

## Terms of Reference

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Expected starting date: 5 December 2021

Expected duration of assignment: 15 December 2021 – 31 May 2022

### 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; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Through its programmes and projects, UN Women is providing technical assistance to national governmental and non-governmental partners in the implementation of the international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

In line with its Strategic Plan and Biannual Woke Plan 2022-2023, UN Women Serbia works under the impact area of achieving life free from violence for all women and girls, with particular focus on improvement on applying the international standards set in Istanbul Convention and CEDAW in providing services to women and girls victims of violence. UN Women emphasize the prevention of VAWG through transforming negative social norms and strengthening the availability of services to women survivors of violence, including in public spaces. UN Women Serbia partners with the Government and CSOs to advocate for ending violence, increase awareness of the causes and consequences of violence, build capacity of partners and promote the need for changing norms towards advancing gender equality and women's rights.

Women and girls experience and fear different forms of violence, including sexual violence in public spaces, from unwelcome sexual remarks and gestures to rape and femicide. It happens on streets, in and around public transportation, schools, workplaces, public toilets, water and food distribution sites, and parks. This reality reduces women's and girls' freedom of movement. It reduces their ability to participate in school, work, and public life. It limits their access to essential services and their enjoyment of cultural and recreational activities, and negatively impacts their health and well-being. Although domestic violence is now widely recognized as a human rights violation, workplace and sexual harassment and other forms of violence against women and girls in public spaces are often neglected, with few laws or policies in place to prevent and address it. A gender approach to urban planning ensures that the needs of women and men are considered across all municipal departments' planning. This includes public infrastructure, such as for example investments in safe potable water, improved sanitation, lighting, creation of market stalls, provision of training on financial literacy and economic development, focusing on opportunities for women's empowerment.

UN Women Serbia partners with UK, FCDO on the project Safeguarding women and girls in Serbia to support the national stakeholders to assess the safety of public places for women and girls and to identify the prevalence of violence in the public spaces, sexual harassment, stalking and sexual violence, and with reference to COVID19 and to respond with appropriate inter-institutional measures to increase the public safety to women and girls. Conducting a survey is essential as it provides specific data to ensure a deep understanding of local forms of sexual and violence against women and girls in public spaces. The findings will serve to identify needs for legal/policy/practice proposals in change requiring areas, covering various areas, including sports, public transport, tertiary education. Furthermore, the survey will identify investments in the safety and economic viability of public spaces. Finally, the survey will look into the attitudes and behaviours to promote women's and girls' rights to enjoy public spaces free from violence, relying on transformative activities in public spaces and other settings to promote respectful gender relationships, gender equality, and safety in public spaces.

### II. Objectives of the Assignment

The specific objectives of the assignment are to:

- Identify the extent of insecurity for women and girls in public places in Serbia and the exposure of specific groups of women to various forms of violence in the public spaces (rural women, young women, girls, older women, Roma women, etc.)

- Identify the prevalence of various forms of violence in public spaces, including sexual harassment, stalking and sexual violence in public spaces
- Identify public spaces where its most likely that women and girls are exposed to violence
- Collect case studies of most frequent and/or most illustrative cases of violence against women and girls in public spaces to serve as the raising awareness tool
- Propose interventions/strategies to enhance to increase the public safety to women and girls, building on international best practices

### III. Scope of Work

The Contractor will conduct a range of activities, which include the following tasks:

#### 1. Prepare the Methodology of the National Survey on Violence against Women and Girls in Public Spaces

The contractor will be responsible for developing a methodology for the National Survey on Violence against Women and Girls in Public Spaces. While working on the methodology for the national survey, the contractor will explore similar international surveys to ensure internationally comparable methodology for the national survey to be undertaken. Survey shall be used as an analytical product, but also as a baseline study for the overall project. It will accumulate knowledge and data, to help further understand the volume and shape of VAGW in public spaces.

UN Women should review and approve the indicative methodology. Survey should be based on the representative sample to Serbia. An indicative methodology is expected to include:

- a. the desk review of the international methodologies for mapping violence against women and girls in public spaces;
- b. desk review of previous cases of violence against women and girls in public space in Serbia;
- c. stakeholders mapping;
- d. a questionnaire-based survey and nationally representative sample; and
- e. in-depth interviews with key informants and focus groups with women from selected groups and regions.

Methods to be used will include a triangulation of techniques and data, grasping both qualitative and quantitative data collection. Ethical considerations will be ultimately considered, as VAGW exploration requires ultimate confidentiality. A sample to be grasped shall be representative, and activities will be undertaken to ensure validity and reliability of the data, to ensure nation-wide predictions and a study of prevalence.

