

TERMS OF REFERENCE (TOR)

The UN Women, Kosovo is implementing a joint UN inter-agency project “Countering the deepening of pre-existing inequalities in Kosovo through COVID-19 by assisting Kosovo’s non-majority communities and domestic violence survivors”, a project funded by the United Nations (UN) COVID-19 Response and Recovery Multi-Partner Trust Fund (COVID-19 MPTF). In order to mitigate the socio-economic impact caused by the pandemics, through distribution of working tools to shelter homes for survivors of domestic violence (DV) and gender based violence (GBV), the project activity will enable the shelter residents to generate personal income with a view of facilitating their social integration and economic position. The purpose of this needs assessment is to improve the performance of all shelters in Kosovo through synthesizing information gathered from interviews regarding their needs and challenges, into practical activities and working tools for shelter homes in order to achieve the desired result, which is economic empowerment and social reintegration of DV and GBV survivors in Kosovo shelters.

Amid the coronavirus pandemics when the whole world was in a lockdown mode, a number of isolation measures were also imposed in Kosovo, including the closure of schools and private businesses, as well as limitation of citizens’ movement. Based on the reports by Kosovo police, incidents of domestic violence in Kosovo amplified, whereby the reported cases of DV has increased by 30% compared to the same period in 2019. Shelters for protection of domestic violence survivors have also encountered an increased demand for placement of survivors including women survivors and their children, for which they lacked resources to provide a sustainable solution for survivor’s economic independence and their social re-integration. Through addressing the emergent needs of DV and GBV survivors, as a particular group, this needs assessments will be used to inform successful delivery of the project for the next phase while enabling to prioritize the setting for supplying shelter homes with working tools that would generate personal incomes for shelter residents, encourage their creative and innovative thinking, enhance lives in shelters, as well as offer them social re-integration.

The pandemics with Covid-19 not only affected the level of domestic violence but also increased shelter needs for financial resources and assets. For these reasons and many more, ultimately the report provides a number of recommendations for various stakeholders to take into account when planning or implementing a response to ensure that the needs of the most affected groups are met.

UN Women is looking to engage one or more vendors through 5 different Lots to purchase and distribution of:

Lot 1 - Hairstyling, nails services and other cosmetic crafting equipment

Lot 2 - Tailoring, handcrafting and embroidery equipment

Lot 3 - Administrative work equipment and IT

Lot 4 - Production of paper bags through the paper processing machine

Lot 5 - Miscellanies - Shelters Inventory

DELIVERABLES:

Deliverable	Timeframe
<i>Lot 1 - Hairstyling, nails services and other cosmetic crafting equipment</i> <i>Lot 2 - Tailoring, handcrafting and embroidery equipment</i> <i>Lot 3 - Administrative work equipment and IT</i> <i>Lot 4 - Production of paper bags through the paper processing machine</i> <i>Lot 5 - Miscellanies - Shelters Inventory</i>	03 – 10 December 2020

DURATION OF ASSIGNMENT AND DUTY STATION

The time required for the assignment is during the period **3 – 10 December 2020**.

CONTRACT SUPERVISION

Contractor/company will work in Pristina under supervision of Head of Office and in close collaboration with project manager, and other relevant stakeholders.

MINIMUM REQUIREMENT

UN Women Minimum Requirement	Offerors Response
The vendor is legally registered entity in Republic of Kosovo, officially allowed to perform the activities described in detail in this ToR	<input type="checkbox"/> Yes (Provide relevant proof document) <input type="checkbox"/> No
The vendor is financially sound to perform the activities described in the ToR	<input type="checkbox"/> Yes (Provide relevant proof document, ex. Financial and Legal status as per documents issued by the Central Register for Republic of Kosovo) <input type="checkbox"/> No
The vendor provides services in the required area	<input type="checkbox"/> Yes (Provide relevant proof document) <input type="checkbox"/> No
The vendor has at least 3 years' experience in required or similar area	<input type="checkbox"/> Yes (Provide relevant proof document) <input type="checkbox"/> No

Technical Information

Section A: Expertise and Capability of Supplier

1.1 The organization

- Background: Provide a brief account of the organization, including the year and country of incorporation, types of activities undertaken, and approximate annual billings.
- Outline General Organizational Capability which is likely to affect implementation (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).

1.2 Adverse judgments or awards

- The supplier is in sound financial condition with no financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment;
- The supplier has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Section C: Resource Plan, Key Personnel

2.1 Gender profile

- Supplier is strongly encouraged to include information regarding the percentage of women employed in Supplier's organization, women in leadership positions, and percentage of women shareholders.
 - Note: this will *not* be a factor in the evaluation criteria *unless* where there are two identical quotations (i.e. exact total points in the case of cumulative evaluation methodology and/or same price in the case of most technically compliant/acceptable quotation) UN Women will award the contract to the organization owned by women by 50% or more, in support of UN Women's core mandate.
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Financial Proposal

Value Added Tax on Proceed Quotation	Must be exclusive of VAT and other applicable indirect taxes
Payment Terms	100% upon completion and satisfactory receipt of service(s)

The components comprising the total price must provide enough detail to allow UN Women to determine compliance of quotation with requirements as per TOR of this RFQ. The supplier shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

The financial offer should be signed, submitted in EUR (euro) without VAT.

Evaluation Criteria: The least expensive bidder that meets all specifications will be selected.

Payment Terms: The payment shall be based on the actual scope of services provided, which may not exceed the total amount of the financial proposal. Payment will be processed as established in a contract between UN Women and the contractor and upon receipt of invoices for services provided.