



Terms of Reference

- Project:** Joint Programme on Domestic Violence
“Strengthening National Capacities to Prevent Domestic Violence” and
“The UN Trust Fund in Support of Actions to Eliminate Violence against Women”
United Nations Development Programme, FYR of Macedonia
- Subject:** Engagement of NGO/Consultancy Company to implement the Domestic Violence model of coordination between the local institutions
- Duration:** The activities shall take place as of 01 July 2010 until 30 November 2010
- Location:** FYR Macedonia

BACKGROUND:

UN organizations present in the country have developed a joint programme on a Domestic Violence (DV) that is composed of two complementary projects, and with the objective to support the Government and the civil society sector in improving inter and intra sectoral coordination and strengthening their capacity for Domestic Violence (DV) prevention and provision of adequate victim support services. Likewise, the programme will strengthen the national capacity for measuring progress and monitoring and evaluation of the effectiveness of DV prevention efforts.

The design of the programme is based on the newly adopted National Strategy for Protection against Domestic Violence (2008-2011) which provides a set of overarching objectives and intervention strategies.

Taking into account the key challenges and gaps identified, the programme has tailored its activities towards enabling a very comprehensive and multi-levelled response system aiming to achieve seven key outcomes:

1. Efficient policy-making and improved policy-implementation accountability of all relevant national stakeholders;
2. Support national data collection and dissemination system;
3. Improve service provision;
4. Establish programmes for economic empowerment and reintegration of victims of DV;
5. Improve prevention through formal education system;
6. Improve prevention through awareness raising and BCC programmes;
7. Expand legal aid services.

The programme is implementing in a period of three years and is managed jointly by the five key UN Agencies present in country: UNDP, UNFPA, UNICEF, UNIFEM, and WHO. National Counterparts

involved in implementation of the programme are: MoLSP, MOI, MoES MJ, MoH, Local Self Government Units and Civil Society Organizations (CSO's).

One of the main project goals is to improve inter and intra sectorial coordination among the local institutions dealing with the DV issues. In order to test the already existing protection mechanisms and local DV prevention policies, UNDP is piloting a project regarding the establishment of DV coordination mechanisms and protocols for work of the mixed protection teams in the 5 pilot municipalities (Skopje, Tetovo, Kumanovo, Kavadarci and Bitola).

Domestic violence is a phenomenon in which factors of diverse nature are interacting and whose efficient treatment and prevention depend to a great extent on the appropriate cooperation and coordination between relevant factors at central and local level. In order to create a strategy for better support to victims to the crime of Domestic Violence it is necessary to continue working to prevent primary, secondary and repeat victimization. A key factor that contributes to making progress in the pursuit of such aim is cooperation among relevant actors on national and local level such as: judiciary, law-enforcement agencies, health and social protection institutions, local authorities, as well as the civil society sector. However, there is still a need for further improvement of timely, reliable and accurate support of the victims of domestic violence, first at local and afterwards at national level.

OBJECTIVE

Selected entity is expected to establish DV coordination mechanisms and protocols for work of the mixed protection teams in the 5 pilot municipalities (Skopje, Tetovo, Kumanovo, Kavadarci and Bitola) as per guidelines provided by the local consultant in the prepared Assessment Report¹. It shall develop and implement training curricula on strengthening the coordination capacities of the mixed protection teams to prevent domestic violence, develop an informative brochure on the DV victims' legal rights and available services/ referrals on local level and shall develop and conduct awareness rising DV activities that will involve the local institutions (municipalities, health, social protection and judiciary).

SCOPE OF WORK

Under the guidance of programme officer of the SI practice and daily supervision of the Project manger of the DV project NGO/Consultancy Company is expected to establish DV coordination mechanisms and protocols for work of the mixed protection teams in the 5 pilot municipalities (Skopje, Tetovo, Kumanovo, Kavadarci and Bitola). This will support the UN Joint Project efforts in improvement of inter and intra sectoral coordination among the local institutions dealing with the DV issues in the five selected municipalities.

The NGO/ Consultancy Company shall:

¹ The report on - "Capacity and Needs Assessment of the Cooperation and Coordination of Activities in Prevention and Treatment of Domestic Violence of the Local State Institutions in five municipalities in FYR Macedonia" can be find on the following web site:

<http://www.undp.org.mk/content/Publications/NGO%20Report%20FINAL.pdf>

- develop and deliver to UNDP the **methodology** for implementation of below listed specific tasks within the set timeframe;
- **establish/implement DV cooperation and coordination model for the local institutions** (police, judiciary, health and social protection, and municipalities) which are considered as key local stake holders in the improvement process of the efficiency of the response to prevention of the domestic violence;
- create valuable links with the state institutions on local level, and to **develop and organize capacity building trainings** for the working groups composed of members of the local institutions in order to strengthen their coordination and cooperation in combating domestic violence;
- **create and implement efficient prevention and awareness raising activities** on available coordinated protection system for victims of Domestic Violence that will involve the local institutions (municipalities, health, social protection and judiciary) meeting the specific DV prevention needs and demands of the local community

➤ **Specific tasks**

The NGO/Consultancy Company shall develop a methodology for and implement the following activities:

