



Terms of References

For procurement of consulting services

under Activity A.5.3 Campaign “16 Days – 16 Subjects – Hundreds of Voices”

Under the project:

“Equity in food, rights and participation for a sustainable rural development”

Funded by We Effect, Sweden

I. Background

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana First Instance Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area. UG has worked in institutional level to establish and build the capacities of the Technical Working Groups in each of the Administrative Units, part of the Coordinated Referral Mechanism of Domestic Violence in the Municipality of Pogradec. The organization has consistently been actively supported by the community. The community of Pogradec has witnessed a high level of motivation, commitment, professionalism and readiness in service delivery by offering services with high quality to the community members. “Unë, Gruaja” is member of AWEN (Albanian Women Empowerment Network).

The Association "Unë, Gruaja" Pogradec (UG) has started the implementation of the project “Equity in food, rights and participation for a sustainable rural development”, which has the main purpose to empower rural communities in Pogradec Municipality, especially women and youth, through education, services, access to resources and active involvement in sustainable development.

One of the outcomes of the project is: Raised community awareness to influence national and local policies and laws related to gender equality, gender-based violence social care and services. To achieve this, amongst other activities, UG will conduct the annual Campaign of “16 Days of Activism against Violence against Women” (25th November–10th December). Activities will be organized in the 6 Municipalities of Korça District

These activities will attract the attention and inclusion of the community by having different themes and different formats. They will be held in visible places of urban and rural areas with the participation of women, girls, boys and men. On the highlight will be the promotion of the theme of the 2023 Campaign with messages promoting gender equality, SDGs, inspiring models, as well as information on legislation on violence against women and girls, violence in intimate relationships between adolescents, violence in internet, sexual harassment, economic empowerment of women, property rights, etc.

In this respect one coordinator is required to coordinate and lead the activities to be carried out by the selected moderators (six experts) from Une, Gruaja association, in the framework of 16 Days of Activism Campaign, during the period 15 October 2023 - 15 December 2023.

The coordinator’s role is to ensure effective collaboration, communication and coordination among the group of six experts, and also to support the successful planning and execution of the campaign

activities.

II. Objective of the assignment

UG is looking for one expert who can coordinate the activities in the framework of “16 days of activism campaign” of 2023.

In this context, the selected expert will be responsible to:

- Organize one orientation sessions with experts to explain and clarify the campaign's goals, key messages, and objectives.
- Collaborate with experts to develop a detailed action plan for “16 days of activism campaign” of 2023, including specific tasks and responsibilities for each expert.
- Ensure that each expert has access to relevant campaign materials, resources, and information.
- Facilitate communication and information-sharing among the group of experts, promoting a collaborative and cohesive team environment.
- Coordinate and monitor (on line or in place) the execution of campaign activities by the group of experts, to ensure that activities align with campaign objectives, messages, guidelines and principles.
- Conduct regular check-ins and meetings to assess progress, address challenges, and provide support as needed.
- Serve as a point of contact for experts to raise questions, seek guidance, and report on their activities.
- Respond to comments, questions, and concerns from group of experts in a timely and professional manner.
- Compile a comprehensive report summarizing campaign activities, outcomes, and recommendations for future campaigns.

III. Duty travel & accommodation

All travels should be organized by the consultant and all assignment-related travel/accommodation expenses should be arranged, calculated and reimbursed as per UG’s financial rules.

Reference: Consultancy services will be provided in the frame of the **Activity A 5.3 Campaign “16 Days – 16 Subjects – Hundreds of Voices”**

IV. Coordination & reporting

The selected expert will work under the direct supervision of the UG’s project manager. The project manager will be responsible for sharing the available assignment-related documents with the consultant and replying to the question/s that the selected consultant might have.

Logistical support to the expert is expected to be delivered by UG’s project team members and coordinated by the project manager. The staff members of UG will also provide contacts of the stakeholders if there is a need for clear bilateral communication.

Expert will be reporting directly to UG’s project manager.