#### 2. Conduct the National Survey and prepare the comprehensive results of the National Survey on Violence against Women and Girls in Public Spaces

The contractor will conduct a survey which will assess the extent of violence against women and girls in public spaces. The survey should provide comprehensive quantitative and qualitative information on violence against women and girls in public spaces, supplementing the information obtained through desk research. Aspects to be analysed can include, however not limited to the prevalence of violence in public spaces, forms of violence, groups of women more likely to be exposed to violence in public spaces, and public space of insecurity to women and girls and impact to mobility, choices and behaviour of women and girls. Additionally, the survey should verify and investigate impact of violence in public spaces to women and girls' choices, mobility, behaviour, expectations and perceptions about safety in public spaces, access to information and opinion of services and support measures provided by government and specialized women's CSOs, etc. The assignment involves also conducting small scale pre-testing survey and large-scale piloting and to finalize survey.

#### 3. Develop 6 case studies on Violence against Women and Girls in Public Spaces

The Contractor will be responsible to identify 6 case studies that illustrate the extent, forms of violence, public places and groups most in risk to be exposed to violence against women and girls in public spaces and develop case studies. The contractor will ensure readability and accessibility to a broad readership worldwide.

The case studies will be selected in close consultations with UN Women and in a pre-agreed format.

4. Prepare a Draft and Final Report on the National Survey on Violence against Women and Girls in Public Spaces in Serbian and English

The report structure will be agreed in close consultations with UN Women. The detailed report will present and interpret all the quantitative and qualitative data collected. The report must be structured in a way that allows comparisons with other countries and can be used to measure progress in Serbia over time. It should include recommendations for specific activities that the research indicates would help to address outstanding problems and information gaps.

The report will include the summary of the key findings of the survey. The Contractor will prepare a summary of key findings of the survey in the format agreed with UN Women that can be shared with a wide range of stakeholders for raising awareness purposes. The summary will include key research findings and data that will illustrate a spectrum of incidents of violence, forms of violence/groups of women and girls/public spaces where violence against women and girls in the public spaces occurs etc. and recommendations for improvement.

5. Organise at least three presentations of the National Survey on Violence against Women and Girls in Public Spaces

The Contractor will present the findings of the research in at least three presentations pre agreed with UN Women and in consultations with the partners and donor.

*Note: In case of an outbreak of another wave of COVID-19 pandemic and epidemiological measures, the selected company will work with UN Women to revise and adjust the workplan and budget of the consultancy in line with the circumstances.*

#### IV. DELIVERABLE SCHEDULE

No	Deliverable	Deadline
1	Detailed Work Plan	10 December 2021
2	Draft Methodology Proposal Final Methodology Proposal	20 December 2021
3	Desk Review and the Report on the conducted survey	28 February 2022
4	Case studies on Violence against Women and Girls in Public Spaces	28 February 2022
5	Draft Report on the National Survey on Violence against Women and Girls in Public Spaces in Serbian Final Report on the National Survey on Violence against Women and Girls in Public Spaces in Serbian and English	Draft Report 20 March 2022 Final Report 31 March 2022
6	Presentations of the National Survey on Violence against Women and Girls in Public Spaces	31 May 2022

## V. Minimum Requirement

The team composition is expected to include an overall team leader and at least one additional team members. The team leader will be responsible for the deliverables and will coordinate the work of all other team members during all phases of the process, ensuring the quality of deliverables and application of methodology as well as timely delivery of product.

UN Women Minimum Requirement	Offerors Response
- Organization	
Legally registered entity in the Republic of Serbia (not-for-profit entity)	<input checked="" type="checkbox"/> Yes (Provide relevant registration documents) <input type="checkbox"/> No
Previous experience: <ul style="list-style-type: none"> <li>- Previous experiences in analysis and assessments and the national surveys.</li> <li>- 3 years of experience and specialized knowledge in research and reporting on VAWG.</li> <li>- Previous experience of working with UN Agencies or any international organizations.</li> </ul>	<input checked="" type="checkbox"/> Yes (Provide details of all the previous and on-going assignment)  <input type="checkbox"/> No
- Team composition	
<b>Project Manager</b> <ul style="list-style-type: none"> <li>– MA degree (or equivalent) in Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, or related field.</li> <li>– Minimum of 5 years relevant experience in analysis, assessment, research in VAWG and gender-based discrimination.</li> <li>– Fluency in Serbian and English language.</li> <li>– Minimum 3 years of relevant experience in undertaking similar projects and experience in VAWG, VAWG in public spaces and other forms of violence is preferred.</li> </ul>	<input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C “Sample CV template”) <input type="checkbox"/> No
<b>Project team members (at least one team member)</b> <ul style="list-style-type: none"> <li>– BA degree (or equivalent) in Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, or related field.</li> <li>– Minimum 3 years of relevant experience in the field of VAWG;</li> <li>– Experience in conducting analysis and assessment;</li> <li>– Ability to work interactively with a team, often responding to varying requests under pressure;</li> <li>– Fluency in Serbian and English language.</li> </ul>	<input checked="" type="checkbox"/> Yes (Provide curriculum vita using the format available in Annex 2, Section C “Sample CV template”) <input type="checkbox"/> No