1. To activate the network of cooperation of the local state institutions through the operationalization of the existing Local Preventive Councils (LPC): mobilization of the local institution members of the LPCs; supporting LPC officials in preparing and setting of their agenda for regular meetings; build the capacity of LPC representatives in the area of report preparation, etc;
2. To prepare and implement training program for the relevant local institutions consisting of following specific trainings:
 - a) gender trainings (CEDAW, non-discrimination gender based violence against women, factors to gender based violence against women),
 - b) DV trainings (definition of DV, causes and risk factors to DV, dynamics of DV, consequences on the victims and society of DV), and
 - c) trainings of legal aid to victims of DV (legal framework of the country in DV, legal rights of victims of DV, institutions important for treating DV, opportunities for free legal aid for victims of DV);
3. To prepare Informative Brochure on the DV victims' legal rights and available services/referrals at local level and make it available for the local population through the municipalities;
4. To develop, structure and implement awareness raising activities in DV in all 5 pilot municipalities for the representatives of the relevant state institutions and to wider public with active participation of the relevant stake holders, also involving the educational institutions through, but not limited to following activities:
 - preparation and distribution of printed material throughout each municipality (brochures, flyers, card, posters),
 - organization of theater play,

- organization of public tribunes,
 - conduct TV and/or Radio presentation of DV related information, and
 - Other forms of expressions to reach the members of the local community and spread the message.
5. To prepare and submit in Macedonian and English language the final narrative and financial reports for the activities undertaken during the project implementation. The report shall also include identified key problems in the coordination and cooperation of the relevant state institutions at local level with recommendation for improvements in this area.

APPROACH AND THE WORK PLAN

It is expected that the NGO/Consultancy Company proposed methodology and plan for implementation of the activities shall contain the following main phases:

- **Preparatory phase** – liaison with the local authorities and local community;
- **Implementation phase** – the Consultancy Company/NGO shall implement the planned activities in accordance with the proposed methodology and within the set timeframe;
- **Final phase** - the Consultancy Company/NGO shall provide detailed report (English and Macedonian version) on the undertaken activities and achieved results.

DELIVERABLES AND SCHEDULE

The selected Consultancy Company/NGO is expected:

1. To activate the network of cooperation of the local state institutions through the operationalization of the existing Local Preventive Councils (LPC);
2. To implement DV capacity building training programme for targeted state institutions on local level;
3. To prepare Informative Brochure on the DV victims' legal rights and available services/referrals at local level and make it available for the local population through the municipalities;
4. To develop and implement DV awareness raising activities in targeted pilot municipalities for the representatives of the relevant local state institutions and wide public with active participation of the relevant stakeholders, also involving the educational institutions;
5. To prepare and submit Macedonian and English version of the final narrative and financial report for the activities undertaken during the project implementation; the report shall also include identified key problems in the coordination and cooperation of the relevant state institutions at local level with recommendation for improvements in this area.

QUALIFICATIONS AND SKILLS

The NGO/Consultancy Company shall fulfill the following requirements:

1. Be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary;
2. Proven experience and expertise in the previous projects related to DV/Social inclusion area with particular focus on the gender – based violence in the country (provide list of at least three projects in this area);
3. Professional background for organizing meetings, conferences, press conferences, trainings, round tables and any other type of event that might be required by UNDP (provide list of at least 10 of the above listed events organized by the entity);
4. Proven experience in implementation of previous DV/Social inclusion area related projects in multi-ethnic communities (provide list of such projects with specified implementation site/multi-ethnic community);

APPLICATION PROCEDURE

The interested NGO/Consultancy Company shall prepare and submit methodology for implementation of the activities including proposed time line and budget for the activities described in this TOR.

Note: *Applicants must submit the methodology for implementation of the activities in English and as clearly as possible so that it can be assessed properly. Applications should be precise and provide enough detail to ensure the application is clear, particularly as how the aims of the project will be achieved, the benefits that will flow from it and the way in which it is relevant to the project objectives.*

The proposed methodology *for implementation of the activities* shall include:

1. Summary of the proposed activities, objectives, justification, detailed description of the activities, the manner of implementation of the activities, duration and work plan of activities, expected results, sustainability of the action, budget and logical framework in electronic format (CD Rom) and 3 hard copies in A4 size;
2. The electronic format must contain **exactly the same** information as the paper version enclosed;
3. Detailed description of the entity's background containing information requested under Qualification and Skills, points 2, 3 and 4, staff info, financing frame and three references connected to previous projects.

Submission of proposal in 2 envelope system

NOTE: The financial proposal must be submitted in a separate sealed envelope, in addition to the envelope containing the technical proposal. Both inner envelopes must be clearly marked "Technical Proposal" and

"Financial Proposal" respectively. Both inner envelopes should be submitted in one outer sealed envelope marked:

UNDP

Attn. Procurement Unit

RFP22 / 2010 - "Engagement of NGO/Consultancy Company to implement the Domestic Violence model of coordination between the local institutions"

"Do not open before 1:00, 14 June 2010"

8ma Udarna brigada 2,
Skopje, Macedonia

The technical proposals must be received in a sealed envelope containing 3 hard copies of the proposed model of coordination of activities and CD Rom with following reference title "Engagement of NGO/Consultancy Company to implement Domestic Violence model of coordination between the local institutions" and the full name and address of the applicant. The sealed envelope must be delivered to UNDP by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the above address.

Note: *an applicant may submit only one proposed model of coordination of activities under this TOR. Also any applicant may include partner organization and apply in partnership with clear statement which entity represents the applicants and takes legal responsibility for the project implementation.*

DURATION

The assignment shall be performed in the period of 01 July – 30 November 2010

Payment

The payment will be done in 3 (three) installments:

- 20 % upon the signature of the agreement;
- 50% after the delivering points 1,2 and 3 under Deliverables;
- 30% upon delivering points 4 and 5 under Deliverables

SPECIAL PROVISIONS

The produced materials will be property of UNDP, meaning that UNDP holds the copyrights of the developed documents. All produced documents will be used by UNDP, in accordance with the needs and viewpoints of UNDP and without consulting and approval of the consultant as per the General Terms and Conditions of standard UNDP contracts.

The written reports should be submitted in English and Macedonian Language.