

TERMS OF REFERENCE FOR SERVICE CONTRACTING

Assignment	Development of learning content to raise awareness of mental health issues among adolescents and youth and help break the stigma associated with it.
Duration	5 months
Location	Across Jordan
Reporting to	Youth and Adolescents Development Officer

JUSTIFICATION/BACKGROUND

Even before COVID-19, children and young people suffered the weight of mental health disorders without considerable investment in addressing them, according to The State of the World's Children 2021; On My Mind²: promoting, protecting, and caring for children's mental health. Globally, more than one in every seven teenagers aged 10 to 19 is expected to have a documented mental condition, according to the most recent available estimates.³ Every year, about 46,000 adolescents commit suicide, making it one of the top five causes of mortality for their age group.⁴ Meanwhile, there are still significant financing gaps between mental health requirements and available resources, according to the research, globally, about 2% of government health funds are committed to mental health spending.⁵

The COVID-19 pandemic has revealed the scope and severity of the mental health crisis affecting Jordan's most marginalized children and adolescents, highlighting the need to integrate mental health and psychological support services and interventions across all sectors to address the country's diverse and complex mental health and psychosocial support needs. In addition to the inconsistent access to mental health services, there is also a gap of culturally relevant Arabic language online content related to mental health and wellbeing.

As COVID-19 enters its third year, the impact on the mental health and well-being of children and young people continues to be significant. According to UNICEF's most recent data, at least one in every seven children has been directly affected by lockdowns, and more than 1.6 billion children have lost some form of education. Routines, schooling, and

¹ The contractor can suggest an alternative timeline to what is included in the deliverables section.

² United Nations Children's Fund, The State of the World's Children 2021: On My Mind – Promoting, protecting and caring for children's mental health, UNICEF, New York, October 2021.

³ Institute of Health Metrics and Evaluation. [Global Health Data Exchange](#) (GHDx)

⁴ United Nations Children's Fund, The State of the World's Children 2021: On My Mind – Promoting, protecting and caring for children's mental health, UNICEF, New York, October 2021.

⁵ Mental health atlas 2020. Geneva: World Health Organization; 2021.

recreation have all been disrupted, and many people are worried about their family's finances and health.

While protective factors like loving caregivers, safe school environments, and positive peer relationships can help reduce the risk of mental disorders, The State of the World's Children report warns that significant barriers, such as stigma and a lack of funding, are preventing too many children from experiencing positive mental health or receiving the help they require. The report urges governments and public and private sector partners to pledge, communicate, and act to improve mental health for all children, adolescents, and caregivers, safeguard those in need, and care for the most vulnerable, including urgent investment across sectors, not just in health, in child and adolescent mental health to support a whole-of-society approach to prevention, promotion, and care. Integrating and scaling up evidence-based interventions across the health, education, and social protection sectors, such as parenting programs that promote responsive, nurturing caregiving and support parent and caregiver mental health, as well as ensuring that schools support mental health through quality services and positive relationships. It is therefore crucial to work on breaking the stigma surrounding mental illness by tackling stigma, encouraging better knowledge of mental health, and treating children's and young people's experiences seriously.

Mental health is fundamental to good health and wellbeing during a young person's transition to adulthood. It can influence academic, social and economic outcomes across one's lifespan. While the impact on children's and youth's lives is incalculable, a new analysis in the research by the London School of Economics estimates that lost economic contribution owing to mental disorders that lead to impairment or death among young people is worth about \$390 billion per year.⁶ Students challenged by mental health issues struggle academically and may achieve lower levels of educational attainment.⁷ UNICEF's approach to Mental Health and Psycho Social Support programming must ensure equitable access to learning opportunities that also address the mental health and psychosocial support needs of those who are more likely to experience vulnerability, marginalization, and/or poor mental health. For example, by ensuring young people's access to safe, supportive and nurturing environments where bullying, corporal punishment and other types of violence are not tolerated.

To better support the mental wellbeing of adolescents and youth in Jordan, UNICEF seeks to develop a holistic curriculum (in the form of Mental Health and Wellbeing Toolkits) that includes age and culturally relevant information around physical and mental health and wellbeing together with transferable skills. Using this material UNICEF can train and support caregivers, teachers and facilitators to engage in positive relationships with adolescents and youth and enable adolescents and youth to have positive relationships with their peers.

