

REQUEST FOR PROPOSAL

Please quote RFP# **P-GEO- 9138472 - 001** in all future correspondences on this

Date: 19 March 2018

UNICEF Tbilisi requests proposals for Provision of Technical Assistance to Strengthen Quality Assurance Mechanisms for the Psycho-social Work Component in the Probation and Penitentiary Systems of Georgia

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 29 March 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- 9138472 -001 Technical Proposal and (2) P-GEO-9138472 -001 - 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 for a local organization

Provision of Technical Assistance to Strengthen Quality Assurance Mechanisms for the Psycho-social Work Component in the Probation and Penitentiary Systems of Georgia

1. Background

Introduction of an individualized approach to juveniles in conflict with the law and incorporation of psycho-social work interventions in the probation and penitentiary systems is one of the main achievements of the Juvenile Justice Reform in Georgia, which puts strong emphasis on an individualized approach, rehabilitation and reintegration of juveniles in conflict with the law.

Professional social workers and psychologists were first included in Georgia's probation and penitentiary systems in 2010 to ensure individual assessment and sentence planning in juvenile cases. With the enactment of the Juvenile Justice Code in 2016, the role of social workers was further expanded.

Probation and penitentiary social workers currently perform a wide range of tasks from the very beginning of a child's involvement with the justice system – they prepare individual assessment reports to inform decisions on diversion, sentencing and early release in the course of the execution of non-custodial sentence and probation, as well as custodial sentences; they manage the re-socialisation process and they support juveniles in the community while serving custodial sentence and while in the process of preparation for release.

Preparation of Individual Assessment Reports (IAR) is regulated by a Joint Decree of the Ministers of Justice, Internal Affairs and Corrections¹. An IAR, irrespective of the stage of the proceedings in which it is prepared, describes the level of development; conditions of life, upbringing and development; education; health status; family situation as well as other relevant circumstances of a child; and assesses special needs of a minor, the risk for committing a crime or an administrative offence and, accordingly, recommends measures to facilitate the proper development of a child and his/her integration into society. While the individual assessment serves the same purpose, individual assessment forms vary largely in structure and content, which makes it difficult to monitor the rehabilitation process and progress achieved while the juvenile moves within the system. The current practice showed that there is a need to standardize/harmonize the overall framework for IARs, while considering the objectives and specifics of each type of report, and to streamline the practices of IAR preparation across the penitentiary and probation systems.

Moreover, since the enactment of the JJ Code, social workers and psychologists assumed additional roles and the lack of specialised professionals vis-à-vis increased case-loads and quality of their work is raising serious concerns. In addition to community based programmes, social workers provide rehabilitation services directly to beneficiaries, however, there are no approved standards for the provision of such services, as well as appropriate structures to monitor the service providers' compliance with pre-defined standards. Overall, quality assurance mechanisms, including professional supervision and peer-review, are weak and not well institutionalized. There are no methodologies and relevant tools to guide quality monitoring and the systems lack the required capacity to develop them. Against this background, there is a need to strengthen quality assurance mechanisms to provide guidance and support to social workers and psychologists, identify areas for improvement and to develop and carry out relevant trainings in order to ensure the provision of high quality services to beneficiaries.

¹ Joint order of the Minister of Justice, Minister of Internal Affairs and Minister of Corrections no 132/95/23 dated 15 March 2016 "on the Approval of Methodology, Rules and Standards of Preparation of Individual Assessment Reports"

UNICEF supports the Ministry of Corrections (MoC) in the revision of IAS tools and in strengthening quality assurance mechanisms for psycho-social and rehabilitation work within penitentiary and probation systems. UNICEF therefore seeks to engage a local organization or team of experts with the objective to provide technical expertise to the MoC in conducting needs-assessments and in developing a concept, as well as all necessary instruments for strengthening quality assurance mechanisms.

2. Overall Objective of the Consultancy

The overall objective of the consultancy is to provide technical expertise to the MoC in conducting needs-assessments and in developing a concept, as well as all necessary instruments for strengthening quality assurance mechanisms for the psycho-social work component in the probation and penitentiary systems of Georgia.

3. Specific Tasks:

The specific tasks of the consultancy are:

- To assist the multi-stakeholder working group created within the Ministry in revising/harmonizing the IAR forms (20 days);
- To conduct a needs assessment of psycho-social (rehabilitation) work component in the penitentiary and probation systems (10 days);
- Based on the identified needs, to develop a concept and recommendations for strengthening quality assurance mechanisms, including suggestions on case-load management, establishing quality standards and strengthening professional supervision (10 days);
- To assist with the development of relevant methodologies, instruments and guidelines for quality assurance (15 days);
- To develop a training package and deliver trainings for identified professionals from penitentiary and probation systems (10 days);
- To provide overall guidance in the piloting process (10 days).

4. Deliverables:

- A concept paper including a needs assessment of the social work component in the penitentiary and probation systems including detailed recommendations for strengthening quality assurance mechanisms, suggestions on case-load management, establishing quality standards and strengthening professional supervision (20 days);
- Guidelines and Assessment tools/instruments, including quality assurance instruments (15 days);
- Training materials and a brief report (max. 3-5 pages) on the conducted trainings (10 days);
- Revised IAR forms (20 days);
- A Report analysing the outcomes of the piloting phase and including corresponding recommendations (10 days).

5. Duration and mode of consultancy

The consultancy will be conducted during 2018 throughout a period of 8 months. The consultancy entails intensive work from home and in working meetings with a broad variety of stakeholders. UNICEF will support the contractor in establishing contact and meetings with all relevant partners and stakeholders.

6. Supervision:

The contractor will work under the joint supervision of UNICEF Georgia's Child Protection Specialist and Child Protection Officer.

7. Required Qualifications, Experience and Competencies:

- University degree in Social Work, Psychology or other relevant fields;
- Intensive experience of working in the areas of psycho-social support and juvenile justice;
- Extensive experience in designing concepts, practical tools, manuals and materials for social workers/psychologists working with children in conflict with the law, at national and international level;
- Experience in developing quality assurance and professional supervision mechanisms;
- Experience in the design, provision and supervision of psycho-social rehabilitation/support services for children in conflict with the law;
- Comprehensive knowledge of the justice system including justice for children;
- Networking experience.
- Fluency in English and Georgian.

8. Performance indicators

The contractor's performance will be evaluated against the following criteria: timeliness, responsibility, initiative and quality of the products delivered.

9. Payment terms

The consultancy fee and possible travel costs will be negotiated between UNICEF and the contractor based on an offer from the contractor. The consultancy fee will be paid to the contractor in one or several instalments upon submission and approval of relevant reports and quality deliverables.

10. Termination of contract

The contract may be terminated by either party 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.

How to apply

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Technical Proposal should include:

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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 9138472 - 001 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