

## Terms of Reference

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### I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; the achievement of equality between women and men as partners and beneficiaries of development; human rights; as well as humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Albania programme is framed under the Government of Albania (GoA) and UN Programme of Cooperation for Sustainable Development (POCSD) 2017-2021 and it supports government, civil society, and gender equality advocates in cooperation with UN agencies and international development partners to achieve national and international commitments towards gender equality.

The Government of Albania has made progress towards the national and international commitments in advancing gender equality and the empowerment of women especially those under the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Beijing Declaration and Platform for Action, Istanbul Convention as well as the EU gender equality acquis.

Over the past years, UN Women has provided support to national and local stakeholders in strengthening democratic governance and advancing women's rights through initiatives aimed at mainstreaming gender in policy planning and budgeting. Gender Responsive Budgeting (GRB) has been identified as important tool for advancing gender equality in key national documents as in accordance with existing Albanian national policy documents on social inclusion and gender equality. In this framework, Albania has made important steps towards the institutionalization of gender responsive budgeting at central and local level. Gender equality is now a core principle in the Law on the Organic Budget (2016 and has been included also as a legal requirement in the Local Government Financial Management cycle, Law no. 68/2017 "On Local Government Finances".

The inclusion of the Gender Responsive Budgeting in the Medium-Term Budget Program as well as the legal changes in the field of Public Financial Management at local level, provide greater responsibilities and challenges for public entities in effectively managing gender-responsive policies, by devoting the budget resources to achieve them. Civil society organizations in particular, have an important role in requesting transparency and accountability as well as supporting public entities at the local level and citizens to deliberate on gender issues in their communities and prioritize activities and allocate resources accordingly. UN Women places important focus on accountability and monitoring mechanisms for tracking performance on gender equality commitments. In Albania, Civil Society Organizations (CSOs), including women's groups, networks and gender advocates still have insufficient capacity to adequately monitor budgetary expenditure through the lens of its impact on women and men and moreover in intersecting inequalities. On the other hand, CSOs play an important role in keeping central and local governments accountable to gender

equality commitments and their dialogue and advocacy efforts are crucial for inclusion of gender issues in policy and programme planning.

In this context, through the UN Joint Programme “Catalysing Municipal Social Protection”, with technical expertise of UN Women, as well as in accordance with GoA’s priorities stated in the national and local plans and strategies, UN Women aims to support civil society efforts in using GRB as a tool to advance gender equality and ensure that women’s needs are incorporated in policies and related budgets.

In 2018, UN Women in Albania piloted the first *training program on Gender Budget Watchdog Reporting* for CSOs working in the Republic of Albania and developed their knowledge and skills to monitor the impact of public policies and public spending on women and men. In 2020, UN Women continued this approach by covering new municipalities.

Building on lessons learned from previous interventions, UN Women aims to replicate the intervention by focusing on 6 new municipalities and targeting the capacity building process of at least 10 grassroots organizations and women CSOs working in the municipalities of Skrapar, Polican, Fushearrez, Vlora, Elbasan, Durres, preferably with work profile on integrated social care services, expenditure monitoring and accountability for gender equality.

## **II. Objectives of the assignment**

The objective of this assignment is to develop capacities, knowledge, and skills of grassroots organizations and women CSOs working in the municipalities of Skrapar, Polican, Fushearrez, Vlora, Elbasan, Durres to monitor local public policies and public spending on integrated social care services and respective impact on vulnerable women and girls. The intervention will also entail increasing accountability of local stakeholders for gender equality by supporting target grassroots organization producing watchdog monitoring reports.

## **III. Scope of work**

UN Women is seeking to contract a company or organization, with relevant expertise and professional experience, that will plan and organize a comprehensive set of activities in support of grassroots organizations and women CSOs targeting the municipalities of Skrapar, Polican, Fushearrez, Vlora, Elbasan, Durres, to monitor local public policies and public spending on integrated social care services and respective impact on vulnerable women and girls.