OBJECTIVES, PURPOSES AND EXPECTED RESULTS

a. Purpose

Through the development of the toolkits, UNICEF further aims that the research conducted to create the toolkits will increase our understanding of attitudes towards mental health and

⁶ Ibid

⁷ Lereya, Tanya & Patel, Meera & Santos, Joao & Deighton, Jessica. (2019). Mental health difficulties, attainment and attendance: a cross-sectional study. *European Child & Adolescent Psychiatry*. 28. 10.1007/s00787-018-01273-6.

perceptions around connection, help-seeking, and supporting students, peers, and young people in Jordan and the MENA region, and to inform and encourage application of this within the UNICEF programming.

This work is also intended to inform the future development of similar products in the rest of the countries in the Middle East and North Africa region, and in particular the PROSPECT countries¹⁰. The assignment will include a strong knowledge sharing and learning component with selected countries throughout the process of adaptation and in coordination with the Middle East and North Africa Regional Office. When developing the content for Jordan, the relevance and applicability for the use in other MENA countries should be a strong focus to ensure later adaptability.

b. Objectives

UNICEF Jordan seeks to build on existing UNICEF resources¹¹ and develop four evidence-based Mental Health and Wellbeing Toolkits to increase mental health literacy¹² among adolescents and youth (aged 10-24), their teachers and youth programme facilitators, and their caregivers, to reduce the stigma around talking about mental health. In addition, through the development of the toolkits, UNICEF wants to address the negative misconceptions and stigma around talking openly about problems, reaching out to friends and family in times of need, or seeking help from professionals.

The development of the toolkits should raise awareness of adolescents, youth, teachers, and parents and caregivers about mental health and wellbeing, and address the Arabic mental health and wellbeing content gap while dealing with the effects of the COVID-19 pandemic on mental health. The toolkits should provide some easy and simple resources that young people can use to care for their own and their peer's mental health and psychosocial wellbeing. The content will be developed to fit the Jordanian context and with a particular focus on adolescents and youth on the move and delivered through [UNICEF's Learning Passport](#) portal, which hosts online courses consisting of videos and documents and completion of courses can be tracked through the portal.

*In a second phase of this project, the content will be digitalised for use on the UNICEF Learning Passport. A second bidding will be done to carry out the digitalisation.

c. Expected Results

The contractor is expected to deliver the following:

1. **Develop a plan for research and toolkit development** with a clearly outlined approach note including data collection and analysis methods, data sources, sampling strategy, data collection tools, timeline and workplan.

¹⁰ <https://www.dutchdevelopmentresults.nl/2019/theme/prospects-for-refugees-and-migration-cooperation>

¹¹ [Caring for Caregiver Package, I Support My Friends, Helping Adolescents Thrive Toolkit](#)

¹² Mental Health Literacy refers to the “(a) the ability to recognise specific disorders or different types of psychological distress; (b) knowledge and beliefs about risk factors and causes; (c) knowledge and beliefs about self-help interventions; (d) knowledge and beliefs about professional help available; (e) attitudes which facilitate recognition and appropriate help-seeking; and (f) knowledge of how to seek mental health information.” cambridge.org/core/journals/the-british-journal-of-psychiatry/article/mental-health-literacy/5563369643662EC541F33D1DD307AD35

2. **Conduct desk research and related analysis**¹³ of existing literature, reports, assessments, and evaluations on Jordan's mental health situation to identify the most prevalent mental health issues affecting young people (with a focus on youth on the move and marginalized populations), and the wider context in the MENA region. Among other data sources, the contractor will rely on the qualitative and quantitative data on Jordan's mental health situation that will be collected by adolescents and youth through UNICEF Participatory Action Research (PAR) Programme¹⁴. Results will be provided by the end of 2022 to the contractor to contribute to the development of the toolkits. Contractor is also expected to review available MHPSS methodology, content, and guidelines from UNICEF, WHO and others, with specific focus on youth and adolescents on the move, forcibly displaced, and in violent situations in order to inform the content being develop.

