have been made to shift from the medical model to the social model of disability assessment and support.

The recent adoption of the Law on the Rights of Persons with Disabilities (2019) and the approval of the state Action Plan 2023-2025 underscore the commitment to develop a new system of biopsychosocial assessment and tailored support for persons with disabilities.

UNICEF, in collaboration with stakeholders, conducted a study titled "The Cost of Raising a Child with Disabilities in Georgia," providing insights into necessary support measures for children with disabilities.

The study findings were used to advocate for improved targeting of social protection measures for children with disabilities (CWD) by creating customized support packages. Additionally, UNICEF supported the development of guidelines for professionals to connect disability assessment results with specific support measures.

Objective:

UNICEF Georgia seeks to contract an organization to assist the government in providing necessary support for children with disabilities through refining targeted social protection packages for children and conceptualization of institutional setting to support linking disability assessment with status determination.

Activity Areas:

1. Individual Level:

- a. Develop clear eligibility criteria for social support depicted in the modeled support packages, in consultation with clinical professionals (psychologists, neuropsychologists, occupational therapists, development pediatricians) experienced in working with children with disabilities (CWD). If necessary, develop a detailed list and explanations of what additional assessment and which professional is needed to conduct such assessment.
- b. Conduct training sessions for specialists involved in biopsychosocial assessments of children to effectively link assessment results with targeted support packages.

c. Utilize data from approximately 50 biopsychosocial assessments of children to test and refine guidelines for linking assessment results with targeted support packages as well as refine actual support packages.

Note: Georgian Association of Social Workers (GASW) will provide results of 50 assessments of CWD, which GASW is conducting through its current project “Expansion of the biopsychosocial model of disability and status determination system”; To ensure synergy and exchange of the information and knowledge between the project implementing organization and GASW, a memorandum of understanding will be signed between these two organizations at the beginning of the project implementation.

2. Community Level:

a. Map institutions involved in disability assessment and support at the community level, outlining roles and responsibilities of each agency. During this process, foster collaboration with relevant government ministries, state agencies, healthcare facilities, education resource centers, municipalities, and service providers.

c. Engage disability communities through consultations to ensure their inputs are incorporated into all project products.

Deliverables:

1. Revised guidelines, including clear eligibility criteria for receiving necessary support.
2. List of additional assessments needs, detailing who is involved and what should be done.
3. Refine support packages for children with various disabilities and support needs.
4. Institutional mapping of the disability assessment and support system at the local level, detailing roles and responsibilities of involved parties.
5. Summary reports of meetings with disability communities.
6. Final report of the project activation and outputs/outcomes.

Expected Results:

The project aims to advance Georgia’s disability inclusion agenda, contributing to the Action Plan 2023-2025 on disability system transformation.

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 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.

Required Qualifications, Experiences, and Competencies:

The organization and its staff involved should possess relevant qualifications, experiences, and competencies.

- Minimum of 7 years of comprehensive experience in disability advocacy, individual support, community engagement, and policy development.
- Demonstrated proficiency in collaborating with disability communities and advocacy organizations of persons with disabilities.
- Deep understanding of reform efforts within disability assessment and support systems.
- Proven ability to effectively collaborate with municipalities and communities, fostering their active involvement in project initiatives.
- Skilled in assembling a proficient project team, particularly comprising clinical specialists in the disability domain.
- Established history of managing complex projects funded by donors, requiring coordination among diverse stakeholders.
- Robust track record of cultivating strategic partnerships and fostering networks with stakeholders within the sector.

Timeframe and Duration:

The contract duration is 11 months, with actions commencing immediately after agreement signing.

Supervision and Work Arrangement:

The organization will work under the supervision of UNICEF Georgia's Social Policy & Economic Specialist, with technical support from UNICEF throughout implementation.

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 3,4,5 and in the section "Deliverables" of this TOR
- 3rd Instalment- 30% of total budget after delivering on the items 6 in the section "Deliverables" of this TOR

Termination of Contract:

Either party may terminate the contract with a 14-day notice, or immediately in case of misconduct.

Application Deadline and Documents:

The deadline for submissions is 17 April 2024. Applications should include:

- the company's profile.

- Technical project proposal including activity timeline and monitoring and quality control mechanisms.
- financial proposal.
- CVs of the involved experts.
- organization’s bank account information.

Selection and Evaluation Process:

Evaluation will be based on project proposals with the 70:30 evaluation ratio between the technical and financial proposal.

Technical Proposal: 70 points:

70 points will be distributed in accordance to the attached Technical Evaluation Matrix:

		Scores	Out of
		0	70
comprehensive experience in disability advocacy, individual support, community engagement, and policy development	no experience		0
	less than 3 years		2
	3-5 years		3
	7 years or more		5
collaborating with disability communities and advocacy organizations of persons with disabilities	no experience		0
	some experience		3
	substantial experience		5
Proven experience in working with municipalities, including the ability to mobilize and actively engage them in project activities.	no experience		0
	some experience		3
	substantial experience		5
Strong track record in establishing partnerships and networking with relevant stakeholders in the field.	No		0
	Yes		5
Proven partnership with municipalities, including ability to mobilize municipalities and ensure their active participation;	no experience		0
	some experience		3
	substantial experience		5
Record of working relation/partnership with MoDPOTLHSA	No		0
	Yes		5
Proposed actions and approaches are in line with the TOR; objectives, actions and results are well understood and clearly proposed	Not realistic, poorly developed, major elements are not accounted		0
	Some elements are missing, and some are under/overestimated, or not realistic		5
	All elements of the proposal are present, but several are under/overestimated for the planned resource inputs		10
	proposal is well developed, well-structured and realistic		15
project work plan is realistic and well developed	No plan in place		0
	Plan moderately in place		3
	Plan fully adequate and in place		5
project monitoring and quality control mechanisms in place	No plan in place		0
	Plan moderately in place		3
	Plan fully adequate and in place		5
CVs of field experts with list of their responsibilities in the frame of the project and their approximate workload is present	No Relevant CVs		0
	Relevant CVs only		5
	Relevant CVs with list of responsibilities		10
proposed budget with indication of all activities and the proposed fees	Budget not presented		0
	budget moderately presented		3
	budget presented		5

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)

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.

UNICEF will award the contract to the entity whose response meets the project goals effectively.
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