

## 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, the span and effect of the pandemic has created new challenges, emerging social needs, generated by the crisis, especially from the vulnerable, disenfranchised groups, require coordinated institutional support beyond current social services. Humanitarian support should incorporate provision of additional services which people need even in times of crisis such as access to health services or psycho-social counselling.

Through a EU / UNDP funded Project **"Response to COVID-19 Emergency and early recovery support"** UN Women is looking to address some of the immediate needs focusing on to enhance the provision of social and health services and improve access to equitable, qualitative, integrated social protection for the most vulnerable groups, including women and girls. The action will have a direct impact on the most vulnerable groups and individuals throughout Kosovo who will be identified in close coordination with municipal Departments of Health and Social Welfare and Center for Social Work -CSW. Primary target group are women including single mothers/women heads of households, minority communities particularly Roma, Ashkali and Egyptians, women victims of or at risk of gender based violence, abuse or domestic violence; people living in remote rural areas who experience difficulties to access social facilities and services.

In this context UN Women is looking to a) purchase a mobile clinic to facilitate and increase access to rights-based services, especially health services particularly for women, including those from minorities; b) equip mobile clinic vehicle with necessary furniture and medical equipment

It will include but not be limited to Ambulance Services, doctor and nurse services, general / routine examination etc. When required, mobile clinic may also be used for transportation services for elder women including those with disability or/and other groups with reduced mobility to healthcare facilities, specialist doctors, rehabilitation, or other therapeutic centres, based on an established need and a clear schedule.

**DELIVERABLES:**

Deliverable	Timeframe
Establishing a Mobile Clinic Vehicle – Van only to facilitate health care services.	<b>31 October 2021</b>
Equip mobile clinic vehicle with necessary furniture and medical equipment	<b>31 October 2021</b>

**DURATION OF ASSIGNMENT AND DUTY STATION**

The time required for the assignment is during the period up to **31 October 2021**

**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
Bidder 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
Bidder should be in continuous business of supplying similar goods the last 5 years, have specialized knowledge, expertise, and track record of providing similar services and proven experience and relationships that have a direct relationship to the performance of the TOR.	<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 good (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.