

# Instructions to register on the UN Women e-Procurement portal

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The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking Proposals for the provision of services to develop Cost benefit analysis on the additional cost of disability of the resettled persons from Public Institution Banja Banskó and you are invited to participate in this tender. To view the tender, please click <https://ungm.in-tend.co.uk/unwomen/asp/ProjectManage/574>.

Submission Deadline is Thursday, 23 January 2020, 12:00 (noon).

Please follow below steps to register your company on the UN Women e-Procurement portal. The portal provides a simple, secure and efficient way for managing UN Women solicitation processes, reducing time and cost for both buyers and vendors. All vendors are required to use the portal to manage their vendor profiles, view solicitation documents, send offers, receive and upload their counter-signed contracts. We have also attached the vendor guideline for submitting a RFQ along with this email.

Instruction for Registration on the UN Women e-Procurement portal.

- Click “Register” button at the left hand side of the page and complete the registration form (Please note that fields in yellow are mandatory and there are mandatory fields under “Company Details”, “Information” and “Business Classification” tabs. You can only register your company after completing all mandatory fields).
- After completion of the form, click on “Register My Company” button at the lower right hand side of the page.
- Once you finish the registration process, please allow some time in order for the system to process your request.
- After your registration is approved, you can log onto UN Women e-Procurement system ([etendering.unwomen.org](http://etendering.unwomen.org)) and express interest to our current tendering under “Tenders” -> “Current”.

If you have any concerns or problems regarding registration process, please contact our technical support desk ([support@in-tend.co.uk](mailto:support@in-tend.co.uk)).

For other questions, please submit via our vendor portal by clicking menu bar navigation “Messages” -> “Correspondence”.

## Evaluation of Technical Proposal

Criteria 1. Expertise and Capability of Proposer (Expertise of organization submitting proposal)		Points obtainable
1.0	Company/organization officially registered in North Macedonia	Y/N
1.1	Organizational Architecture	20
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> <li>The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.</li> <li>The proposer 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.</li> </ul>	35
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	25
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	50
1.5	Quality assurance procedures, warranty	20
1.6	Relevance of: <ul style="list-style-type: none"> <li>Specialized knowledge and professional experience in the area of social integration of vulnerable groups or disability inclusion and women empowerment;</li> <li>Proven record of experience in implementing projects related to disability/antidiscrimination and gender equality in the country</li> </ul> Working experience with United Nations and other international organizations is an advantage.	50
<b>Total Points for Criteria 1. Expertise and Capability of Proposer</b>		<b>200</b>
Criteria 2. Proposed Work Plan and Approach (Proposed methodology)		Points obtainable
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	
	<ul style="list-style-type: none"> <li>Proposer's understanding of the task objective</li> </ul>	55
	<ul style="list-style-type: none"> <li>Suitability of approach and methodology</li> </ul>	30
	<ul style="list-style-type: none"> <li>Pre-assessment of existing data sources and relevant documents and extend of their use in the proposal</li> </ul>	30
	<ul style="list-style-type: none"> <li>Presentation of the proposal</li> </ul>	30
	<ul style="list-style-type: none"> <li>Degree of innovation in proposal</li> </ul>	55
	<ul style="list-style-type: none"> <li>Reasonableness of assumptions</li> </ul>	30
2.2	Management Services – Timeline and deliverables.	60
2.3	Environmental Considerations: Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances,	10

	recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	
<b>Total Points for Criteria 2. Proposed Work Plan and Approach</b>		<b>300</b>
<b>Criteria 3. Resource Plan, Key Personnel</b> (Qualification and competencies of proposed personnel)		<b>Points obtainable</b>
3.1.	Composition of the team proposed to provide, and the work tasks (including supervisory) Curriculum vitae of the proposed team that will be involved either full or part time	
	Task Manager/Lead Expert	
	<ul style="list-style-type: none"> <li>University degree in economics, development studies, gender studies, or other social science related areas relevant for the assignment;</li> </ul>	15
	<ul style="list-style-type: none"> <li>Minimum of 5 years of professional experience in the field of social inclusion of vulnerable groups and gender equality.</li> </ul>	25
	<ul style="list-style-type: none"> <li>Minimum of 3 years of country based professional experience on monitoring and analyzing social protection and gender equality processes;</li> </ul>	25
	<ul style="list-style-type: none"> <li>Minimum of 3 years of experience in working on social inclusion and gender research, developing tool kits, methodologies, data collection and analysis and the interpretation of quantitative and qualitative data;</li> </ul>	25
	<ul style="list-style-type: none"> <li>Language proficiency in both written and oral English and Macedonian.</li> </ul>	10
	Key experts:	
	<ul style="list-style-type: none"> <li>University degree in economics, human rights, -development studies, gender studies, sociology and/or other social science related fields relevant for the assignment;</li> </ul>	15
	<ul style="list-style-type: none"> <li>Minimum of 4 years of country-based work experience in the field of social inclusion of vulnerable groups and gender equality. Expertise in deinstitutionalization processes will be considered as an asset;</li> </ul>	40
	<ul style="list-style-type: none"> <li>Expertise in conducting in-depth analyses, assessments and drafting reports and papers, from a gender and social inclusion perspective;</li> </ul>	35
	<ul style="list-style-type: none"> <li>Language proficiency in both written and oral English and Macedonian.</li> </ul>	10
<b>Total Points for Criteria 3. Resource Plan, Key Personnel</b>		<b>200</b>

## Section 1.0: Expertise and Capability of Proposer

### 1.1 Organizational Architecture

- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

### 1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

### 1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

### 1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

### 1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

### 1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the country.
- Describe the experience of the organization performing similar goods/services/works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to undertaking the goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

## Section 2.0: Proposed Work Plan and Approach

### 2.1. Analysis approach, methodology

- a) Please provide information on the deinstitutionalization process at local level in Strumica region with focus on the independent living from a gender perspective;
- b) Please provide information on the availability of the social protection services for the persons with disabilities in the country taking into consideration the aspects of accessibility, affordability, quality and safety;
- c) Please provide information on the methodological approach for estimating the additional cost of disability including:

- qualitative data collection and analysis (ensure direct participation of the persons with disabilities, disability persons organizations and local service providers) and
- quantitative data collection and analysis (available statistics, including reports from the Public Institution Banja Banskó).
- The social and economic status of the resettled persons with disability to be disaggregated by income in order to analyze the links between disability, poverty and access to social services.
- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR. Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women's coverage based on the information provided.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
  - a) Best Value for money
  - b) Fairness, integrity and transparency
  - c) Effective competition
  - d) The best interests of UN Women

## 2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

## 2.3 Environment-related approach to the service/work required

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

## **Section 3.0: Resource Plan, Key Personnel**

### 3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

### 3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.
- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview>; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found here: <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

**Substitution** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

## TERMS OF REFERENCE (TOR)

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**Starting date:** 03 February 2020  
**Expected duration of assignment:** 03 June 2020

### I. Background

The UN team in the country composed of UN Women, UNDP, UNFPA and UNICEF is implementing the Joint Project – “Working bottom up – building a local model of deinstitutionalization” aimed at ensuring that persons with disabilities are exercising their right to independent living and social inclusion in the community.

By building a community-level model focused on the Public Institution Banja BANSKO, the UN team is demonstrating how to: empower the persons with disabilities to be better prepared to claim their rights and benefit from increased access to gender sensitive services, build bridges to employment for persons with disabilities, ensure inclusive education for children with disabilities, strengthen models of alternative community-based social care and family support and provide sexual and reproductive health services for women with disabilities.

Through the implementation of the UN Joint Project, a successful model of community services is being created covering all areas – education, healthcare, housing, employment – that can then be replicated more widely. Specific attention is given on increasing the capacities of professionals to work on identifying/designing personalized and gender sensitive services, in line with the CRPD principles. This approach has been welcomed by the responsible national institutions.

The commitment of applying the international standards for improving the quality of everyday life of persons with disabilities in the country is confirmed by ratifying the UN Convention on the Rights of Persons with Disabilities (CRPD) and its Optional Protocol on 29 December 2011<sup>1</sup>.

The right for living independently and be included in the community is guaranteed with Article 19 of the CRPD<sup>2</sup>. This right gives to the persons with disabilities opportunity to choose their place of residence, access to community support services necessary to prevent isolation or segregation from the community. Yet, the Committee on CRPD expressed concern regarding the poor access to mainstream services and reasonable accommodation for women and girls with disabilities in the country.

