

## UNICEF Georgia

### Terms of Reference

## Empowering Local Government, Youth, and Civil Society in Child-Focused SDG Localization in Georgia

### Background

Localizing the Sustainable Development Goals (SDGs) in Georgia has been a significant initiative, with the country taking active measures to adjust the SDG targets and indicators to local conditions, challenges, and opportunities.

Georgia embraces the SDGs through its "National Document for Sustainable Development Goals<sup>1</sup>." The SDG Inter-Agency Council<sup>2</sup> has developed an Action Plan for SDG Localization (2021-2025) aligned with Georgia's Decentralization Strategy<sup>3</sup>, emphasizing the role of municipalities in achieving SDG targets. Localizing the Sustainable Development Goals simultaneously represents a critical opportunity to strengthen the decentralization agenda.

The SDG localization process in Georgia needs further support as it faces significant challenges. Municipalities lack the capacity to practically integrate SDGs into their budgets, despite SDG budget classifications<sup>4</sup>. These challenges are further exacerbated by the lack of meaningful involvement from community groups, CSOs, and the private sector in the SDG localization process. Addressing these challenges necessitates specific actions aimed at bridging these gaps and enhancing municipalities' engagement in SDG localization efforts.

The achievement of SDGs and the provision of social services are interconnected, especially within the decentralization context that leads to more efficient and responsive service delivery tailored to the specific needs of local communities, especially most vulnerable. Given that children represent the poorest group of society, the delivery of social services to children and families by municipalities is crucial.

UNICEF's work in Georgia has been complementing and contributing to achieving the results of the national Action Plan for SDG Localization. Through such initiatives as child-centred, needs-based local social programming, UNICEF has reinforced the role of local governments in achieving SDGs for children. This approach has received substantial support and recognition from the Ministry of Regional Development and Infrastructure (MRDI) and the Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health, and Social Affairs (MoIDPOTLHSA), marking it as a transformative success.

UNICEF prioritizes accelerating SDG localization to enhance support systems for children and families, ensuring local social service provision is child-centred, needs based, and adequately

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<sup>1</sup> <https://sdg.gov.ge/text-page/34>

<sup>2</sup> The key coordination body for implementation of the national SDG targets, which was formally adopted through the Ordinance of the Prime Minister of Georgia. Council is chaired by the Head of the Administration of the Government of Georgia and co-chaired by the UN Resident Coordinator and reports directly to the Prime Minister

<sup>3</sup> <https://mrdi.gov.ge/pdf/5e468e292b317.pdf/Decentralization-strategy-ENG.pdf>

<sup>4</sup> <https://mof.ge/images/File/04.12.2023/1.%20Policy%20Classifier-ENG.pptx>

financed. Concurrently, UNICEF aims to promote active participation of local civil society and youth in achieving SDGs for children.

To this end, UNICEF is seeking to recruit a local organization through institutional contract to provide support (products and services) to two selected municipalities to strengthen their capacities in social programming, public finance, raise awareness among stakeholders and encourage their collaboration and engagement in achieving SDGs for children.

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### **Purpose and scope**

The overarching objective of the contract is to contribute to achieving specific targets within SDGs: Goal 1 (target 1.3 focusing on social protection systems), Goal 3 (targets 3.2, 3.4 focusing on child health and well-being), Goal 4 (target 4.2 focusing on early childhood education and care), and Goal 16 (targets 16.6, 16.7 focusing on accountable institutions and inclusive decision-making).

The purpose of this initiative is to building capacity of two selected municipalities to enhance support to vulnerable children and families through child-friendly social programming and raising awareness among various stakeholders such as Civil Society Organizations (CSOs), youth, and municipal staff about the Sustainable Development Goals (SDGs).

