

**Call for Expression of Interest
issued by UNICEF Albania Country Office**

[Supporting local level implementation of Criminal Justice for Children Code.](#)

[Template for Call for Expression of Interest](#)

[Attachment I – Partner Declaration](#)

[Attachment II – CSO Identification Profile](#)

[Attachment III – Programme Proposal](#)

The purpose of the Call for Expression of Interest is to identify eligible Civil Society Organisations for prospective partnership with UNICEF Albania Office. Eligible Civil Society Organisations (CSOs), are invited to submit proposals for partnership to support achievement of results for children outlined in the 2017-2021 Country Programme and section 1.3 below.

Organisations that wish to participate in this Call for Expression of Interest are requested to send or deliver their submission in a sealed envelope clearly marked “CSO Call for Expression of Interest” at the following address:

UNICEF Albania Office
The UN House Building
Scanderbeg Street
3rd floor
Tirana

By March 27, 2019

Applications must be submitted in English language.

Any requests for additional information should be addressed in writing by March 15, 2019 at the latest to: albprocurement@unicef.org. UNICEF responses to any queries or clarification requests will be made available to all online at: <https://www.unicef.org/albania/> before the deadline for submission of applications.

Applications will be assessed by an evaluation committee to identify CSOs that have the mandate, capacities and comparative advantage to support achievement of results for children using criteria outlined in section 3 below. It should be noted however that participation to this Call for Expression of Interest does not guarantee the CSO will be ultimately selected for partnership with UNICEF. Selected NGOs will be invited to review and finalise partnership agreements in accordance with criteria outlined in section 3.4 below and applicable policy and procedures on partnership with CSOs.

Applicant CSOs will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.

Section 1: Background	
1.1 UNICEF mandate	UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.
1.2 UNICEF Programme of Cooperation in Albania	<p>In Albania, UNICEF works with the government and other partners to achieve, by 2021, the progressive realization of rights of all children in Albania, accompanied by the reduction of equity gaps, to be based on effective child-focused policies, systematically enforced accountabilities with adequate public resources, and strengthened respect for and protection of children's rights.</p> <p>UNICEF operates within the framework of the "Delivering as One UN" Programme of Cooperation for Sustainable Development between the Government of Albania (GoA) and United Nations (2017-2021) and the Country Programme Document (CPD) for Albania (2017-2021).</p>
1.3 Specific results	<p>Within this framework and as set out in the CPD, UNICEF prioritizes its efforts to support:</p> <ul style="list-style-type: none"> --- Protection and access to justice for children (Outcome 2 of the CPD); and <ul style="list-style-type: none"> • The capacity of justice sector policymakers, practitioners and independent human rights institutions, to fully align the Justice for Children normative framework to international standards and to effectively protect the rights of children in conflict and in contact with the law (Output 2.3 of the CPD) <p>Through this partnership with CSOs UNICEF is seeking to support the Ministry of Justice, the law enforcement and justice system and those professionals that interact with this system in processes involving/affecting children to implement the Criminal Justice for Children Code and the National Justice for Children Strategy (2018-2021).</p> <p>In particular, this partnership should support public institutions in Berat and Gjirokastra to configure the handling of criminal cases involving children for protection, community-based rehabilitation and prevention purposes, through:</p> <ol style="list-style-type: none"> a) Establishment and/or strengthening of a circle of services; b) Supporting local authorities to establish and implement inter-disciplinary approach to case management of children in conflict or in contact with the law; and c) Supporting public authorities to establish child-friendly premises. <p>The Code envisages a new philosophy of support to children who interact with the criminal justice system, whether as alleged offenders, or as victims and witnesses of crime, in an overall reintegrative and rehabilitative approach. This may take different shapes and forms, depending on each individual case and considering what services are available in the target jurisdictions. Therefore, the applicants may conduct a quick fact-finding/assessment of the availability of services in the two jurisdictions, check the Code as well as related draft DCMs (at the Ministry of Justice website) to develop evidence-driven application.</p> <p>a) Establishment and/or strengthening of a circle of services;</p> <p>The Code does indicate some of the new types of interventions, which most probably are not yet available, that will have to be applied in criminal justice for children cases, such as: (i) restorative justice practices to be applied in any stage of the process, (ii) the opportunity to diversion of the juveniles from the criminal proceedings; court process and from the formal punishment, (iii) application of alternative sentences, as opposed to custodial measures; (iv) counselling for children in conflict/contact with the law and their families, to help them in their interactions with the justice processes, but also to facilitate their reintegration and rehabilitation.</p> <p>This partnership will attempt to give meaning and apply in practice these approaches.</p>