## **IV. Tasks and Responsibilities**

1. Prepare work plan and methodology in close coordination with UN Women and the UN Women National **Consultant who will conduct trainings for Civil Society Organizations and support them in preparation of Gender Budget Watchdog reports**
2. Conduct, one-time competitive process with grass-root organizations and women CSOs working in 6 municipalities (Skrapar, Polican, Fushearrez, Vlora, Elbasan, Durres) interested to partake in the capacity building program, following the UN Women’s established approach.
3. Organize 1 (one) 3-day Training online with target CSOs, identified through the selection process on “Call for Interest- Support to CSOs in 6 target municipalities on

integrated social care services, expenditure monitoring and accountability for gender equality through watchdog monitoring reports”.

4. Organize and facilitate 12 (twelve) meetings with 6 LGUs representatives (two meetings per each municipality) municipal staff and other local stakeholders on LGU social service budgets.
5. Conduct 6 (six) local workshops (one per each municipality) with the trained CSOs on identification of Watchdog report topics and advocacy plans.
6. Produce 6 (six) advocacy plans in 6 municipalities (one per each municipality) on watchdog reports findings dissemination.
7. Support the development and finalization of 6 (six) watchdog reports in close consultation with UN Women.
8. Conduct 6 (six) local dialogue events (one per each municipality) to present the findings of the Gender Budget Watchdog Reports and advocate for their future use for gender sensitive budgeting and policy making.
9. Conduct 1 (one) workshop with representation from the Ministry of Health and Social Protection (MoHSP), line Ministries and other CSOs to present the findings of the budget watchdog reports.
10. Prepare a final report (in English) on the activities conducted including lessons learned and recommendations for future UN Women interventions.

#### **Expected Deliverables:**

1. Workplan and methodology for the assignment, (including detailing of selection of CSOs as per UN Women previous practice for such assignment) with clear timelines and deliverables (in English).
2. Detailed summary of key findings from one competitive process with outcome one established database of CSOs/ grassroots in 6 target municipalities (in English).
3. 1 (one) 3-day Training online organized including detailed summary report of the training, logistics preparation, list of participants and invitations for attendance, identification and summoning of key speakers, moderation of the discussions.
4. 12 (twelve) meetings conducted in 6 municipalities, including logistic preparation (preparation of invitations, agendas a summary, minutes of meetings) and one summary report (in Albanian and English).
5. 6 (six) local workshops in 6 municipalities finalized including 6 Detailed reports with support documents including main findings, list of participants, minutes of workshops as well as pictures of the activities.
6. 6 (six) Finalized advocacy plans.
7. 6 (six) watchdog reports finalized.
8. 6 (six) local dialogue events finalized and detailed reports with support documents including pictures, list of participants and minutes of workshops (in English);
9. 1 (One) workshop with representation from the Ministry of Health and Social Protection (MoHSP), line Ministries conducted including detailed reports with support documents including pictures, list of participants and minutes of workshop (in English).
10. A final report on the activities conducted including recommendations, lessons learned and findings. (in English).

## A. DELIVERABLE SCHEDULE

Deliverable	Payment Amount	Timeframe
1. <u>Workplan and methodology</u> for the assignment, (including detailing of selection of CSOs as per UN Women previous practice for such assignment) with clear timelines and deliverables (in English);		<i>20 April 2021</i>
2. Detailed summary of key findings from <u>one competitive process</u> with outcome <u>one established database of CSOs/ grassroots</u> in 6 target municipalities		<i>30 April 2021</i>
3 <u>1 (one) 3-day Training online organized including detailed summary report of the training, logistics preparation, list of participants and invitations for attendance, identification and summoning of key speakers, moderation of the discussions.</u>	<i>50%</i>	<i>15 May 2021</i>
4 <u>12 (twelve) meetings</u> conducted in 6 municipalities, including logistic preparation (preparation of invitations, agendas a summary, minutes of meetings) and <u>one summary report</u> (in Albanian and English).		<i>30 June 2021</i>
5 <u>6 (six) local workshops in 6 municipalities finalized including 6 Detailed reports with support documents including main findings, list of participants, minutes of workshops as well as pictures of the activities.</u>		<i>30 July 2021</i>
6 6 (six) Finalized advocacy plans;		<i>10 August 2021</i>
7 <u>6 (six) watchdog reports finalized</u> and funded including – <u>6 (six) project proposals</u> submitted by the organizations for the watchdog preparation.	<i>40%</i>	<i>20 September 2021</i>
8 6 (six) local dialogue events finalized and detailed reports with support documents including pictures, list of participants and minutes of workshops (in English);		<i>5 November 2021</i>
9 1 (One) workshop with representation from the Ministry of Health and Social Protection (MoHSP), line Ministries conducted <u>including detailed reports with support documents including pictures, list of participants and minutes of workshop</u> (in English).		<i>20 November 2021</i>
10 A final report on the activities conducted including recommendations, lessons learned and findings. (in English).	<i>10%</i>	<i>25 November 2021</i>

