

TERMS OF REFERENCE

For an institution/ company/consortium of companies to provide an evidence-based and transparent need assessment of school infrastructure in six municipalities

1. BACKGROUND AND CONTEXT

The National Strategy on Education 2021 – 2026 objective is to ensure that Albania has a comprehensive education system based on the principles of equality and lifelong learning, which enables the quality education of all individuals, contributing to their personal well-being, as well as to the strengthening of democracy and the country's integration into the European Union. One of the elements of ensuring equitable participation and quality of education is also school infrastructure.

A series of strategies and legislation pieces are in place to regulate the issue of school reconstruction and rehabilitation, providing responsibilities to the national and especially the local government units as well as defining the workflow for application for grants and decision making. The Minister responsible for Education and Sports issues the instructions on the criteria, procedures, timeframes for launching the call for applications and the necessary documentation for the application by the Local Government Units (LGU) regarding school reconstruction. The same Ministry sets up a technical secretariat for selecting the winning proposals for school reconstruction by LGU-s, approves the allocations for LGUs to conduct the respective procurement/tendering procedures and subsequently carry on with the rehabilitation/construction/maintenance of school and sportive infrastructure. UNICEF has assessed the situation and identified some barriers that have slowed the implementation of the LGU mandate to provide quality education and inclusion, described below:

- Difficulties for LGUs to obtain demographic statistical data due to lack of regular updating of population, age groups, gender, and ethnicity.

- Limited human and financing resources to conduct efficient cost/benefit analyses and plan accordingly for

infrastructure reconstruction, maintenance, and other relevant investments.

- Lack of relevant expertise within LGUs to plan and properly outsource reconstruction processes such as environmental impact assessment, energy efficiency in schools, projecting/designing for electricity, heating, hydro sanitary, fire protection and other relevant intervention for schools.

UNICEF with financial support from USAID is engaged in bridging the gap in the process of transparent and informed workflows regarding schools' rehabilitation planning and decision making about infrastructure barriers leading to more equitable and quality access to education.

The planned interventions will provide technical assistance to Local Government units (LGU-s) to address these barriers and strengthen their capacities to better plan for infrastructure reconstruction or rehabilitations. The main results of this intervention will be solid plans and more capacitated local teams who respond to the needs for infrastructure improvements. Based on standards of school reconstruction (Decision Nr. 319, dated 12.4.2017 for the Approval of the standards for infrastructure of schools) and other policies in place, the intervention will bring innovation into planning transparently, efficiently and equitably.

Six municipalities will be part of this intervention namely Rroskovec, Korca, Elbasan, Dibra, Gjirokaster and Lezha.

2. JUSTIFICATION

In order to support better evidence-based needs for school infrastructure, UNICEF will hire a company/ institution which will work closely with UNICEF, MOES, six municipalities to undertake a need assessment of school infrastructure in six municipalities aligned with the highest standards that the country has in terms of school infrastructure.

3. PURPOSE

Ensure a transparent and evidence-based need assessment of school infrastructure in six municipalities Rroskovec, Korca, Elbasan, Dibra, Gjirokaster and Lezha (here after referred as six municipalities).

4. OBJECTIVES

- To assess school infrastructure in the six municipalities by identifying the needs for rehabilitation, reconstruction, energy efficiency, etc. accessibility in line with Albania's reconstruction standards in force
- To ensure a transparent, user friendly and sustainable GIS platform which helps ensure the transparency of the needs for school infrastructure in the six municipalities

5. DESCRIPTION OF THE ASSIGNMENT (STATEMENT OF WORK)

The present assignment seeks to engage an institution/company which will be guided by UNICEF and will closely work with the six municipalities, MOES, to deliver all planned activities with the specifications highlighted in the chapter below.

