REQUEST FOR PROPOSAL

Please quote RFP# P-GEO- 9145210-012 in all future correspondences on this matter.

**Date: 30 November 2018**

**UNICEF Tbilisi requests proposals for a Community Mobilization and working with professional groups on children with disabilities in Adjara**

Submit your proposal with unit price(s) in **GEL** together with vendor registration form, as instructed, **on or before closing time.**

1. **Note that failure to submit proposal in GEL, or in accordance with the requested terms, will result in automatic invalidation of your application.**
2. In addition, please note that:
3. UNICEF and its implementing partners are VAT exempt. Kindly ensure that all price(s) quoted in GEL are excluding VAT;
4. For transparency of the process we require that the proposals are received in **the sealed form** (sealed envelopes);
5. It is important that you read all of the provisions, to ensure that you understand UNICEF’s requirements and can submit an offer in compliance with them. This includes submission of ALL documents requested. Note **that your proposals should be submitted in English using the enclosed format. Proposals received in any other manner or after the indicated above deadline will be INVALIDATED.**
6. Evaluation criteria will be based on reliability of the organization, suggested methodology and approach, best price and proposal terms. The ratio between the technical and price criteria is 70:30.
7. In case of pre-payment request, bank guarantee letter should be submitted

**SUBMISSION TERMS:**

In order to be considered for an award, your technical and price proposals should be hand delivered in separate sealed envelopes and placed in the locked Tender Box located at the Ground Floor of UN House, 9 Eristavi Street, Vake, Tbilisi 0179, Georgia NO LATER than **15:00 of 11 December 2018.**

While the price proposals remain sealed until the technical evaluation is completed, the technical envelopes will be opened immediately after the closing time and forwarded to the unit designated to manage the selection process. One representative from each bidding company may attend the opening process.

The sealed envelopes should be labeled as follows: (1) P-GEO- 9145210-012 Technical Proposal and (2) P-GEO- 9145210-012 - Price Proposal.

**Technical Proposal should include**:

Company’s profile; Project proposal; Description of the proposed work plan, timeline, and working methodology; CV s of suggested experts;

**Price Proposal should include:**  Cover letter; proposed budget with indication of proposed fees; (in GEL).

Please, do not hesitate to contact us if you have any questions, contact persons: Maya Kurtsikidze [mkurtsikidze@unicef.org](mailto:mkurtsikidze@unicef.org) and Sofia Chaava at [schaava@unicef.org](mailto:schaava@unicef.org) or at 2251130, ext 229.

Application deadline is 15:00 on 11 December 2018.