**B. PERIOD OF PERFORMANCE AND THE REVIEW/APPROVAL TIME REQUIRED.****Marsh 2021- November 2021****Evaluation Criteria****Preliminary Examination Criteria**

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

<b>Criteria</b>	<b>Documents to establish compliance</b>
Completeness of the Proposal	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
Vendor accepts UN Women General Conditions of Contract	Proposal Submission Form (Online Form)
Proposal Validity	Proposal Submission Form (Online Form)

**Minimum Eligibility and Qualification Criteria**

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis. If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

<b>Eligibility Criteria</b>	<b>Documents to establish compliance</b>
Vendor is a legally registered entity	Proposer Information Form (Online Form)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
No conflicts of interest in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
The Vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Proposal Submission Form (Online Form)

<b>Qualification Criteria</b>	<b>Documents to establish compliance</b>
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Eligibility and Qualification Form (Online Form)
Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years.	Eligibility and Qualification Form (Online Form)
Previous Experience:	
Minimum 5 years of relevant experience.	Eligibility and Qualification Form (Online Form) / Technical Proposal

	<p>Provide detailed description of the company's previous experiences relevant to the RFP.</p> <p>Provide copies of relevant certifications/approvals (e.g., Registration in the National Registration Centre (QKR), copy of NIPT), as part of the submission</p>
<p>Minimum 2 contract of similar value, nature and complexity implemented over the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Eligibility and Qualification Form (Online Form)</p> <p>If applicable</p>
<p>Has the required staff as per personnel profile in each area.</p>	<p>The company should submit the CVs of the key staff, demonstrating the educational qualification in the area of expertise.</p>
<p>Proficiency in written and spoken English and Albanian.</p>	
<p>Financial Standing:</p>	
<p>Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Vendor must include in their Proposal audited balance sheets cover the last two years</p>	<p>Copy of audited financial statements for the last three years. / Eligibility and Qualification Form (Online Form)</p>
<p>Turnover: Vendors should have annual sales turnover of minimum 160,000 USD for the last three years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last three years. Eligibility and Qualification Form (Online Form)</p>

### Technical Evaluation Criteria

Section 1. Vendor's qualification, capacity, and experience		Points
1.1	<p><b><u>Reputation of company/organization and staff credibility / reliability / industry standing.</u></b></p> <p>Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken</p>	40
1.2	<p><b><u>General Organizational Capability</u></b></p> <p>Offeror shall:</p> <p>a) Outline General Organizational Capability which is likely to affect implementation (i.e., management structure, financial stability and project financing capacity, size of the company/organization, strength of project management support e.g., project management controls, global networking, financial stability).</p> <p>b) Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the company/organization may have participated in.</p> <p>c) Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a</p>	40