*All toolkits should build on the below UNICEF content where possible:

- [Caring for Caregiver Package](#)
- [I Support My Friends](#)
- [Helping Adolescents Thrive Toolkit](#) The Global Multisectoral Operational Framework for Mental Health and Psychosocial Support of Children, Adolescents and Caregivers Across Settings

3. **Conduct primary qualitative and quantitative research** to understand how parents, teachers, and facilitators of adolescents and youth across Jordan understand the mental health status of adolescents and youth in their communities. Through qualitative and quantitative data collection, the contractor is expected to expand on the findings from the PAR Programme mentioned above and gain a further understanding about what mental health and wellbeing means to families, to adolescents, and to teachers and how adults in Jordan are taking care of their own mental health and wellbeing.
4. **Identify and test key behaviourally informed messages** on the ground, based on data gathered by contractor and data gathered through UNICEF's PAR Programme to mainstream throughout the curriculum. Messages should be tested among all target groups (youth and adolescents, teachers, caregivers/parents) across Jordan and should focus on positive aspects of promoting and maintaining mental health and wellbeing.
5. **Develop four Mental Health and Wellbeing Toolkits:** Using the above data, key messages, and data collected through UNICEF's PAR Programme, develop four Mental Health and Wellbeing Toolkits aiming at providing basic psychoeducation around emotional states and the effects of stress and isolation on young people; sharing strategies for promoting mental health including connecting to others and simple activities to reduce stress and increase energy; and how to support young people in need and when to seek professional help. The content should increase mental health literacy for different audiences (i. adolescents, ii. youth, iii. parents and caregivers, iv. teachers and facilitators) providing the necessary knowledge and skills required to promote mental health and know when and how to access mental health care when needed and ensuring

¹³ Contractor is expected to review available MHPSS methodology, content, and guidelines from UNICEF, WHO and others, with specific focus on youth and adolescents on the move, forcibly displaced, violence, etc in order to inform the content being develop.

¹⁴ UNICEF Participatory Action Research Programme builds the capacity of adolescents and youth (aged 15-24) to generate evidence with *and* for young people by empowering young people to lead community-based research and support them in becoming change makers/advocates on issues of concern to them. This year, young people will be conducting qualitative and quantitative research about mental health in Jordan and the results will be provided to the contractor upon contracting.

age-appropriate content. The toolkits are expected to be developed in both English and Arabic, on the basis of the findings from the data collection, and in consultation with UNICEF staff. The primary audiences for the toolkits are youth and adolescents and their teachers, facilitators, and caregivers. Secondly, mental health literacy will be increased in the broader Jordanian community as a result of raising the awareness of the target populations. Toolkits should include the following:

- 5.1.1. **Mental Health & Wellbeing Toolkit 1:** Mental health literacy toolkit for adolescents aged 10-15 with resources and strategies to protect their own and peers' mental health and well-being, resources for accessing mental health services in country/also remote delivery.
- 5.1.2. **Mental Health & Wellbeing Toolkit 2:** Mental health literacy toolkit for youth aged 16-24 with resources and strategies to protect their own and peers' mental health and well-being, resources for accessing mental health services in country/ also remote delivery.
- 5.1.3. **Mental Health & Wellbeing Toolkit 3:** Mental health literacy toolkit for parents and caregivers of adolescents and youth with resources and strategies for their own mental health needs as caregivers as well as for their role in providing MHPSS support to young people (including advice, resources and referral paths for accessing mental health services).
- 5.1.4. **Mental Health & Wellbeing Toolkit 4:** Mental health literacy toolkit for teachers and facilitators of adolescents and youth with resources and strategies for their own mental health needs as those who work with adolescents and youth and containing guidance on how to talk about mental health with adolescents and youth in schools and community spaces.

*Contractor to provide UNICEF with all mental health toolkit source materials at the end of the contract.

*The contractor can suggest some alternative deliverables to what is included based on the results of the desk review and discussions conducted.

DELIVERABLES

<u>DELIVERABLES</u>	<u>DURATION (ESTIMATED # OF DAYS)</u>	<u>TENTATIVE DEADLINE</u>
Development of workplan with a clearly outlined approach note, to be agreed upon with UNICEF staff.	14 days	December 15
Obtain ethical clearance for data collection.	10 days	December 26
Successful completion of primary data collection and presentation of preliminary findings to UNICEF staff.	20 days	January 14
Development of key messages	5 days	January 19
Presentation of proposed key messages to UNICEF staff	1 day	January 20
Successful completion of message testing.	16 days	February 5

