

**Request for Proposals**  
**Institutional Consultancy to establish an advocacy platform to support and advance inclusion agenda for children with disabilities in Kosovo.**  
**UNICEF Kosovo (UNSCR 1244)<sup>1</sup> Office**

<b>Title</b>	Institutional consultancy to establish an advocacy platform to support and advance inclusion agenda for children with disabilities in Kosovo.
<b>Purpose</b>	The purpose of this institutional consultancy is to support in promoting an inclusive agenda for children with disabilities
<b>Geographical scope</b>	Kosovo wide, with a focus on 4 selected municipalities in Kosovo, Gjilan, Gjakova, Dragash and Lipjan
<b>Type of Consultancy</b>	Institutional Consultancy
<b>Location</b>	Kosovo
<b>Duration</b>	1 August 2021 – 31 July 2022
<b>Start Date</b>	1 August 2021
<b>Reporting to</b>	Communication and Partnerships Officer

## 1. Context

UNICEF’s overall strategic approach in Kosovo is to ensure that the rights of children are identified and attended to, either directly or through advocacy with partners and relevant Kosovo institutions. UNICEF Kosovo programme 2021-25 focuses on three key flagship priorities that include: advancing early childhood development and education; social inclusion of children with disabilities and increased participation and empowerment of young people.

The “Situation Analysis of Children with Disabilities in Kosovo” [report](#) published in November 2017, emphasizes that the existing Kosovo legislation regulating the identification of disability does not focus on children and is almost always used to provide a cash benefit. Often, children with disabilities are only identified when they reach school age and attempt to enrol in school, at which time intervention is already too late to have a lasting impact on their development. Further, the existing practices do not lead to individualized plans that are responsive to each child’s impairment and environmental barriers, and do not address the need for integrated, continuous services for the child and the family, to support proper development and life-long goals. While there is a renewed effort to make disability all-inclusive in Kosovo, this effort does not always acknowledge that children have specific needs and their inclusion and accessibility is among the basic needs that should be addressed.

Society in Kosovo is not generally inclusive. Many children with disabilities do not enjoy their right to education. As education is closely associated to better jobs, healthy life, social and economic security and opportunities for full participation in society, we know that those children with disabilities whose right to education are denied are likely to remain excluded from the society as well. At the outset, the existence of social norms does not provide an environment accessible and acceptable for children with disabilities. Once at school, despite the ongoing construction of new disability friendly educational facilities, a significant backlog of facilities without proper toilets, labs on the second floor and a lack of ramps remain as obstacles to achieving the right to education and access to public spaces of children with disabilities. Making matters worse is the shortage of transport for such children and the lack of specialized equipment and trained special assistants and teachers to meet the needs and secure the rights of these children.

<sup>1</sup> All references to Kosovo are made in the context of UN Security Council Resolution 1244 (1999)

\* The Terms of References are prepared in collaboration with the Child Rights Monitoring Specialist and Youth and Adolescent Development Officer

Based on the [MICS data 2019-2020](#), children with disabilities are one of society's most marginalized groups. They are more likely to be among the poorest parts of the population, facing daily stigma and discrimination in the form of negative attitudes and a lack of appropriate inclusive integrated services. They are less likely to attend school, have access to medical care, or have a voice in society.

As evidenced from another [assessment](#), "Report on the accessibility of primary and lower secondary school buildings for children with disabilities in Kosovo" published in 2020 by HANDIKOS with support of UNICEF Kosovo office, the lack of access in public spaces and facilities denies the free and independent movement of people with disabilities, especially in educational facilities which is a prerequisite for their full and equal participation in society.

As part of the implementation of the new Kosovo Programme 2021-2025, UNICEF Kosovo Office is aiming at diversifying its engagements with the public and private sector and integrate the business sector as a strategic partner to advance the inclusion agenda in Kosovo with a specific emphasis on addressing the three key programme priorities: advancing early childhood development and education; social inclusion of children with disabilities and increased participation and empowerment of young people.

To this end, UNICEF Kosovo Office is seeking for a local institutional consultancy to develop and establish an advocacy platform to support and advance inclusion agenda for children with disabilities and identify opportunities for UNICEF's engagement of public and private sector entities on advancing the rights of this vulnerable category of children in Kosovo.

## 2. Purpose of the consultancy

The purpose of this institutional consultancy is to:

- Establish and make functional Team Rijad advocacy platform for inclusion of children with disabilities (CwD);
- Advocate and raise awareness on inclusion agenda for CwD;
- Engage private sector in inclusion agenda.
- Organize visibility events and create social mobilization around inclusion agenda for CwD.

## 3. Scope of work

Under the direct supervision of the Communication and Partnerships Officer, with support from Social Policy Specialist and Child Protection Officer, the institutional consultancy is expected to undertake the following tasks:

- Establish and make functional the "Team Rijad Advocacy Platform" which promotes social acceptance and inclusion of children with disabilities so that they can grow up to be active participants in their community. The Advocacy Platform will rally a group of (approx. 10-15 members) most prominent personalities that will (on voluntary basis) contribute and raise their voice for inclusion of children with disabilities. The Advocacy Platform should aim social acceptance and inclusion, accessibility, access to schooling and other public spaces, promotion of disability as a human right and not as a charity and fight against all forms of stigma, stereotypes and prejudices on CwD.
- Develop an advocacy inclusion agenda for CwD that brings together all stakeholders - the services and support for children under one umbrella, encompassing the full range of barriers

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to inclusion. Taking a holistic approach to meeting children's needs and recognises individual challenges of children with disabilities.