6. KEY DELIVERABLES AND TIMEFRAME

DELIVERABLE 1 – Develop an inception report

Tasks:

- a) Conduct meetings with MOES, UNICEF, six municipalities and identify the schools to be assessed and their needs
- b) Develop a detailed format which contains the info/description for each school to be reconstructed/ rehabilitated (aspects of energy efficiency, school distance from communities, disability etc. as per standards will need to be developed and narrated along the annex)
- c) Propose a methodology with detailed steps and timing (for how the project will be conducted, how will work in different Municipalities work in parallel, how will the assessment be done in line with standards for school infrastructure, what will the GIS platform be, how it will work and be aligned to Government systems to ensure its sustainability etc.)
- d) Incorporate feedback of UNICEF and USAID after inception materials 'review.

Completion Date: – 3 weeks after signing the contract

DELIVERABLE 2 – Assess the infrastructure needs in six municipalities and propose the GIS interface design

Tasks:

- a) Based on the calendar and methodology proposed, conduct the assessment of the schools in the municipalities and provide 100 school assessments annexes including photos and GIS locations as per annex approved
- b) Propose a Graphic User Interface (web) design of how the GIS platform interface will look like and the description of the functionalities.
- c) Revise web interface design and annexes (metadata) of the school infrastructure after UNICEF review

Completion date: – 10 weeks after contract signing

DELIVERABLE 3 -Development of the GIS web design and interface

Tasks:

in Albania

- a) Develop the GIS interface design with the content (Geodata and Metadata) of 100 schools and the possibility host 30% more schools' entries in the future. The GIS interface design should be compatible with the systems used by ASIG, provide the appropriate webservice that will be published in one layer in ASIG portal and should contain hosting and maintenance for a period of 3 years from the day of delivery. (The GIS info should be aligned with the national standards and policies of Albania for geoinformation, namely with the DCM VKM Nr. 669, dated 7.8.2013 updated into DCM Nr. 322, dated 27.04.2016 and DCM Nr. 359 dated 29.05.2019 and DCM 998, dated 9.12.2020 on national Standards of geospatial information).

- b) Revise the GIS interface design as per UNICEF comments
- c) Organize a training session with the six municipalities to demonstrate how to operate the system in the future for adding additional needs and schools.
- d) Organize a workshop for policy makers from Municipalities and MOES to demonstrate the product

Completion Date: – 18 weeks after contract completion

7. REPORTING REQUIREMENTS

The Company will report to the Education Specialist in UNICEF for content approval. Inception report and other reporting should be prepared in English. The content of the school infrastructure will be provided in Albanian language. Translation in English is required for the final workshop. All reports are contingent to the approval by UNICEF.

8. LOCATION AND DURATION

The exact dates for starting and ending the contract will be negotiated upon awarding the contract. The company will develop activities according (deliverables described above) in close collaboration with UNICEF team.

Tentative starting date: June-July 2023

Foreseen as final date for the contract: November 2023

Geography: Six municipalities

9. QUALIFICATION REQUIREMENTS

- Solid track record in working in school infrastructure, rehabilitation, development of web systems and GIS maps and interfaces (at least 5 years).
- Expertise in school rehabilitation (engineering, energy efficiency etc) comprising all elements required as per standards of school reconstruction and licenses required in the country.
- Proof record of developing GIS maps and interfaces; an advantage will be proof record with development of GIS school maps in Albania)
- Experience of work with national systems, especially similar work conducted with municipalities (Municipal plans, school infrastructure plans etc)
- Company with the appropriate adequate infrastructure, adequate human resources in place to successfully manage the implementation of this TOR
- Ability to deliver products on time and within budget.

10. WHAT TO SUBMIT IN THE TECHNICAL PROPOSAL PACKAGE?

- The applicants must submit to the UNICEF Albania office for review the following required documents. The documents must be filed in the order and with numbers stated below. Plastic transparent covers and plastic rings/binders MUST NOT be used for binding the submitted documents:
 1. Request for Proposal for Services Form, sorted out from the solicitation document, printed and filled in by the company
 2. Proposed methodology and a simple action plan on how the project will be implemented including:
 - Clear methodological approach to reach the objectives. (2-3 pages)
 - An activity plan, including timeline for completion of key deliverables as per ToR requirements (2-3 pages)
 - Clear description of responsibilities of proposed staff and management
 3. Corporate profile /summary of previous working experience (example of similar assignments) max 3-4 pages;
 4. Organization's / institution's registration in the court, (if applicable).
 5. Copy of the NIPT and Simple extract released by NCB, if applicable.
 6. Licenses and other work-related certificates obtained by the institution/company.
 7. List and CV-s of project coordinator, staff and experts proposed to be engaged in the implementation of the assignment and description of their proposed positions and responsibilities, including as requested expertise in engineering, environmental impact assessment, [GIS web page development](#), event management, report writing etc.