	<p>Ideally, the partner organisation(s) should complement existing services with the ones that are missing and should also support strengthening the capacities of the available services/service providers. In addition, the partner organisation(s) must advocate with the central and local government, with a view to ensure gradual take-over of these services through public funding.</p> <p>b) Supporting local authorities to establish and implement inter-disciplinary approach coordination around to case management of children in conflict or in contact with the law; The Criminal Justice for Children Code as well as the Strategy, envisage that justice for children processes entail the involvement and the collaborative relations between various authorities and professionals. The roadmap for the implementation of the Code in the two jurisdictions will lay the conceptual foundations for the inter-institutional collaboration, but partner CSO(s) will support the process of its implementation on the ground and facilitate the coordination, information sharing, joint planning and case management of children in conflict/contact with the law.</p> <p>c) Supporting public authorities to establish child-friendly premises. Child-friendly settings at the law enforcement premises, at the court/prosecution offices or even at a neutral place indicated by municipalities are a crucial element in justice for children processes (1-2 per each of the target areas). They support interaction of the child with the various professionals in a non-intimidating milieu, that makes evidence collection/testimony giving easier and less compromised for the child. Such a setting also makes it easier for the child involved in justice processes to obtain various services he/she needs. Ministry of Justice and Ministry of Interior are in the process of developing standards for these child-friendly premises and UNICEF (and its partner organisation(s) will follow these in supporting authorities in Berat and Gjirokastra to purchase necessary equipment, furniture and execute some minor construction adjustments to ensure adaptation of premises, in compliance with the Criminal Justice for Children Code and the Justice for Children Strategy requirements with regard to child-friendly premises.</p> <p>UNICEF is seeking a partnership with approximate duration of 18 months.</p>
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Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> • Copy of CSO registration in country of origin • Copy of CSO registration in Albania • Attachment I - Partner Declaration signed by authorised official • Attachment II - NGO Identification and Profile signed by authorised official • Attachment III - Programme Proposal. 	
2.1 Indicative timelines	Call for Expression of Interest issue date	March 7, 2019
	Deadline for submissions of CSO proposals	March 27, 2019, 16:30 hrs
	Deadline for requests of additional information/clarifications	March 18, 2019
	Review of CSO submissions	April 8, 2019
	Notification of results communicated to CSO	April 15, 2019