### **Deliverables**

The contracted organization is expected to perform the following activities and produce the following deliverables:

#### **1) Enhance awareness of SDGs among various stakeholders (CSOs, youth, municipality staff) and youth participation in local decision-making processes.**

##### **1.1 Training of Trainers (ToT) sessions and actual trainings for adolescents and youth on SDG localization, empowering them to disseminate knowledge and introduce positive changes within their communities;**

- Develop TOT curriculum and training methodology with training materials including presentations, handouts, and case studies on the topic of SDG localization tailored for students and young activists. The 2-days training will contain such topics as:
  - Introduction of the SDGs and understanding SDG Localization
  - Youth Engagement and Participation
  - Advocacy and Policy Influence
  - Community-Based Projects and Initiatives
  - Cultural Sensitivity and Inclusivity
  - Workshop Facilitation and Training Techniques

Contracted organization is welcomed to suggest other topics as well.

- Trained cohort of young trainers (around 8-10 young persons in total) equipped with skills to effectively train and educate their peers (on average 10-15 adolescent and youth per each trained trainer) on SDG localization (agenda, participant lists, sign in sheets).
- Implement small-scale projects led by training participants to address identified challenges related to SDGs, encouraging practical engagement and innovation in tackling local issues aligned with sustainable development objectives

## **1.2 Multi-stakeholder awareness-raising workshops (two one-day workshops involving around 20-25 participants) for increased engagement of adolescents and youth in local processes:**

- Concept and detailed plan of the event(s) outlining objectives, agenda, and participant engagement strategies to achieve the workshop results.
- Participation reports summarizing outcomes and feedback from CSOs, municipal staff and youth attendees (participant lists, sign in sheets, reports).
- The workshop will cover the following topics:
  - Understanding the Importance of Youth Engagement
  - Overview of the Sustainable Development Goals (SDGs)
  - Barriers to Youth Participation
  - Creating an Enabling Environment for Youth Engagement
  - Action Planning and Commitments

Contracted organization is welcomed to suggest other topics as well.

- There should be active involvement of the trained TOT youth from activity 1.1.

## **2) Enhance the capacity of municipalities in developing effective social programming for children and families.**

### **2.1 Multi-stakeholder cooperation framework established within municipality to enhance effectiveness and efficiency of social service planning for vulnerable children and families**

- Multi-Stakeholder cooperation framework TOR, municipal legal act and MOU between the parties, including municipal staff, CSOs, and youth.

### **2.2 Comprehensive mapping of existing social services for children and families across lifecycle within the targeted municipalities:**

- Methodology of services mapping using lifecycle approach, detailed report documenting existing services for children and families in selected municipalities, including service development barriers and recommendations for improving service coordination and integration.

### **2.3 Facilitated discussion on collaborative programming among neighboring municipalities and support in launching social programme for vulnerable children and families.**

- Facilitated discussion among stakeholders for collaborative social programming (concept note, agenda, participant lists, sign in sheets, discussion report covering possible frameworks for joint initiatives aimed at enhancing service delivery, identified pilot programme(s) or initiatives for immediate implementation)

## **2.4 Develop methodology and carry out child-friendly budget analysis to understand spending for children and identify areas for allocation of resources for social programmes benefiting children and families.**

- Developed municipal child centered budget assessment methodology.
- Actual child-centered budget assessment report of budgets of two selected municipalities

## **2.5 Digitalized Needs Assessment Questionnaire from the methodology introduced in selected municipalities:**

- Digitalized questionnaire for social needs assessment with an analytical module for analyzing results of the assessments (Software)
- Guide for using the soft and analytical tool, along with training materials for municipal workforce on using digital tools for needs assessment.

### **Cross Cutting Issues:**

- 1) The program activities should facilitate the collection and analysis of disaggregated data based on age, sex, and disability of the engaged persons to support an inclusive progress and equitable engagement.
- 2) Programme implementation should actively involve rural women, adolescents, and youth.
- 3) Gender analysis of the challenges, difficulties, and opportunities for rural women's participation in decision-making processes should be conducted.
- 4) All documents, reports, and analyses should be conducted or validated by the staff of the contracted organization with gender expertise,

**Note:** The selected municipalities will be determined jointly by UNICEF, MRDI, and Government Administration (AOG).

### **The organization should demonstrate the following experience:**

- At least 7 years of experience in social affairs, social protection, child protection, and/or social programming. Experience in working with vulnerable children and families is essential.