11. WHAT TO SUBMIT IN THE FINANCIAL PROPOSAL PACKAGE?

1. Financial proposal - Please indicate an all-inclusive cost (the total estimated budget) in LEK, VAT must be Excluded.
2. Breaking down all cost implications for the required services detailed as per list of deliverables.

UNICEF is looking for an application which will consider and provide actions/solutions for ALL TASKS and DELIVERABLES REQUIRED at respective TORs, so the companies must propose a budget that will cover all necessary activities.

In that prospect, only the financial proposals that will cover each deliverable/ activity specified in technical proposal (which must be in alignment with the TOR), will be considered as acceptable and will be further evaluated by points.

The financial proposal must be broken down in accordance with stated list of deliverables

12. EVALUATION PROCESS, METHOD AND CRITERIA

Criteria for assessment of the proposal

The evaluation and award criteria that will be used for this RFPS is:

- Cumulative Analysis Evaluations (point system with weight attribution among technical and financial proposals).

In the cumulative analysis evaluation, the respective importance between technical and commercial scores will be waited as 80/20 report.

- **TECHNICAL CRITERIA – 80 points**

The quality of technical proposals will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

Include Technical evaluation criteria (Rank as per most important)

1. Overall Response - 20 %

(e.g. the understanding of the assignment by the proposer and the alignment of the proposal submitted with the ToR);

2. Proposed Methodology and Approach - 45 %

(e.g. Work plan, methodology of work, strategies, draft annexes to be developed for each schools project implementation plan in line with the project)

3. Company expertise and Key Personnel - 35 %

- **FINANCIAL CRITERIA – 20 %**

UNICEF is looking for an institution which must complete all the required deliverables, specified in the TORs and will submit each of the required deliverable in due time as per TORs terms and conditions.

In that prospect, UNICEF assumes that proposed budget submitted by the applicants will cover all the required deliverables and related activities.

Only the financial proposals that cover all the required deliverables and related activities, as described in the TORs will be further assessed for the financial proposal in terms of value.

The Applicants are requested to provide the following detailed information:

a) an all-inclusive proposed budget in the currency required in the solicitation document, and VAT Excluded;

b) an all-inclusive proposed budget detailed and aligned to the deliverables stated in the TOR and as per following scheme

- *Cost for completion of the Deliverable 1*
 - *itemized (break down) cost implications for completion of the deliverable 1;*
- *Cost for completion of the Deliverable 2*
 - *itemized (break down) cost implications for completion of the deliverable 2;*
- *Cost for completion of the Deliverable 3*
 - *itemized (break down) cost implications for completion of the deliverable 3;*

13. PROJECT MANAGEMENT

The contract will be supervised by the Education Specialist in UNICEF Albania.

14. PAYMENT SCHEDULE

- First Payment - 30 % of total contract - Upon satisfactory completion of the Deliverable 1
- Second Payment - 40 % of total contract - Upon satisfactory completion of Deliverables 2
- Third Payment - 30 % of total contract - Upon satisfactory completion of Deliverable 3

15. SUBMISSION OF APPLICATIONS

The application, including all documents requested in the present TORs must be sent to UNICEF email address: albprocurement@unicef.org

Applications must be submitted in English.

Award Notification. UNICEF will only notify the Bidder(s) that has/have been awarded the Purchase Order(s) resulting from this solicitation process; UNICEF may, but is not required to, notify the other Bidders of the outcome of this solicitation process

Full instruction on the mode and time of submission could be found in the respective solicitation document.