The Republic of North Macedonia is committed to development of social services through the process of deinstitutionalization, decentralization and pluralization.

The process of deinstitutionalization as a government policy was initiated in the 2000s which resulted with adoption of the first National Strategy on Deinstitutionalization in 2008.

The current National Strategy on Deinstitutionalization (2018-2027)<sup>3</sup> and the accompanying Action plan were developed with support of European Union and through a participatory and consultative process involving relevant stakeholders. The Strategy rests on the following main pillars: transformation of institutions, resettlement of residents (users), establishment of social services and

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<sup>1</sup> [https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg\\_no=IV-15&chapter=4&clang=en](https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtdsg_no=IV-15&chapter=4&clang=en)

<sup>2</sup> <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/article-19-living-independently-and-being-included-in-the-community.html>

<sup>3</sup> [National Strategy on Deinstitutionalization 2018-2027](#)

prevention from institutionalization. Moreover, it extends and expands the focus on disability and provides comprehensive overview of the social services in the current context. The development of social services at local level, as well as establishing new local and regional network of services is envisaged as a key priority for the deinstitutionalization process within the current Strategy.

## II. Objective

UN Women Project Office in North Macedonia is opening Request for Proposals for developing a Cost benefit analysis on the additional cost of disability of the resettled persons from Public Institution Banja BANSKO with focus on women. The analysis should have narrow focus and target the group of resettled persons who started with their independent living in the apartment units aimed for that purpose. The first group of resettled persons with disabilities is consisted of 7 females and 2 males. The direct involvement of this group in the development of the cost benefit analysis will provide data based on real examples, which will enable estimating the additional cost of disability the users are facing once resettled.

Special focus shall be given to the costs related to the gender specific needs and greater vulnerability of women with disabilities.

The assessment of the costs will provide basis which later can be replicated more widely to those users who are going to be resettled in the future.

The overall objectives of this request for proposals are:

1. Evaluating the current model of state support of financing the services in relation to the needs of persons with disabilities and giving objective recommendations based on evidence to be used for policy development- in the area of social protection of the resettled persons with disabilities;
2. Applying methodology for defining additional cost of services for the resettled persons with disabilities with focus on the specific gender needs and greater vulnerability of the women with disabilities in comparison with their male peers;
3. Estimating what is the economic contribution of the resettled persons with disabilities in their local community, based on real examples (case studies).

In order to comply with the standards and recommendations of the international bodies for participation and involvement of persons with disabilities in processes related to facilities and services in the community, with aim to ensure that they are responsive to specific requirements and are gender and age sensitive, the perspective of an informed and proven human rights defender with disability in this specific assignment is required.

The additional data obtained through this engendered cost benefit analysis will help the Government to better assess the costs required for one person with disability to live independently and receive all the required services.

## III. Justification

Deinstitutionalization as a government policy for providing social services for the persons with disabilities that need to be accessible, available, affordable, person-centered and continuous. In that sense the Ministry of Labor and Social Policy needs to develop by-laws to determine the cost of the social services in decentralization process in the country.

The deinstitutionalization refers to several types of resettlement, one of them being independent living, as a guaranteed right to choose a place of residence and access to community support services that are available on an equal basis with others.

The resettlement process of the users from the Public Institution Banja BANSKO (PI Banja BANSKO) has started in April 2019 and it is still ongoing. The Ministry of Labor and Social Policy (MLSP) is committed there will be no more users in the closed residential institutions in the forthcoming period of 3 years, and it is envisaged they become part of the society and benefit from the opportunities for supported independent living. The first group of users is already resettled from PI Banja BANSKO into apartment units equipped for independent living, which process is jointly supported by the MLSP and the UN team in the country.

As stated by the Committee on the Rights of Persons with Disabilities in General comment No. 5 on living independently and being included in the community<sup>4</sup>, developing support services is of special importance. In that sense, the support services must be in line with universal design prerogatives, are accessible to the persons with disabilities from an administrative, informational and financial aspect, enable freedom of choice and control and include empowering forms of support.

