

REQUEST FOR PROPOSAL

Please quote RFP# **P-GEO- 9138569 - 002** in all future correspondences on this

Date: 22 March 2018

UNICEF Tbilisi requests proposals for Rapid Assessment of Residential Institutions for Children in Georgia (Local organization)

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

(a) **Note that failure to submit proposal in GEL, or in accordance with the requested terms, will result in automatic invalidation of your application.**

1. In addition, please note that:

- (a) UNICEF and its implementing partners are VAT exempt. Kindly ensure that all price(s) quoted in GEL are excluding VAT;
- (b) For transparency of the process we require that the proposals are received in **the sealed form** (sealed envelopes);
- (c) 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.**
- (d) 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.
- (e) 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 02 April 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- 9138569 -002 Technical Proposal and (2) P-GEO- 9138569 -002 - Price Proposal.

Technical Proposal should include:

Organizational profile and description of its activity, presentation of the organization (address, contact person, experience, partners, portfolio); Documents certifying the requested (In TOR) qualification requirements; CV-s of the key personnel indication of their tasks; detailed methodology/approach to achieve the deliverables; proposed timeline and milestones

Price Proposal should include: Cover letter; proposed budget in GEL

Respectfully,
Vakhtang Akhaladze
Operations Manager, UNICEF Tbilisi

Terms of References

Rapid Assessment of Residential Institutions for Children in Georgia (Local organization)

Background

Since 2005 the Government of Georgia (GoG), with the support of UNICEF and other state and non-state partners, has been implementing the Child Welfare system reform, which significantly reduced the number of children in large-scale State-run institutions from 4,100 in 2005 to 80 in 2017. Between 2005 and 2013, the Government closed approximately 50 state-run large-scale children institutions. In June 2016, the Law on Licensing of Child Care Services was amended¹ and new standardised regulations were introduced for all child care residential institutions. Most of the changes will be enacted from September 2018.

Almost 5,000 children benefited from the reform: they were reintegrated to their biological families or provided with alternative care, such as foster care or small-group homes. Despite the achievements of the reform, important challenges remain such as the continuous practice of abandonment of infants with disabilities in the two remaining state-run institutions and the emergence of private residential care facilities outside state control and supervision.

From 2015 it became apparent that unregulated residential intuitions were functioning beyond the reach of the state social services. The anecdotal evidence was further confirmed by a local NGO research². The research established that 36 residential institutions are providing care for 1,146 children throughout Georgia. These institutions are managed by various non-governmental organizations, local governments, as well as faith based groups including the Georgian Orthodox Church and the Muslim Community. These institutions were unregulated and thus not covered by the statutory standards, and therefore representing a shadow system of residential care services for children, to which the latter are admitted without any assessment and decision of the statutory social services.

The problem of unregulated institutions and the need to address the issue was also mentioned in the 2016 report of the UN Special Rapporteur on the sale of children, child prostitution and child pornography after her visit to Georgia.³ The need to resume the de-institutionalization process involving unregulated residential institutions was furthermore identified as a priority in the draft Human Rights Action Plan (2018-2020, Chapter on Child Rights), the major state strategic document under the National Strategy of Human Rights 2014-2020.

For this purpose, the GoG in close collaboration with UNICEF is aiming to carry out a rapid assessment of unregulated residential institutions throughout Georgia and to resume the deinstitutionalization process to ensure the full protection of child rights, including the right to live in a family environment. The process is led by the government and is based on international and national experience, evidence and best practices (including UN Guidelines for the Alternative Care of Children⁴).

1 <https://www.matsne.gov.ge/ka/document/view/3307127>

2 2016, Equal treatment to the Schools of Faith, Final Report, Partnership for Children

3 Report of the Special Rapporteur on the sale of children, child prostitution and child pornography on her visit to Georgia, Human Rights Council, 21.12.2016

4 Resolution 64/142 adopted by the General Assembly Guidelines for the Alternative Care of Children in February 2010; available in: https://www.unicef.org/protection/alternative_care_Guidelines-English.pdf

In line with the draft Human Rights Action Plan 2018-2020, the Ministry of Labour, Health, and Social Affairs (MoLHSA), the Social Service Agency (SSA) and the Ministry of Education and Science (MoES) are seeking technical support to assess the models and needs of unregulated residential institutions and of some other institutions (boarding schools) under the MoES.

The findings of the assessment will contribute to (1) the advancement of the Child Welfare reform including the de-institutionalization process; (2) the implementation of the Law on Licensing of Child Care Services and quality improvement of child care services; (3) the licensing and monitoring of all child care institutions without any exceptions; (4) the establishment of legal regulations for boarding schools which provide residential care in addition to education; (5) informing unregulated institutions about the regulations that will be enforced in September 2018; (6) and the creation of other guarantees for effective protection of children from violence and access to remedies in case of child rights violations.

