

## TERMS OF REFERENCE (TOR)

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COVID-19 pandemic has rapidly spread around the world, and Kosovo remains no exception. Recognizing that past disease outbreaks and crisis settings affect women and men differently is a fundamental step to creating effective, equitable preventative plans and long-term response interventions. An analysis of WHO's COVID-19: Strategic Preparedness and Response shows that the gendered impacts of the virus outbreak have not been taken into consideration. There is an overall absence of specific measures to prevent, mitigate and respond to the outbreak with a gender perspective. Whilst there is one mention of "vulnerable populations" there is no indication of support to marginalized or displaced/refugee groups.

UN Women is the UN agency with the explicit mandate to promote gender equality and the empowerment of women. UN Women is committed to assist Member States in meeting their commitments of the Sustainable Development Goals and ensuring equality between women and men as partners and beneficiaries of crisis and humanitarian response. UN Women works in crises prevention, preparedness and response to reduce vulnerabilities, address risks, promote resilience and leverage women's leadership.

Experience from quarantines furthermore showed that quarantines significantly reduce economic and livelihood activities, reducing employment, increasing poverty rates, and exacerbating food security issues.

Furthermore, considering that violence against women and particularly sexual violence is generally underreported in well-developed settings, while exacerbating in humanitarian settings, response should assume that gender based violence and in particular sexual violence, is taking place in crisis, and is a serious and life-threatening protection issue, regardless of the presence or absence of concrete and reliable evidence.

Globally, women constitute 70 percent of workers in the health and social sector and 65% of health care workers in Kosovo. This implies a heavier load of treatment and care as the outbreak evolves, particularly for the largely female frontline healthcare staff.

On average, men spend 83 minutes in unpaid care work while globally, women spend 265 minutes in unpaid care work, more than three times the time spent by men. Where healthcare systems are stretched by efforts to contain outbreaks and schools preventatively close, care responsibilities are frequently "downloaded" onto women, who usually bear responsibility for caring for ill family members, the elderly and children. During the COVID-19 outbreak UN Women Kosovo Office ensured that women's needs were reflected in all aspects of the outbreak preparedness and response and is currently supporting the collection of sex-disaggregated data.

UN Women is looking to engage a single company for the purchase and delivery items of:

**UN Women Kosovo will provide 120 (one hundred twenty) notebooks for low income community such as women and girls including Roma, Ashkali and Egyptian community in order to be able to attend school lectures that are being provided online through through various classroom platforms and submit their homeworks electronically. Devices will be distributed in six Municipalities : Prishtine/Pristina, Prizren, Peje/Pec, Gjakove/Djakovica, Gjilan/Gnjilane and Mitrovice/Mitrovica.**

**DELIVERABLES:**

Deliverable	Timeframe
<b>120 (one hundred twenty) NOTEBOOKS for the most vulnerable womens and girls including Roma, Ashkali and Egyptian community in six Municipalities : Prishtine/Pristina, Prizren, Peje/Pec, Gjakove/Djakovica, Gjilan/Gnjilane and Mitrovice/Mitrovica.</b>	<b>13 – 18 December 2020</b>

**DURATION OF ASSIGNMENT AND DUTY STATION**

The time required for the assignment is during the period **13 – 18 December 2020**

**CONTRACT SUPERVISION**

Contractor/company will work in Pristina under supervision of Head of Office and in close collaboration with project manager, and other relevant stakeholders.

**MINIMUM REQUIREMENT**

UN Women Minimum Requirement	Offerors Response
The vendor is legally registered entity in Republic of Kosovo, officially allowed to perform the activities described in detail in this ToR	<input type="checkbox"/> Yes (Provide relevant proof document) <input type="checkbox"/> No
The vendor is financially sound to perform the activities described in the ToR	<input type="checkbox"/> Yes (Provide relevant proof document, ex. Financial and Legal status as per documents issued by the Central Register for Republic of Kosovo) <input type="checkbox"/> No
The vendor provides services in the area of IT equipment / accessories	<input type="checkbox"/> Yes (Provide relevant proof document) <input type="checkbox"/> No

## Technical Information

### Section A: Expertise and Capability of Supplier

#### 1.1 The organization

- Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings.
- Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).

#### 1.2 Adverse judgments or awards

- The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment;
- The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

### Section C: Resource Plan, Key Personnel

#### 2.1 Gender profile

- Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier's organization, women in leadership positions, and percentage of women shareholders.
  - Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women's core mandate.
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### Financial Proposal

<b>Value Added Tax on Proceed Quotation</b>	Must be exclusive of VAT and other applicable indirect taxes
<b>Payment Terms</b>	100% upon completion and satisfactory receipt of service(s)

The components comprising the total price must provide enough detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

The financial offer should be signed, submitted in EUR (euro) without VAT.

Evaluation Criteria: The least expensive bidder that meets all specifications will be selected.

Payment Terms: The payment shall be based on the actual scope of services provided, which may not exceed the total amount of the financial proposal. Payment will be processed as established in a contract between UN Women and the contractor and upon receipt of invoices for services provided.