The development of the support services requires intensive involvement of the relevant stakeholders including both governmental and non-governmental institutions especially DPOs.

**A briefing session to answer all questions related to this RfP will be organized on 16 January 2020 at 11:00 hours (Central European Summer Time UTC+2) at UN Women Office in North Macedonia (Blvd. VMRO 7/10, 1000 Skopje, North Macedonia).**

UN-WOMEN shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials developed for UN-WOMEN under the Contract.

#### **IV. Deliverables**

Deliverable 1	<ul style="list-style-type: none"><li>• Work plan for the assignment with specified activity and timeline for implementation in English.</li></ul>
Deliverable 2	Desk review of social protection services for persons with disabilities in the country: <ul style="list-style-type: none"><li>• Analyzing the available literature of costing studies conducted, current good examples and best practices related to access to services for persons with disabilities in the county.</li></ul>
Deliverable 3	Draft written methodology for estimating the additional cost of disability in English: <ul style="list-style-type: none"><li>• Brief context analysis of the objective of the assignment;</li><li>• Qualitative data collection and analysis (focus groups and interviews with the resettled persons with disabilities from Banja BANSKO, local service providers and DPOs);</li><li>• Quantitative data collection and analysis (available statistics including data on number of persons with disabilities, type and severity of disability, age and gender and annual work reports of the PI Banja BANSKO).</li></ul>
Deliverable 4	Final written methodology for estimating the additional cost of disability in English.

<sup>4</sup> [https://tbinternet.ohchr.org/\\_layouts/15/treatybodyexternal/Download.aspx?symbolno=CRPD/C/GC/5&Lang=en](https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CRPD/C/GC/5&Lang=en)



Deliverable 5	Final report to UN Women with overview on activities undertaken, results, challenges including recommendations to UN Women.
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## V. Qualifications

### **Company/organization**

- Company/organization officially registered in North Macedonia;
- Specialized knowledge and professional experience in the area of economics, women empowerment, disability inclusion or social integration of vulnerable groups;
- Proven record of experience in implementing projects related to disability/antidiscrimination and gender equality in the country;
- Relevant knowledge of the socio-economic situation at local level in the country;
- Working experience with United Nations and other international organizations is an advantage.

### **Team composition/qualifications**

#### *Task Manager*

- University degree in economics, development studies, gender studies, or other social science related areas relevant for the assignment;
- Minimum of 5 years of professional experience in the field of social inclusion of vulnerable groups and gender equality;
- Minimum of 5 years of professional experience in carrying out cost benefit analysis within the region.
- Minimum of 3 years of country based professional experience on monitoring and analyzing social protection and gender equality processes;
- Minimum of 3 years of experience in working on social inclusion and gender research, developing tool kits, methodologies, data collection and analysis and the interpretation of quantitative and qualitative data;
- Language proficiency in both written and oral English and Macedonian.

#### *Key experts*

- University degree in economics, human rights, development studies, gender studies, sociology and/or other social science related fields relevant for the assignment;
- Minimum of 4 years of country-based work experience in the field of social inclusion of vulnerable groups and gender equality. Expertise in deinstitutionalization processes will be considered as an asset;
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- Minimum of 4 years of professional experience in carrying out cost benefit analysis within the region.
- Expertise in conducting in-depth analyses, assessments and drafting reports and papers, from a gender and social inclusion perspective;
- Language proficiency in both written and oral English and Macedonian.

## **VI. Payment**

UN Women will make the payments as per price schedule proposed and in line with expected deliverables:

- First payment of 60% of the total amount will be paid upon successful completion of deliverables 1, 2 & 3;
- Second payment of 40% will be paid upon successful completion of deliverables 4, and 5 upon approval of final report by UN Women.

All payments will be made on receipt, review and clearance of deliverables by UN Women responsible manager.

## **VII. Timeframe and location**

Expected duration of the contract is 03 February 2020 -to 03 June -2020

## **VIII. Communication and reporting obligations**

The proposer is expected to report and coordinate regularly with the UN Women office in North Macedonia on the progress of the completion of the deliverables. The proposer is also expected to inform UN Women of any unforeseen challenge or risk that might occur during the duration of the assignment.

## IX. Format of Financial Proposal

[illegible]