Section 3: Process and timelines							
3.1 Review & evaluation of CSO submissions	<p>CSO submissions are assessed by the Partnership Review Committee in consultation with technical specialists, using criteria outlined in section 3.2 and 3.3 below. Only CSO submissions which comply with the requirements of the eligibility and exclusion criteria will be eligible for further evaluation.</p> <p>Results from the review will be used for purposes of mapping and selection of CSOs in relation to the specific results outlined in section 1.3 above.</p> <p>It should be noted that participation to this Call for Expression of Interest however does not guarantee CSOs will be ultimately selected for a partnership agreement with UNICEF. UNICEF reserves the right to invite selected partners to review and finalise proposals for partnerships in line with criteria outlined in section 3.4 below and in accordance with applicable policy and procedures on partnership with CSOs.</p>						
3.2 Eligibility & exclusion criteria	<ul style="list-style-type: none"> • Eligibility criteria: CSO must: <ul style="list-style-type: none"> a) be registered in country of origin [and in programme country depending on government requirements]; b) not be an entity named on any of the UN Security Council targeted sanction lists. • Exclusion criteria CSO submission which: <ul style="list-style-type: none"> a) are not sent in sealed envelopes; b) are not sent or delivered by hand to the UNICEF office before the specified deadline; c) do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest; d) are not submitted in English language; <p>will be excluded from the selection process.</p>						
3.3 Selection criteria	<p>UNICEF office will review evidence provided by the CSO submission and assess applications based on the following criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Proposal relevance, quality and coherence (50%)</td> <td style="padding: 5px;">Includes review of the proposed programme: <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results (25%); • Clarity of activities and expected results (15%); • Adequacy and clarity of proposed budget (including contribution by CSO) (10%) </td> </tr> <tr> <td style="padding: 5px;">Institutional capacity and sustainability (30%)</td> <td style="padding: 5px;">Includes a review of the CSO: <ul style="list-style-type: none"> • Expertise and experience in the sector/area of justice for children or related sectors (10%); • Local experience, presence and community relations (10%); • Management ability (10%); </td> </tr> <tr> <td style="padding: 5px;">Other (20%).</td> <td style="padding: 5px;">Includes a review of: <ul style="list-style-type: none"> • Sustainability and scalability (10%); • Value addition of partner on the project – what value partner brings to support UNICEF in this programme (10%). </td> </tr> </table>	Proposal relevance, quality and coherence (50%)	Includes review of the proposed programme: <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results (25%); • Clarity of activities and expected results (15%); • Adequacy and clarity of proposed budget (including contribution by CSO) (10%) 	Institutional capacity and sustainability (30%)	Includes a review of the CSO: <ul style="list-style-type: none"> • Expertise and experience in the sector/area of justice for children or related sectors (10%); • Local experience, presence and community relations (10%); • Management ability (10%); 	Other (20%).	Includes a review of: <ul style="list-style-type: none"> • Sustainability and scalability (10%); • Value addition of partner on the project – what value partner brings to support UNICEF in this programme (10%).
Proposal relevance, quality and coherence (50%)	Includes review of the proposed programme: <ul style="list-style-type: none"> • Relevance of proposal to achieving expected results (25%); • Clarity of activities and expected results (15%); • Adequacy and clarity of proposed budget (including contribution by CSO) (10%) 						
Institutional capacity and sustainability (30%)	Includes a review of the CSO: <ul style="list-style-type: none"> • Expertise and experience in the sector/area of justice for children or related sectors (10%); • Local experience, presence and community relations (10%); • Management ability (10%); 						
Other (20%).	Includes a review of: <ul style="list-style-type: none"> • Sustainability and scalability (10%); • Value addition of partner on the project – what value partner brings to support UNICEF in this programme (10%). 						
3.4 Prospective partnership agreement	<p>All applicants will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the CSO submission.</p> <p>Applicants whose proposals are assessed as having a specific comparative advantage to achieve results for children outlined in 1.3 above may be invited to jointly review and finalise the partnership agreement based on the following criteria:</p> <ul style="list-style-type: none"> • Prioritisation of proposed intervention in line with the work plan; • Availability of funding to support proposed intervention; 						

- Complementarity or proposed action with ongoing interventions;

Upon finalisation at technical level, the proposal for partnership will be submitted to the Representative for review and approval. It should be noted however that the Representative has the final authority to approve or reject any proposed partnership agreement on behalf of UNICEF.

Attachment I – Partner Declaration (to be completed by CSO Applicant)

The purpose of this declaration is to determine whether a prospective partner is committed to UNICEF values and principles.

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Partner Declaration		
Name of organisation: _____		
Partner	Yes	No
By answering yes, the organization confirms that neither the organisation nor any of its members is mentioned on any of the United Nations Security Council targeted sanctions lists http://www.un.org/sc/committees/list_compend.shtml		
By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD). http://www.unicef.org/crc/ http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx http://www.un.org/disabilities/convention/conventionfull.shtml		
Does the organisation have an Annual Report that is publicly available? Attach the latest report or provide URL		
Does the organisation have an annual audit of financial statements? Attach the latest report or provide URL		

I declare, as an official representative of the above-named organization, that the information provided in this declaration and Call for Expression of Interest is complete and accurate, and I understand that it is subject to UNICEF verification.

Signature _____

Name and title of the duly authorized partner representative _____

Name of the partner _____

Date _____

Attachment II – CSO Identification Profile (to be completed by CSO Applicant)

The purpose of this profile is to provide key contact references to UNICEF Albania in relation to their mandate, field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s).