	clear picture of the role of roles, responsibilities, reporting lines and accountability.	
1.3	<p><b><u>Relevance of specialized knowledge and experience on similar engagements done in the country.</u></b></p> <p>Offeror shall:</p> <p>a) Provide information confirming relevance of:</p> <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> </ul> <p><i>The contractor should have demonstrated experience in engaging with CSOs, participatory processes, local governance, engaging multiple stakeholders, advocacy, convening etc. rather than specific training expertise of the personnel</i></p> <p>b) Describe the experience of the company/organization performing similar services. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable.</p> <p>c) Provide at least 3 references with the following information:</p> <ul style="list-style-type: none"> <li>- Client</li> <li>- Contract value</li> <li>- Period of performance (from/to)</li> <li>- Role in relation to undertaking the services - Reference Contact Details (Name, Phone, Email)</li> </ul>	80
1.4	<p><b><u>Quality assurance procedures, risk and mitigation measures</u></b></p> <p>Offeror shall describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.</p>	20
<b>Total Points for Section 1</b>		<b>180</b>
<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points</b>
2.1	<p><b><u>Analysis Approach, Methodology</u></b></p> <p>Offeror shall:</p> <p>a) Provide in sufficient detail a description of the company/organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.</p> <p>b) Explain the company's/organization's understanding of UN Women's needs for the services and how the different service elements shall be organized, controlled, and delivered.</p> <p>c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement.</p> <p>c) Identify any gaps/overlaps in UN Women's coverage based on the information provided.</p> <p>d) Describe how your company/organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:</p> <ul style="list-style-type: none"> <li>i ) Best Value for money</li> <li>ii ) Fairness, integrity and transparency</li> <li>iii ) Effective competition</li> <li>iv ) The best interests of UN Women</li> </ul>	280

2.2	<p><b><u>Management - timeline, deliverables, and reporting</u></b></p> <p>Offeror shall provide a detailed description of how the management for the requested services will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical, and realistic.</p>	100
<b>Total Points for Section 2</b>		380
<b>Section 3. Management Structure and Key Personnel</b>		<b>Points</b>
3.1	<p><b><u>Composition of the team</u></b></p> <p>The offeror shall:</p> <ol style="list-style-type: none"> <li>Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference.</li> <li>Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.</li> <li>Provide an organigram illustrating the office location (city and country), reporting lines, together with a description of such company/ organization of the team structure, should be submitted.</li> <li>For each of the key personnel provide the CV using the format provided</li> </ol> <p><b><u>Team Leader</u></b></p> <ul style="list-style-type: none"> <li>Master's degree in gender equality, human rights, public policy or any other related science.</li> <li>At least 5 years of work experience on issues related to gender equality and human rights and issues of social inclusion/social protection of vulnerable people.</li> <li>Minimum of 3 years, experience in developing adult learning modules and participatory methods and provision of trainings on issues related to gender equality and/or gender responsive budgeting.</li> <li>Previous experience or familiarity with the UN system or other international organizations would be desirable.</li> </ul> <p><b><u>Key expert</u></b></p> <ul style="list-style-type: none"> <li>Master's degree in Gender Studies, Political Science, Social Sciences, or related fields.</li> <li>At least five years of experience on issues related to gender equality, women's empowerment, women's social inclusion.</li> <li>Experience in developing adult learning cycle and participatory methods, provision of trainings and workshop activities.</li> <li>Previous work in the areas of social inclusion policies at the local level in Albania, would be considered an asset.</li> </ul>	60
3.2	<p><b><u>Gender Profile</u></b></p> <p>The offeror shall provide information on the gender profile of the company/organization:</p> <ul style="list-style-type: none"> <li><i>Women-owned Business status – whether the entity is owned, controlled, or managed by at least 51% women.</i></li> <li><i>Proportion of women in managerial position.</i></li> <li><i>Gender balance of the proposed project/team.</i></li> <li><i>Policies in place that contribute to gender equality.</i></li> <li><i>Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain.</i></li> </ul>	20



	<ul style="list-style-type: none"> <li>- Gender parity policy in place.</li> <li>- Commitment to the Women's Empowerment Principles (<a href="http://www.webs.org/join">www.webs.org/join</a>) - if more than 10 employees.</li> <li>- Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women's Empowerment in case of contract award - if less than 10 employees.</li> </ul> <p>This criterion shall <u>not exceed 3%</u> of the total points (max. 20 of 700 points)]</p> <p>Good practices of gender-responsive companies can be found here:  <a href="http://weprinciples.org/Site/CompaniesLeadingTheWay/">http://weprinciples.org/Site/CompaniesLeadingTheWay/</a></p>	
<b>Total Points</b> for Section 3		140
<b>TOTAL POINTS</b>		700

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