Respectfully,

Vakhtang Akhaladze

Operations Manager, UNICEF Tbilisi

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| **Community Mobilization and working with professional groups on children with disabilities in Adjara**  **Terms of Reference**  **Background**  The Government of Georgia ratified the UN Convention of the Rights of Persons with Disabilities (CRPD) in 2013 and committed itself to improve the national policy and normative frameworks. The CRPD endorses the social model of disability and therefore sees ‘disability’ as the result of the interaction between people living with disabilities and environment filled with physical, institutional, and social barriers. The social model emphasizes the importance of vision that people with disabilities have a right to be fully participating citizens on an equal basis with others. Realization of this vision and establishment of the social model require institutional changes within the disability assessment and status determination system to identify individual needs/potential persons with disabilities and role of environment.  UNICEF supports the initiative of the Ministry of IDPs from the Occupied Territories, Labour, Health, and Social Affairs to establish a social model of disability within the disability assessment and status determination system. Adjara was identified as the region for piloting the social model of disability assessment.  UNICEF-led communication for social change initiative, ‘See Every Color’ which has been underway since February 2017 with the support of USAID and EU has contributed to the reduction of stigma against disability in the society from 41.5 per cent in 2015 to 28.3 per cent in 2017 (plz indicate years). The campaign has used a mix of four approaches: education about disabilities, and countering myths and prejudices; creating a platform of advocacy for parents and children; promoting interaction between young people with and without disabilities; and initiating public discussions and influencing the attitudes of professional groups.  The attitudes and stereotypes in the society including among the professional groups largely determine to what extent the initiatives like introduction of social model of disability will be implemented successfully.  Health professionals lack a knowledge about the needs of people with disabilities as well as skills to provide proper support. Negative attitudes in public towards disability and lack of knowledge and skills among health professionals sometimes result in families giving up their children with disability.  In order to ensure the enabling environment for introduction of the social model of disability as well as for further influencing negative attitudes in public and professional community it was decided to continue working with community groups and professionals in the Adjara region.  UNICEF wants to select the organization to support us in social mobilization in the Adjara region through inter-personal communication, workshops and community dialogues.  **Desired Outcomes:**   * Community groups, focusing on disability community, as well as parent groups in the Adjara region are able to influence public attitudes towards disability and are actively engaged in introduction of the disability social model initiative. ; * Behaviours and attitudes of health professionals in the Adjara region changed to sustain their support through disability social model initiative.     **Audiences**   * Community groups in Adjara with the focus on disability community; * Parents; * Health professionals; * Media.     **Strategic Objectives of the Campaign:**   * Organize community meetings and mobilize public support in the selected communities of the Adjara region to raise awareness about social model of disability assessment and communication for social change to increase cooperation from public during the process. * Carry out communication campaign (media and social media) in the Adjara region on the disability issues and social model initiative to raise awareness and mobilize public support throughout the process. * Organize round-table discussions with health professionals in the Adjara region to initiate discussion on stigma against disability and reflect on how to institutionalize positive practices in the health institutions throughout the region.   **Specific tasks:**   |  |  |  |  | | --- | --- | --- | --- | | **Task** | **Location** | **Time Period** | **Quantity** | | To conduct face to face meetings with the community groups focusing on disability community, as well as parent groups, in the selected cities/towns of the Adjara region. | Batumi, Kobuleti, Makhinjauri, Chakvi, Ochkhamuri, Keda, Khelvachauri, Shuakhevi, Khulo | December 10, 2018 – 15 March 2019 | 9 meetings | | Carry out a three months media and public advocacy campaign on social model and disability issues to win public support around the issue. | Throughout Adjara in partnership with GPB Adjara | December 10, 2018 – 15 March 2019 | Adjara GPB – at least 10 talk-shows, news programmes.  Online stories  10 social media videos. | | To organize round-table discussions with health professionals in the region with the specific plan of action on how to institutionalize positive practices in health institutions | Batumi, Kobuleti, Makhinjauri, Chakvi, Ochkhamuri, Keda, Khelvachauri, Shuakhevi, Khulo | December 10, 2018 – 15 March 2019 | 10 |   **Deliverables**   * Detailed action plan with the planned meetings and timeline; * Round tables and discussions conducted; * Media campaign carried out; * Plan of action about institutionalization of positive practises in health institutions. * Final report.   **Qualifications:**   * The organization should be based in Georgia. * Minimum of 5 years of experience in developing community mobilization strategies. * Extensive contacts in civil society organizations in the Adjara region of Georgia * Experience in organizing community dialogues and round-table discussions. * Strong capacity in developing and implementing communication and public advocacy initiatives. * Attentiveness to detail and compliance with timelines. * Excellent report writing skills in English and Georgian.   **Timeline and milestones:**   |  |  | | --- | --- | | Development of the detailed plan of action | 10 December, 2018 | | Carrying out the plan with meetings and community mobilization | 15 December 2018 – 15 March 2019 | | Final report | March 2019 |   **Supervision**  The work of the organization will be directly supervised and guided by UNICEF Communication Officer in consultation with Health and Child Protection Section.  **Duration:**  All the deliverables till March 2019.  **How to apply**  In order to be considered for an award, your technical and price proposals should be hand delivered in separate sealed envelopes and placed in the locked Tender Box located at the Ground Floor of UN House, 9 Eristavi Street, Vake, Tbilisi 0179, Georgia NO LATER than **15:00 of 11 December 2018.**  **Approved by: -------------------------------------------------------------------**  **Ghassan Khalil, UNICEF Representative in Georgia** |