- Advocate with policy and decision makers on putting inclusion agenda for children with disabilities as top priority.
- Identify entry points for partnering with private sector entities based on shared value partnership for children and adolescent with disabilities empowerment, with a specific focus on Corporate Social Responsibility.
- Lastly, organize visibility events and create social mobilization around inclusion agenda, by identifying the focus for community engagement, and raising awareness, so children with disabilities are included in school, have access to medical services, and social activities.

#### 4. Deliverables

Key deliverables of this consultancy are outlined below:

1. **Establish and make functional the "Team Rijad Advocacy Platform":**
  - Identify key partners to be involved in Team Rijad Advocacy Platform.
  - Develop a working structure for Team Rijad Advocacy Platform.
  - Design, develop and implement a work-plan of activities under Team Rijad Advocacy Platform.
2. **Develop Inclusion Advocacy Agenda for CwD:**
  - Organize a consultative meeting/event with respective partners and potential stakeholders through which the inclusion agenda should be drafted.
  - Finalize an inclusion agenda guide, which identifies roles and responsibilities of each respective stakeholders', and making sure that the inclusion agenda is being implemented.
  - Engage celebrities, Disability Persons Organizations, and decision makers to advocate for inclusion agenda.
3. **Engage Private sector:**
  - Understand the role and influence the participation of the business sector in meaningful participation in inclusion agenda for CwD.
  - Identify and involve the potential private sector entities to cooperate on inclusion agenda.
  - Liaise between private sector entities and public institutions on implementation and monitoring of interventions for social inclusion of children with disabilities
  - Identify opportunities for engagement of children and youth with disabilities within private sector entities and potential long-term strategic partnership with UNICEF.
4. **Organize visibility and awareness raising events**
  - Organize flagship visibility events that create and amplify social mobilization around inclusion agenda for children with disabilities.

#### 5. Qualifications

UNICEF Kosovo Office is seeking for local institutional consultancy with required background and experience in promoting an inclusive agenda for children with disabilities.

Local company is required to have:

- Proven experience and expertise in advocacy and inclusion of children with disabilities

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- Promoting of corporate social responsibility.
- Rich portfolio in engaging with public on social inclusion agenda.
- At least 3 years of relevant experience in development of inclusion guidelines and programmes.
- Experience in facilitating consultations with private sector and government representatives and other stakeholders.

## 6. Management and Organisation

**Management:** The Local consultancy company will work in close coordination and under the direct supervision of Partnerships and Communication Officer with support from Social Policy Specialist and Child Protection Officer

The evaluation of the contractor(s)' performance will be based on:

- Quality of produced outputs.
- Compliance with the established timelines.
- Compliance with ethical UNICEF standards related to reporting on children.
- Responsibility and communication.

**Schedule:** This assignment will commence by 15 of July and end on 15<sup>th</sup> of June 2022.

Payments schedule for fee envisaged for this consultancy is as follows:

- First instalment: upon UNICEF's acceptance of establishment of Team Rijad initiative- 40%
- Second instalment: upon satisfactory delivery of Inclusion Agenda, and the engagement of private sector in inclusion related activities – 40%
- Final instalment: upon submission of all deliverables 20%

**UNICEF recourse in case of unsatisfactory performance:** UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. The performance of the contractor will be evaluated against the set of standard indicators such as: whether all goals outlined in the ToR are met, whether deadlines established by ToR are met, technical and professional competence demonstrated, quality/quantity of work and deliverables, demonstrated initiative, responsibility, work relations, and communication.

## 7. Evaluation Process and Method

Each proposal will be first assessed on its technical merits. A maximum of 70 points is allocated to the technical proposal, and a further 30 points for the price component, with a maximum possible score of 100 points.

Technical proposals will be evaluated based on a desk review. UNICEF evaluators will read technical proposals and assess the quality of samples. Scores from the desk review will be allocated according to the table below:

Item	Technical Evaluation Criteria	Max. Points Obtainable
1	Overall Response (subtotal)	10

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1.1	Completeness of response	5
1.2	Overall concord between ToRs requirements and proposal	5
<b>2</b>	<b>Experience of the Company (subtotal)</b>	<b>25</b>
2.1	Range and depth of organizational experience with similar projects	5
2.2	Samples of previous work	5
2.3	Number of costumers, size of projects, number of staff per project	5
2.4	Key personnel: relevant experience and qualifications of the proposed team for the assignment	10
<b>3</b>	<b>Proposed methodology and approach (subtotal)</b>	<b>35</b>
3.1	Proposed work plan and approach of implementation of the tasks as per the ToR	20
3.2	Implementation strategies, monitoring and evaluation, quality control mechanism	5
3.3	Technologies used – compatibility with UNICEF	5
3.4	Innovative approach	5
	<b>TOTAL TECHNICAL SCORE</b>	<b>70</b>

The companies, which accumulated the minimum score of 50 points, will be qualified for financial evaluation, which will be based on the most responsive proposal. The total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as  $\text{Points (offer (a))} = (30 \text{ points} \times \text{lowest offer price} / \text{offer (a) price})$ . Contract will be awarded to the offeror who obtains the highest cumulative score (technical + price points).

## 8. Application and submission of technical proposal

Interested Local companies are requested to apply with detailed technical proposal, elaborating each area of intervention in details, followed by the CV's of their dedicated staff to perform the requested deliverables, portfolio, fee proposal and a sample of previous work conducted, as requested in the technical evaluation.

## 9. Remark

UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious, and ethnic backgrounds, including persons living with disabilities to apply.

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