Subcontractors (if any): The offeror shall not sub-contract > 50% of the work.	<input type="checkbox"/> Yes (Specify the % of work, scope of work and deliverables that will be subcontracted to other firms/entities) <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> <li>Reference</li> </ul>	
Minimum three client references that include the name of the contact person, title and contact information	<input checked="" type="checkbox"/> Yes, a minimum of three (3) references available  Fill in below: 1. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #: – Contract start and end date: – Contract value: – Contact person: (email, phone and name)  2. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #: – Contract start and end date: – Contract value: – Contact person: (email, phone and name)  3. – Employer's name (company/entity): – Nature of contract (service for xxx): – Contract #: – Contract start and end date: – Contract value: – Contact person: (email, phone and name)  <input type="checkbox"/> No, a minimum of three (3) references are not available.

## VI. Roles and Responsibilities of the Parties

UN Women will provide technical guidance where possible. The Contractor shall be required to bear all the related costs and work independently to successfully achieve the end results.

## VII. Communication and Reporting Obligations

The Contractor will report and will work under the overall supervision of the UN Women Project Officer during the entire engagement.

## Evaluation Criteria

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### Preliminary Examination Criteria

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

Criteria	Documents to establish compliance
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)
Excellent English and Serbian language skills both oral and written by the personnel	CV template
The contractor must be located in the Republic of Serbia	Confirmation of registration

### 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.

Eligibility Criteria	Documents to establish compliance
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)

Qualification Criteria	Documents to establish compliance
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 3 years of relevant experience.	Eligibility and Qualification Form (Online Form) / Technical Proposal
Minimum 1 contract of similar value, nature and complexity implemented over the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Eligibility and Qualification Form (Online Form)
Financial Standing:	
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 three years	Copy of audited financial statements for the last three years. / Eligibility and Qualification Form (Online Form)

#### Technical Evaluation Criteria

Section 1. Vendor's qualification, capacity and experience		Points
1.1	<u>Reputation of organization and staff credibility / reliability / industry standing</u> Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken.	50

1.2	<u>General Organizational Capability</u> Offeror shall: a) Outline General Organizational Capability which is likely to affect implementation (i.e. management structure, financial stability and project financing capacity, size of the organization, strength of project management support e.g. project management controls, global networking, financial stability). 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 organization may have participated in. c) Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously. d) 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 clear picture of the role of roles, responsibilities, reporting lines and accountability.	50
1.3	<u>Relevance of specialized knowledge and experience on similar engagements done in the region / country</u> - Previous experiences in analysis and assessments and the national surveys. - 3 years of experience and specialized knowledge in research and reporting on VAWG. - Previous experience of working with UN Agencies or any international organizations.	100
Total Points for Section 1		200
Section 2. Proposed methodology approach and implementation plan		Points
2.1	<u>Analysis Approach, Methodology</u> Offeror shall: a) Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference; b) Explain the organization's understanding of UN Women's needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered; c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement; c) Identify any gaps/overlaps in UN Women's coverage based on the information provided. d) Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles: i ) Best Value for money ii ) Fairness, integrity and transparency iii ) Effective competition iv ) The best interests of UN Women	150



2.2	<u>Management - timeline, deliverables and reporting</u> Offeror shall provide a detailed description of how the management for the requested goods/services/works 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.	100
Total Points for Section 2		250
Section 3. Management Structure and Key Personnel		Points
3.1	<p>Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.</p> <p>Team composition:</p> <p><i>Project Manager</i></p> <ul style="list-style-type: none"> <li>- MA degree (or equivalent) in Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, or related field.</li> <li>- Minimum of 5 years relevant experience in analysis, assessment, research in VAWG and gender-based discrimination.</li> <li>- Fluency in Serbian and English language.</li> <li>- Minimum 3 years of relevant experience in undertaking similar projects and experience in VAWG VAWG in public spaces and other forms of violence is preferred.</li> </ul>	140

3.2	<p><i>Project team members (at least one team member)</i></p> <ul style="list-style-type: none"> <li>- BA degree (or equivalent) in Social Sciences, Politics, Law, Human Rights, Gender, Women Studies or related field.</li> <li>- Minimum 3 years of relevant experience in the field of VAWG.</li> <li>- Experience in conducting analysis and assessment.</li> <li>- Ability to work interactively with a team, often responding to varying requests under pressure.</li> <li>- Fluency in Serbian and English language.</li> </ul>	90
3.2	<p><u>Gender Profile</u></p> <p>The offeror shall provide information on the gender profile of the 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>Gender parity policy in place;</i></li> <li>- <i>Commitment to the Women’s Empowerment Principles (<a href="http://www.weps.org/join">www.weps.org/join</a>) - if more than 10 employees;</i></li> <li>- <i>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;</i></li> </ul> <p><i>This criterion shall <u>not exceed 3%</u> of the total points (max. 20 of 700 points)]</i></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>	20
Total Points for Section 3		250
TOTAL POINTS		700