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. CSO information		
1.1 Organization information	Organization Name	
	Acronym	
	Category of CSO ¹	
	Address	
	Registration number	(copy of registration to be attached)
	Telephone	
	Website	
1.2 Head of Organisation	Name, Surname	
	Function	
	Email	
	Telephone	
1.3 Contact person (if different from 1.2)	Name, Surname	
	Function	
	Email	
	Telephone	
1.4 Programme Proposal title(s) submitted with Application	<ul style="list-style-type: none"> • 	

Section 2. CSO expertise and experience in the sector area	
2.1 CSO mandate, sector area and geographic coverage	<i>Outline the organisation's mandate, field of work and geographic coverage</i>
2.2 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organisation in the sector area</i>
2.3 Key results achieved over the past 5 years	<i>Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area</i>

¹ Choose between: National NGO (NGO); International NGO (INGO); Academic Institution; Community Based Organisation (CBO); Foundation; Other (please specify).

Section 3. Local experience, presence and community relations	
3.1 Ongoing programmes in sector area	<i>Outline of type / scope of ongoing programmes in the sector area</i>
3.2 Knowledge of the local context	<i>Outline of presence and community relations in the proposed programme location(s)</i>
3.3 Existing networks	<i>Outline of ongoing collaborations with national institutions and local communities in the sector area</i>

Section 4. Management Ability		
4.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of core funds or income	
	Main funding partners/donors	
4.2 Core staff	<i>Outline of number and key functions of core organisation staff</i>	
4.3 Any other information demonstrating financial capacity	<i>E.g. results of previous capacity assessments if available (such as the micro assessment)</i>	

Section 5. Experience of working with UN/ UNICEF				
Programme/project title	Total budget (USD)	Funding UN agency	Year end	Key results achieved
1.				
2.				
3.				

Attachment III – Programme Proposal (to be completed by CSO Applicant)

The purpose of this proposal is to provide an outline of the proposed intervention for which the CSO is proposing to partner with UNICEF. *[If the Call for Expression of Interest allows for multiple submissions, the following text may be added: A separate form should be filled for each programme proposal submitted.]*

Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. Proposal overview			
1.1 Programme title			
1.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Call for Expression of Interest</i>		
1.3 Programme duration	<i>Number of months, From MM/YYYY to MM/YYYY</i>		
1.4 Geographical coverage	<i>State/ province, etc.</i>		
1.5 Population focus	<i>Number of beneficiaries / groups</i>		
1.6 Programme Budget	From CSO		%
	From UNICEF		%
	Total		

Section 2. Programme description	
2.1 Rationale/ justification <i>(3 to 5 paragraphs; max 400 words)</i>	<p>“Why” this programme <i>This section outlines the problem statement, the context and the rationale for the Programme,:</i></p> <ul style="list-style-type: none"> • Overview of the existing problem, using data (disaggregated) from existing reports; who is affected and what are the barriers/bottlenecks to outcomes for children? • How the problem is linked to national priorities and policies; • The relevance of the Programme in addressing problem identified.
2.2 Expected results <i>(No narrative required)</i>	<p>“What” this programme will achieve <i>The table below defines the programme results framework (results and their link to results defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme output).</i></p>

Result statement	Performance indicator/s	Baseline	Target	Means of Verification ²
Corresponding result from Country programme/ Humanitarian Response Plan ³	- Xxx - Xxx			
Programme Output 1 <i>Service or product resulting from the programme</i>	<i>List each indicator in a separate line</i>			
Programme Output 2				
Programme Output 3				

2.3 Gender, Equity and Sustainability <i>(3 paragraphs; max 250 words)</i>	<i>“How” this programme takes into account gender, equity and sustainability This section briefly mentions the practical measures taken in the programme to address gender, equity and sustainability considerations.</i>
2.4 Partner’s contribution <i>(1 paragraph; max 100 words)</i>	<i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i>
2.5 Other partners involved <i>(1 paragraph; max 100 words)</i>	<i>“With whom” will this programme works in partnership This section outlines other partners who have a role in programme implementation, including other organisation providing technical and financial support for the programme.</i>
2.6 Additional documentation <i>(1 paragraph; max 100 words)</i>	<i>Additional documentation can be mentioned here for reference.</i>

² The specific sources from which the status of each of the performance indicators can be ascertained. If any data source is a survey or a study which the implementing partner is planning to conduct for this programme, this should be planned and budgeted for in section 3 below (programme workplan and budget).