UNICEF assists the GoG to undertake this rapid assessment of unregulated institutions to set up a detailed action plan for the regulation of child care residential institutions and the continuation of the deinstitutionalization process.

Objective

The objective of the consultancy is to support the Government of Georgia and UNICEF in assessing the models and needs of unregulated residential institutions throughout Georgia.

Specific Tasks:

1. To develop a detailed assessment methodology together with MoLHSA, SSA, MoES and UNICEF including finalization of the proposed assessment instrument (see Annex 1); the detailed plan of activities and the timeframe; (MoLHSA and MoES will provide a list of institutions and their locations as well as ensure access of the selected organization to the institutions)⁵;
2. To train relevant staff and conduct a rapid assessment of unregulated residential institutions for children based on the agreed list;
3. To develop a quantified and standardised database in MS EXCEL format, providing full summary of each assessed institution as per the agreed assessment instrument;
4. To develop a final analytical report which highlights the following (outline of the report should be agreed with MoLHSA/SSA, MoES and UNICEF):
 - Assessment process, challenges associated with this process, if any;
 - Major findings;
 - Situational Analysis based on the findings provided by the report including;

⁵ Based on the current understanding, there are around 50 institutions located in Ajara, Imereti, Mtskheta-Mtianeti (Dusheti municipality), Guria, Samegrelo and Qvemo – Kartli; their function vary and comprise of

- Boarding schools functioning under the MoES;
- Institutions/Boarding schools under the local municipalities;
- Institutions run by the Georgian Orthodox Church;
- Educational institutions with boarding services run by Muslim and other faith based organizations.

- Number of children and their profile, reasons of their placement in institutions, including information about special needs and disabilities; and other relevant information;
- Types of institutions, their affiliation, sources of funding, compliance with the state child care standards, regulations to support child bio-psycho-social development, education and protection from violence; regulations regarding interaction with family members, peers, and support to reintegration; compliance mechanisms, and other relevant information;
- Recommendations to support the GoG in the further deinstitutionalization process, setting up regulation mechanisms for boarding schools of the MoES; improving the quality of care; and supporting the realization of the best interest of children.

Deliverables and timeframe

1. Detailed assessment methodology approved by the partners;
2. Detailed assessment reports for each of the institutions, as per the agreed assessment instrument;
3. Data base in MS Excel or any relevant format (SPSS, MS Access);
4. Final analytical report (in Georgian and English).

Applicant organizations should propose a timeline to ensure finalization of the assessment before June 2018, as some of the unregulated institutions will close for the summer holidays. Applicants are therefore encouraged to conduct the assessment using parallel teams. MoLHSA and the MoES will provide support through local branches of the Social Service Agency and through local educational resource centres.

Duration and contract modalities

The consultancy will have to be conducted over a period of maximum 3 months. UNICEF will support the contractor in establishing contact with necessary stakeholders and arrange meetings with all relevant parties.

The budget of the assessment will be negotiated between UNICEF and the contractor based on an initial proposal of the contractor.

Supervision

The organization will work under the supervision of UNICEF's Social Welfare Officer and in close collaborations with MoLHSA, SSA and MoES. The contractor's performance will be evaluated against the following criteria: timeliness, responsibility, initiative, communication, and quality of the products delivered.

Qualifications

- Intensive experience in conducting assessment and social/sociological research;
- Experience working in areas of child welfare and/or social protection; Provision of the technical support to GoG in the child welfare is preferable;
- Networking experience, experience cooperating with MoLHSA, SSA and MoES.

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 02 April 2018.**

Technical Proposal should include:

Organizational profile and description of its activity, presentation of the organization (address, contact person, experience, partners, portfolio); Documents certifying the requested (In TOR) qualification requirements; CV-s of the key personnel indication of their tasks; detailed methodology/approach to achieve the deliverables; proposed timeline and milestones

Price Proposal should include: Cover letter; proposed budget in GEL

Please, do not hesitate to contact us if you have any questions, contact persons: Ia Tchanukvadze itchanukvadze@unicef.org 2251130 #231



Proposal should be addressed to:

The UNICEF Georgia office Operation Department, Tbilisi Georgia

IMPORTANT – ESSENTIAL INFORMATION

Proposals received after the stipulated date and time will be invalidated. Technical Proposal for the requested services must be enveloped separately and corresponding financial proposal must also be enveloped separately.

The reference LRFP 9138569 - 002 must be shown on the envelopes containing the financial & Technical proposals with a label financial proposal or Technical proposal. Proposals Delivered incorrectly will be invalidated, even if received before the stipulated deadline.

It is important that you read all the provisions of the Request for Proposal to ensure that you understand and comply with UNICEF's requirements. Note that failure to submit compliant proposals may result in invalidation.

Price Proposals will only be accepted in the currency stated in the enclosures to this LRPS (GEL). Any Proposal received in any currency other than the stated currency will be invalidated.

All the information provided in response to this RFP are subject to verification