- Proven experience in working with municipalities, including the ability to mobilize and actively engage them in project activities.
- Track record of successfully managing complex donor-funded projects, involving coordination of multiple stakeholders. Experience in designing concepts, practical tools, manuals, and materials is crucial.
- Experience in conducting training sessions, workshops, and seminars, specifically involving youth, municipal authorities and social services workforce.
- Familiarity with working alongside government stakeholders.
- Ability to mobilize a qualified team for project implementation, including professionals in the areas of social programming, child and family support services, and local self-governance, gender and municipal finances.
- Strong track record in establishing partnerships and networking with relevant stakeholders in the field.

**Timeframe and duration:**

The duration of the contract is from mid-August 2024 to June 2025. Actions should start at once after the signing of agreement.

**Supervision and Work Arrangement:**

The organization will work under the direct supervision and guidance of UNICEF Georgia’s Social Policy & Economic Specialist. UNICEF will support the contractor in establishing contacts/working relations with the necessary stakeholders.

Performance of the organization will be evaluated against the following criteria: timeliness, responsibility, initiative, teamwork, and quality of the products delivered.

No Sub-contracting or inclusion of the overhead (HQ) costs are allowed.

**Payment Terms:**

The payments will be done based on the confirmed budget of the proposed project. The payment will be made upon submission and approval of relevant and good quality deliverables based on the following schedule:

- 1st instalment - 35% of total budget after delivering on the items 1.1 1.2 in the section “Deliverables” of this TOR.
- 2nd instalment – 35 % of total budget after delivering on the item 2.1, 2.2, 2.3 in the section “Deliverables” of this TOR.
- 3rd Instalment- 30% of total budget after delivering 2.4, 2.5.

**Termination of Contract:**

Either party may end the contract before its expiry date by giving a 14 days’ notice in writing to the other party. However, if termination on the ground of misconduct, UNICEF will be entitled to end the contract immediately, without earlier notice. In case of early termination of the contract,

the Contractor will be compensated on a pro-rata basis for no more than the actual amount of work completed to the satisfaction of UNICEF.

### **Application Documents:**

Application should include:

- Project proposal detailing objectives, actions and results mentioned in the given TOR.
- Description of the proposed work plan and timeline.
- Detailed proposed budget with indication of all activities and the proposed fees.
- CVs of suggested experts in social affairs and self-governance, with list of their responsibilities in the frame of the project.
- An explanation detailing how the items listed under Cross-Cutting Issues will be effectively addressed.
- 3 references to prove the requested experience.

### **Selection and Evaluation Process**

Evaluation Criteria: The evaluation of the application is based on the scores gained from evaluating the technical and financial proposal. Out of maximum score of 100, ration between technical and financial proposals is 70:30.

Technical Proposal: 70 points:

- Overall correspondence between ToR requirements and proposal (specific tasks, deliverables) – 10
- Quality of the technical proposal – proposal should be well structured, precise, indicating how well the applicant organization understands what actions and how should be undertaken - 30.
- Experience of the organization: experience working with municipalities; government structures, other partners; experiences performing similar project (social affairs, social protection, child protection, local self-government strengthening on social programming including capacity building and support; and experience working on issues related to vulnerable children and families.), ability to organize consultative processes, enhance capacity of local self-government bodies - 20.
- Qualifications and expertise of proposed experts – 10 points.

Only proposals which receive a minimum of 70% (42 points) will be considered further.

Price Proposal: 30 points

The price proposals in GEL should include detailed breakdown of all listed tasks and deliverables.

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited bidders who obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

Score for price proposal X = (Max. score for price proposal) \* (Price of lowest priced proposal) / (Price of proposal X)

UNICEF will award the Institutional Contract to the entity, whose response is of high quality, clear and meets the project goals.

The final evaluation of the proposal shall have two components: the technical evaluation score and financial evaluation score. For the overall proposal evaluation, the sum of these two scores is used.

The winner is an organization with maximum scores.

**Funding Source:**  
**SC 240384**

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