Validation of findings, messages and recommendations from research to key stakeholders.	2 days	February 7
Development of 4 Mental Health and Wellbeing Toolkits for different audiences (adolescents, youth, parents and caregivers, teachers and facilitators), with content fit for UNICEF Learning Passport	50 days	March 29
Presentation of Toolkits to UNICEF staff and key stakeholders	2 days	April 2

Deliverables	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023
Development of workplan with a clearly outlined approach note, to be agreed upon with UNICEF staff.					
Obtain ethical clearance for data collection.					
Successful completion of primary data collection and presentation of preliminary findings to UNICEF staff .					
Development of key messages					
Presentation of proposed key messages to UNICEF staff					
Successful completion of message testing.					
Validation of findings, messages and recommendations from research to key stakeholders.					
Development of 4 Mental Health and Wellbeing Toolkits for different audiences (adolescents, youth, parents and caregivers, teachers and facilitators), with content fit for UNICEF Learning Passport					
Presentation of Toolkits to UNICEF staff and key stakeholders					

PAYMENT PLAN AND TERMS

Payment Plan

Payment is contingent on approval by the contract manager and will be made as per the below structure:

First Payment: 20% upon completion and acceptance of the following:

- Development and acceptance of the work plan and clearly outlined approach note.
- Obtain ethical clearance for research.
- Presentation of research findings and proposed key messages to UNICEF.

Second Payment: 40% upon completion and acceptance of the following:

- Testing of key messages

- Validation of findings, messages and recommendations from research to key stakeholders.
- Development and acceptance of 2 out of the 4 mental health and wellbeing toolkits.

Third Payment: 40% upon completion and acceptance of the following:

- Development and acceptance of the final 2 mental health and wellbeing toolkits.
- Presentation of Toolkits to UNICEF staff and key stakeholders

Payment terms

Payment is contingent on approval by the contract manager and will be made as indicated in the above table. No Advance payment to be made. Payments will be made against each milestone/deliverable and only upon UNICEF's acceptance of the work performed. The terms of payment are net 30 days, after receipt of invoice and acceptance of work. Payment will be affected by bank transfer in the currency of billing.

OFFICIAL TRAVEL INVOLVED

International and Local travel and airport transfers (where applicable) will be under responsibility of the contractor. All travel costs (international and local) should be planned properly in the technical proposal and included in the financial proposal. All logistics and costs of travel should be factored into the bid budget and be covered by the firm.

DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

The assignment is planned to be conducted by an institution, academic institution, research organization or by a registered consultancy group/firm.

a. Mandatory Requirements: Company Profile

A well-established highly qualified, experienced institution, which has experience over 5 years of experience in offering high quality educational curricula and training material in the areas of social behaviour and mental health and psychology support,

The entity should demonstrate expertise in projects focused on mental health awareness and mental health and psychosocial support, in addition to experience in educational humanitarian/development programme design. The entity should also demonstrate great analytical skills and experience in writing.

If the assignment is carried out by an international firm, the team leader will ensure local presence and that at least two national experts (Fluent Arabic speaker) are included in the team.

In addition, the profile of the company, the individual or team to deliver the service should have the following profile and qualification:

b. Mandatory Requirements: Team Composition

The bidding team should be an organization or a consultancy group with a minimum of 5 years of experience in offering high quality educational curricula and training material in the areas of social behaviour and mental health support, as well as established credibility in the following areas:

- Team lead with an advanced university degree in psychology, social work, education, humanitarian studies, social and behavioural sciences field, or other related fields and experience and understanding of MHPSS.
- Proficiency in English (spoken and written) and Arabic (spoken and written) is required.
- At least one team member specialized in MHPSS, with advanced university degree in psychology, clinical social work, or counselling.
- At least one team member to have 5+ years of experience in adolescent and youth mental health in the MENA region.
- Experience in or understanding of MHPSS as outlined in the UNICEF ‘Global Operational Multisectoral Framework for MHPSS Across Settings’.
- At least 3 years of work experience in Jordan or the MENA region.
- At least 5 years of experience in education and curricula development, as well as mental health psychosocial support, with proven experience conducting similar work with evidence.
- Experience in instructional design.
- Demonstrated capacity and experience in conducting curriculum development for the UN and NGO sectors is an asset.
- Experience in contextualizing educational content and curricula to the needs of different countries and cultures.
- At least 5 years of competency strengthening programming and curriculum development expertise.

The team will be comprised of a team leader and team member(s), ensuring gender balance with qualifications, skills and experience stated below.