Deliverables:	Timelines
1. Organize one orientation sessions with experts to explain and clarify the campaign's goals, key messages, and objectives.	By 1 st November 2023

2. Collaborate with experts to develop a detailed action plan for “16 days of activism campaign” of 2023, including specific tasks and responsibilities for each expert.	By 20 November 2023
3. Coordinate and monitor (online or in place) the execution of campaign activities by the group of experts	25 November 10 December 2023
4. Compile a comprehensive report summarizing campaign activities, outcomes, and recommendations for future campaigns and circulate it with UG staff for comments and suggestions.	By 15 December 2023
5. UG’s approval provided, and payment implemented	By 20 December 2023

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The expert shall hold the following skills and experience:

- Strong commitment to gender equality and the goals of the 16 Days of Activism campaign.
- Proven experience in project coordination, team facilitation, or campaign management.
- Excellent communication and interpersonal skills.
- Ability to work effectively with a diverse group of experts.
- Knowledge of gender-based violence issues and advocacy is required.
- Previous experience in gender-based violence awareness campaigns is an asset.
- Familiarity with online collaboration tools and platforms.
- Fluency in English is preferred.

The contracted experts will be obliged to perform the following competences:

- Demonstrates integrity and fairness by modeling “Unë, Gruaja” values and ethical principles.
- Demonstrate professional competence and conscientious and efficient in meeting commitments.
- Observing deadlines and achieving results.
- Demonstrate ability to work independently and in the team.
- Display cultural, gender, ethnic, religious and age sensitivity, and adaptability.

Selected moderators will be requested to communicate with the project manager for any unclear situation or challenge that the consultant might face during the implementation of the tasks, especially the challenges in practicing the above-mentioned competences.

VI. Application procedure:

Offers should be submitted by by 6 October 2023 deadline until 5 pm.

- Interested candidates should submit their CV, a cover letter detailing their qualifications and commitment to the campaign's objectives, as well as similar experiences in the past.
- The financial offer, which should be inclusive of any other costs (such as health and travel insurance) and taxes.

- The contact person who should be contacted in case of any questions related to the ToR.
- The signed Declaration of Relationships.

All the above-mentioned documents should be attached to one email sent to une_gruaja@yahoo.com and Cc to afrovitig@yahoo.com

VII. Evaluation of the offers

The incomplete applications or applications received after the deadline for submission will not be taken into consideration.

The evaluation of offers will be based on the “best value for money principle” by using a weighted scoring method to evaluate the combination of the applicants’ qualification (70%) and financial proposal (30%).

The most responsive/compliant/acceptable proposal, having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation, will be selected. The offers will be evaluated based on the technical criteria and financial criteria.

1. Technical evaluation (70%): [1+2+3/30% + 30% + 10% = 70%]

- a) Evaluation of professional experience (relevance, 30%). Expertise and experience: Number of years of experience in the fields relating to Terms of Reference; Similar assignments; Proven track-record of delivering consultancy services.
- b) Evaluation of the topics/issues the module contains (30%):
- c) Evaluation of communication, teamwork, and reporting skills (10%)

Only the candidates which will reach the threshold of 60% of the technical qualification will be considered for the financial evaluation.

2. Financial evaluation (30%)

Based on the formula: $30 * (\text{Lowest Price} / \text{Proposed Price})$.

VIII. Cost of the mandate & Terms of payment

The coordinator’s engagement will last for 8 weeks, covering the duration of the “16 Days of Activism Campaign 2023” with a budget of 50,000 ALL. Payments will be as follows: A 100% final payment upon receipt and approval of a final invoice.

Due to the expected value and duration of the contract, this assignment considers payment to be realized in one (final) installment upon approval of the deliverables described with this TOR.

The payment will be realized based on the email sent to une_gruaja@yahoo.com and afrovitig@yahoo.com. The email should contain the following components:

- Email Body Text (preferably in English language):
 - Official request for payment.
 - Link for downloading the pictures and video materials if applicable.
- Email Attachments:
 - A brief summary report (maximum 2-3 pages) on the process and results of the assignments as well as any recommendations coming out of the assignments.
 - Copies of the educational/support materials used during the meeting.

IX. Declaration of relationships

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from UG, We Effect, its Regional Office in Skopje, its governing bodies and employees or with similar bodies/persons of the Client.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market