³ Refer to Section 1.3 of the Call for Expression of Interest. If the programme contributes to more than one result, each should be identified in a separate line, with programme outputs listed below each corresponding result..

Section 3. Programme work plan and budget

The table below defines the programme implementation work plan (the specific activities to be undertaken towards achievement of each of the programme outputs; the schedule of implementation; and the planned budget, including the CSO and UNICEF's contributions to the programme)

Note: Text and costs in blue provided as an example.

Result Level	Result/activity	Timeframe (quarters/year(s))					Total (CSO+UNICEF)	CSO contribution	UNICEF contribution	
		Q1	Q2	Q3	Q4	Year2			Cash ⁴	Supply
Progr. Output 1:	<i>E.g. Community-based management of SAM introduced in 200 villages In 10 districts</i>						400,000	10,000	190,000	200,000
	Performance indicator(s), - # children receiving RUFT/in patient - # children receiving RUFT/ community - recovery rate									
Act.1.1	<i>Organise training of 500 health workers in community nutrition in 10 districts</i>	x	x				100,000		100,000	
Act. 1.2	<i>Undertake community outreach activities & referral in 200 villages in 10 districts</i>	x	x	x	x		50,000		50,000	
Act. 1.3	<i>Provide nutrition equipment & supplies in 50 health centres</i>	x			x		200,000			200,000
Act. 1.4	<i>Programme management and technical supervision</i>	x	x	x	x		50,000	10,000	40,000	
Progr. Output 2:	Output statement						Sub-total output 2	Sub-total output 2	Sub-total output 2	Sub-total output 2
	Performance indicator(s):									
Act 2.1	Activity statement ⁵									
Act. 2.2										

⁴ The budget is prepared in the currency of implementation. Most generally, this correspond to the local currency in the country.

⁵ Costs budgeted as part of the programme output budgeting include the following:

- Cash for activities, such as workshop or trainings;
- Cost of supplies that directly assist beneficiaries or beneficiaries institutions, including warehousing, transport and assembling;
- Technical assistance and costs of technical staff to directly support beneficiaries / beneficiary institutions (experts in health, education, protection, etc.);
- Cost of surveys and other data collection activities in relation to beneficiaries or measurement or programme expected results;
- Communication activities to directly support programme planned results.

Result Level	Result/activity	Timeframe (quarters/year(s))					Total (CSO+UNICEF)	CSO contribution	UNICEF contribution	
		Q1	Q2	Q3	Q4	Year2			Cash ⁴	Supply
Progr. Output 3:	Output statement Performance indicator(s):						Sub-total output 3	Sub-total output 3	Sub-total output 3	Sub-total output 3
Act 3.1	Activity statement									
Act 3.1										
Sub-total for the outputs										
Progr. Output 4	Effective and efficient programme management						Sub-total output 4	Sub-total output 4	Sub-total output 4	Sub-total output 4
Act 4.1	<i>Standard activity:</i> In-country management & support staff ⁶ pro-rated to their contribution to the programme (representation, planning, coordination, logistics, admin, finance)									
Act 4.2	<i>Standard activity:</i> Operational costs pro-rated to their contribution to the programme (office space, equipment, office supplies, maintenance)									
Act 4.3	<i>Standard activity:</i> Planning, monitoring, evaluation and communication ⁷ , pro-rated to their contribution to the programme (venue, travels, etc.)									
Sub-total for programme costs										
HQcosts ⁸	HQ technical support ⁹ (7% of the cash component)									
Total programme document budget										

⁶ Costs of technical assistance/staff directly related to the achievement of planned results are budgeted as part of programme output budgeting, see above footnote 4.

⁷ Costs of M&E and communication activities directly related to the achievement of the planned results re budgeted as part of the programme output budgeting, see above footnote 4.

⁸ Only payable to organizations with headquarters outside of the country of implementation.

⁹ Amount is an estimate. Amount paid is a standard 7% on actual expenditures subject to calculation exclusions as per Annex I of the CSO Procedure.