ETHICAL CONSIDERATION

All those engaged in designing, conducting and managing research activities will aspire to conduct high quality and ethical work guided by professional standards and ethical and moral principles. All interviewees will be informed with the purpose of the research and their role and what information is required specifically from them. Confidentiality of their views is ensured. If interviews will include minors, a written consent should be taken from the persons in charge of their care. All the documents, including data and fieldwork instruments, developed during this consultancy are the intellectual property of UNICEF. All research tools and methodology should be in line with UNICEF regulations and will undergo a process for ethics review approval. The contractor will be guided by UNEG Evaluation Standards and Norms.¹⁶ UNICEF Procedure on Ethics in Evidence Generation¹⁷, UNEG Standards for Inception Report¹⁸, and UNICEF-Adapted UNEG Evaluation Reports Standards¹⁹ during the whole process and will abide with the UNICEF guidance and policies for doing research with children.

All tools developed must be in line with the Institutional Review Board (IRB) or the Ethical Review Board (ERB). The IRB designated to protect the rights and welfare of human subjects recruited to participate in an evaluation or any research. The IRB attempts to ensure,

¹⁶ <http://www.uneval.org/document/detail/1914>

¹⁷ Internal document to be shared signing of the contract.

¹⁸ <http://www.uneval.org/document/detail/608>

¹⁹ <https://www.unicef.org/evaluation/documents/unicef-adapted-uneval-evaluation-reports-standards>

both in advance and by periodic review, protection of subjects by reviewing the inception report. IRB protocols assess the ethics of research, evaluations or data collection and analysis and their methods, promote fully informed and voluntary participation, and seeks to maximize the safety of subjects.

CONTRACT MANAGEMENT

The contractor (service provider) will regularly report to the Youth and Adolescents Officer. The Youth and Adolescent Section at UNICEF Jordan Country Office will be responsible for managing the contract.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The contract will be based on the delivery of satisfactory deliverable acceptable to UNICEF as requested, based on agreed timeline, as specified by the deadlines for deliverables. The consultant is expected to move forward with the deliverables during the pending feedback to be received. UNICEF will provide feedback on deliverables within two weeks of each submission as specified by the deliverable deadlines, and the consultant must finalize the deliverables until approval within one week of feedback receipt.

The indicators below will serve as holistic expectations for the deliverables produced by the consultant. UNICEF will provide feedback to initial submissions of deliverables based on the indicators below, and all indicators should be fulfilled in order for the deliverable to be finalized. UNICEF will provide narrative feedback as necessary to guide deliverable finalization.

- Full completion of deliverable, as it relates to length, quantity and quality of information, and any other logistical expectations, such as, but not limited to, incorporation of field information collected to complete the deliverable [out of 100%]
- Technical and professional competence, as it relates to depth and breadth of written analysis [out of 100%]
- Quality of written language, as it relates to coherence, comprehensibility, grammatic correctness, and flow of the written deliverables [out of 100%]
- Compliance with the established deadlines for submission of deliverable [out of 100%]
- Demonstration of high standards in cooperation and communication with UNICEF Jordan and any and all relevant counterparts as necessitated by the consultancy [out of 100%]

All tasks have been delivered in a timely manner as indicated in the TOR/Contract. High quality of work and results achieved correspond to the specification of the TORs. Quality should be acceptable by UNICEF. Good communication with the Youth program officer, and other stakeholders whom the consultant will interact with.

FREQUENCY OF PERFORMANCE REVIEWS

The progress of work will be measured by adherence to deliverable deadlines. The contractor is expected to communicate with UNICEF on a weekly basis in regard to the progress of work via email communication, in order to ensure that all bottlenecks and challenges to obtaining the necessary information is addressed in a timely

manner. The contractor's performance will be evaluated based on the indicators set forth above.

a. Reporting Requirements

The reports and documents listed in the deliverables shall be delivered electronically in word and pdf format through e-mail to the Youth and Adolescent Development Officer prior to their finalization for quality assurance and evaluation. The reports and documents shall be drafted in the local language accompanied by the English translation and sent to UNICEF team for review. Once UNICEF approves the draft Final Report, the finalized version can be shared officially. Other details can be found in the deliverable's description.

UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

UNICEF reserves the right to withhold payment and consolidated output until the contractor provide satisfactory quality output as reviewed by the project manager/supervisor. In case of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted and subsequently, the contract will be terminated in accordance with the General terms and conditions stated in the tender document if the contractor fails to deliver.

CALL FOR PROPOSALS

In making the final decision, UNICEF will consider both technical and financial aspects. The Evaluation Team first reviews the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors. The proposals will be evaluated against the previous two elements, if another stage of proposals needed it shall be conducted.

a. Technical proposal

Applicants shall prepare a proposal as an overall response to ToR ensuring that the purpose, objectives, and deliverables of the assignments are addressed. All proposals to include (but not limited to):

- A technical proposal that includes a brief cover letter and understanding of the assignment is required.
- Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.
- Updated profiles/ CVs of the individual or team members listing similar experiences/assignments and highlighting those focused-on adolescents/youth budgeting, youth engagement and participation.
- Quality assurance mechanism
- Specific Examples of similar projects done by the institute.
- At least two references from the previous similar engagements
- Evidence of company registration for the provision of such services.

b. Financial Offer

- A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products.

REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

70 Points technical + 30 points financial= 100 total

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposal will be weighed according to the technical (70 points) and financial considerations (30 points).

Financial proposals will be opened only for those application that attained 49 points (**70%**) or above on the technical part. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Below are the criteria and points for technical and financial proposals.

a. Technical Proposal

The Technical section of the proposal should be submitted in English. All other sections should be annexed. All sections (components) of the proposal will be evaluated and weighted. The proposal should be found technically sound. The following points shall be considered:

- 1) Overall Response and proposal (15 points)
 - General adherence to Terms of Reference and tender requirements. (5 points)
 - Elaborated and articulated understanding of scope, objectives, and overall assignment requirements. (10 points)
- 2) Proposed methodology and approach as well as Implementation Plan (20 points)
 - A comprehensive work plan provided to deliver the overall requirement (ToR) including the main activities of the assignment, their content and duration, phasing and interrelations, milestones, key performance indicators (10 points)
 - Deliverables are addressed as per TOR (5 points)
 - Proposed quality assurance mechanism and risk mitigation measures (5 points)
- 3) Technical Capacity (35 points):
 - Company meets minimum 5 years of experience (5 points)
 - Company is properly registered and has required certifications, memberships, etc. (5 points)
 - Key team members especially the team leader meets the defined qualifications such as minimum years of proven and relevant experience. The team has previously conducted similar work with evidence and has justified capacity and skill sets (10 points)
 - Company has previously conducted similar work (5 points)
 - Two samples of previous relevant work undertaken successfully by the contractor are presented in the proposal. (5 points)
 - Names and CVs of team members entailing their specific academic, professional backgrounds and roles in the assignment for UNICEF's review and approval. The Contractor should make a commitment to this effect, in order to avoid possible changes in the team members' composition after the start of the assignment. (5 points)

Technical score: 70 % of 70 points = 49 points

b. Financial Offer

A separate Financial Offer detailing all activity expenses and logistics should be submitted under this section. The financial offer (this section) should be submitted on a separate from the Technical Capability and Schedule information. Only those financial proposals will be opened which have been technically accepted according to the above criteria.

Total Financial

30 points

The Financial Proposal shall be submitted in a separate file, clearly named Financial Proposal. No financial information should be contained in the Technical Proposal.

The Contract shall be awarded to a bidder obtaining the highest combined technical and financial scores. Proposals not complying with the terms and conditions contained in this ToR, including the provision of all required information, may result in the Proposal being deemed non-responsive and therefore not considered further.

GENERAL CONDITIONS (PROCEDURES AND LOGISTICS)

1. The selection process for the consultancy firm will strictly follow UNICEF's internal procurement rules
2. UNICEF will provide assistance where possible for necessary access and permits required for the work
3. The firm will provide draft report for review and amend as requested before submitting the final report
4. UNICEF may request that the Consultancy firm submit original copies of all evaluation tools, discussion and interview guides, sampling procedures, field notes, completed questionnaires and any other material related to the implementation of the evaluation.
5. UNICEF will not provide office space to the team. All requirements including venues for workshops, transportation, visa, health insurance, secretariat services, interpreter, translator, etc., will not be covered by UNICEF. UNICEF office may provide (if required) any documentation, letters to government, etc., to make sure that the assignment is completed successfully. However, this will not relieve the contractor from its responsibility.