

Terms of Reference for Organizational Contract

Development of Methodology for Child-Rights Based Budget Analysis

1. Background

UNICEF has a growing interest in public finance management (Public Finance for Children (PF4C)) to assess how countries allocate resources for children. This information is crucial to develop evidence-based advocacy and policy analysis and promoting child rights and wellbeing.

In Georgia, the decentralization strategy has given municipalities increased social responsibilities, which calls for stronger local systems that are responsive to the needs of children. UNICEF is supporting municipalities in integrating needs-based, child-centered social programmes into their operations. However, there is a critical need to gain a clearer understanding of central and local government spending on children to support advocacy for the fulfillment of child rights and to provide evidence-based technical support to the government.

Currently, some categories of budget spending are directly related to children, while others are more challenging to identify. Spending on public goods, social services, and other areas that benefit children is often distributed across multiple sectors, making it challenging to isolate expenditures specifically related to children. A comprehensive analysis is needed to distinguish these costs, enabling government spending on children to be accurately captured and used to inform policy decisions.

2. Objective

The objective of this contract is to develop a country-specific methodology for conducting child-rights-based budget analyses in Georgia. This methodology will help identify direct and indirect government spending on children, engage key stakeholders, and support pilot implementation in selected municipalities.

The longer term objective is to develop a strong knowledge base, acceptance and understanding of PF4C and its application within academia, government institutions, and think-tanks in Georgia as well as in the broader Europe and Central Asia region.

3. Scope of Work and Key Deliverables

3.1 Development of a Country-Specific Methodology – though understanding the methodologies used globally, including by UNICEF and investigating similar work done in Georgia on gender or disability budgeting, produce the following deliverables:

- Deliverable 1: Draft tailored methodology for child-rights-based budget analysis applicable to both central and municipal budgets in Georgia.
- Deliverable 2: Draft a short guidance note for conducting child-rights-based budget analyses, with particular attention to indirect spending and public goods that impact children.

3.2 Stakeholder Engagement and Capacity Building – contractor should engage major stakeholders to develop the methodology and guidance, which requires use of a participatory process. As the result, the following deliverables need to be submitted:

- Deliverable 3: Reports of two stakeholder dialogues or seminars, targeting decision-makers from the Ministry of Finance, line ministries, municipalities, and relevant partners to foster understanding of the methodology and promote child-rights budget tagging (on-line seminars or dialogues can be considered).
- Deliverable 4: A plan and initial framework for institutionalizing child-rights budget tagging at central and municipal levels.

3.3 Support for Pilot Budget Analysis in two municipalities – linking to UNICEF's ongoing engagement with the National Association of Local Authorities of Georgia (NALAG) related to strengthening social programming in two municipalities, work closely with NALAG to test the draft methodology in two municipalities:

- Deliverable 5: Reports of training sessions (1/2 to 1 day) for respective staff members of NALAG and municipal representatives to build capacity for conducting child-rights budget analysis in two pilot municipalities (on-line training can be considered. Report should include agenda, list of participants, training materials).
- Deliverable 6: Refined final methodology for child-rights-based budget analysis and guidance note based on pilot findings.
- Deliverable 7: Practical recommendations for scaling the approach nationwide.

4. Expected Outcomes

- A finalized country-specific methodology and guidance note for child-rights-based budget analysis, for central and local budget analysis.
- Increased stakeholder awareness and buy-in regarding child-rights budget tagging.
- Progress toward institutionalizing child-centered budgeting processes in Georgia's public finance management system.
- A pilot-tested framework ready for broader adoption.

5. Qualifications of the Contracted Organization

The contracted organization should demonstrate:

- At least 7-year experience in Public Finance Management, Economic Development and Human Rights: Proven experience in developing and implementing budget analysis methodologies, particularly with a focus on social sectors and children.
- Considerable Experience with Government and Municipal Systems in Georgia: Prior engagement with Georgian government and municipal structures, ideally with a history of collaboration on policy and financial analysis.
- Research and Methodology Development Capabilities: Strong capacity to conduct and synthesize international research, adapt it to local contexts, and create practical analytical tools and guidance materials.
- Capacity Building and Stakeholder Engagement: Experience in organizing and conducting capacity-building activities and stakeholder consultations, with effective communication and advocacy skills.
- Demonstrated Experience in Advocacy and Knowledge Dissemination: Proven ability to support the dissemination of complex methodologies within both academic and policy-making circles. This includes experience in developing educational or training materials to foster long-term understanding and acceptance of specialized budgeting methodologies, ideally in the area of child rights or public finance.
- Established Network within Academia and Policy Institutions: A record of collaboration with academic institutions, research bodies, or think tanks, with experience engaging key stakeholders in Georgia and the broader Europe and Central Asia region. This network should support the broader integration and institutional acceptance of PF4C concepts and methodologies within public finance management systems.

6. Timeframe and Duration of the Contract

The contract duration is 9 months.

7. Supervision and Work Arrangement

The contracted organization will work under the direct supervision 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.

8. 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 - 35% of total budget after delivering on the items 1 and 3 in the section "Deliverables" of this TOR.
- 2nd instalment – 35 % of total budget after delivering on the item 2 and 5 in the section "Deliverables" of this TOR.
- 3rd Instalment- 30% of total budget after delivering 4, 6 and 7.

9. Termination of Contract

Either party may end the contract before its expiry date by giving a 14 days' notice in writing to the other party. However, if termination on the ground of misconduct, UNICEF will be entitled to end 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.

10. 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, with list of their responsibilities in the frame of the project.
- 3 references to prove the requested experience.

11. 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: Non-grant

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