

United Nations Children's Fund	Telephone	(381 11) 3602 100
Office for Serbia	Fax	(381 11) 3602 199
P.O.Box 644		
Svetozara Markovica 58	E-mail	belgrade@unicef.org
11000 Belgrade	Web	www.unicef.org/serbia

## **REQUEST FOR PROPOSAL (RFP)**

**11 November 2015**

## **UNITED NATIONS CHILDREN'S FUND (UNICEF)**

**Wishes to invite international social policy institutes, research organizations and NGOs for developing a comprehensive study on drivers and determinants of violence against children**

**SEALED Proposals** should be sent to:

UNICEF Belgrade  
Bid Reference Number RFP 06-2015-B  
UNICEF Address  
Svetozara Markovica 58  
11000 Belgrade

### **IMPORTANT – ESSENTIAL INFORMATION**

The reference ***RFP 06-2015-B*** must be shown on the both envelopes containing the Technical Proposal and the Price Proposal.

The bid form must be used when replying to this request for proposal.

The Proposals **MUST** be received at the above address latest on **26 November 2015**. Due to the nature of this RFP, there will be no public opening of proposals.

Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF's requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

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## BID FORM

**THIS PAGE/BID FORM** must be completed, signed and returned to UNICEF. Bid must be made in accordance with the instructions contained in this Request for Proposal.

## TERMS AND CONDITIONS OF CONTRACT

Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

## INFORMATION

Any request for information regarding this INVITATION must be forwarded by fax or e-mail to the attention of the person who prepared this document, with specific reference to the Invitation Number.

The Undersigned, having read the Terms and Conditions of RFP 06-2015-B set out in the attached document, hereby offers to supply the services specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Validity of Offer: \_\_\_\_\_

Currency of Offer: \_\_\_\_\_

Please indicate after having read UNICEF Payment Terms which of the following Payment Terms are offered by you: Trade Discounts \_\_\_\_\_

THIS REQUEST FOR PROPOSAL HAS BEEN:

PREPARED BY: \_\_\_\_\_

[Natasa Markovic, [nmarkovic@unicef.org](mailto:nmarkovic@unicef.org)]

(To be contacted for additional information. NOT FOR SENDING OFFERS)

APPROVED BY: \_\_\_\_\_

[Katlin Brasic, Child Protection Specialist]

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## **1.0 PROCEDURES AND RULES**

### **1.1 ORGANISATIONAL BACKGROUND**

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child UNICEF strives to establish children's rights as international standards of behaviour towards children. UNICEF's role is to mobilise political will and material resources to help countries ensure a "first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children.

UNICEF carries out its work through its headquarters in New York, 8 regional offices and 125 country offices world-wide. UNICEF also has a research centre in Florence, a supply operation based in Copenhagen and offices in Tokyo and Brussels. UNICEF's 37 committees raise funds and spread awareness about the organisation's mission and work.

### **1.2 PURPOSE OF THE RFP**

The purpose of this RFP is to invite international social policy institutes, research organizations and NGOs for developing a comprehensive study on drivers and determinants of violence against children.

### **1.3 FORECAST SCHEDULE**

The schedule of the contractual process is as follows:

- a) Closing date and time for submission of full proposal: **26 November 2015**
- b) Award Notice: 10 December 2015

### **1.4 RFP CHANGE POLICY**

All requests for formal clarification or queries on this RFP must be submitted in writing to Natasa Markovic via e-mail at [nmarkovic@unicef.org](mailto:nmarkovic@unicef.org) / via fax at +381/11 3602-199. Please make sure that the e-mail or fax mentions the RFP reference number.

Only written inquiries will be entertained. Please be informed that if the question is of common interest, the answer will be shared with all potential RFP bidders.

Erasures or other corrections in the proposal must be explained and the signature of the applicant shown

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alongside. All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal. Proposals may be withdrawn on written request received from bidders prior to the opening time and date. Bidders are expected to examine all instructions pertaining to the work. Failure to do so will be at bidder's own risk and disadvantage.

## 1.5 RFP RESPONSE FORMAT

Bidders are requested to confirm no later than **20 November 2015** their intention to submit their proposal, by sending an e-mail to [nmarkovic@unicef.org](mailto:nmarkovic@unicef.org) or fax to +381/11 3602-199.

Full proposals should be submitted in ENGLISH and must be received not later **26 November 2015** duly signed and dated.

Sealed proposals must be securely closed in suitable envelopes and dispatched to arrive at the UNICEF office indicated no later than the closing time and date. They must be clearly marked as follows:

- Outer envelope:

UNICEF  
Svetozara Markovica 58  
11000 Belgrade  
RFP 06-2015-B

Sealed proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived and no proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the bidder.

Offers delivered at a different address or in a different form than prescribed in this RFP, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected.

All references to descriptive materials should be included in the appropriate response paragraph, though the material/documents themselves may be provided as annexes to the proposal/response.

The bidder must also provide sufficient information in the proposal to address each area of the Proposal Evaluation contained in 1.10 to allow the evaluation team to make a fair assessment of the candidates and their proposal.

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## **1.6 BIDDER RESPONSE**

### **1.6.1 Formal submission requirements**

The formal submission requirements as outlined in this Request for Proposal must be followed, e.g. regarding form and timing of submission, marking of the envelopes, no price information in the technical proposal, etc.

### **1.6.2 Bid Form**

The completed and signed bid form must be submitted together with the proposal.

### **1.6.3 Mandatory criteria**

All mandatory (i.e. must/have to/shall/should/will) criteria mentioned throughout this Request for Proposal have to be addressed and met in your proposal.

### **1.6.4 Technical Proposal**

The technical proposal should address all aspects and criteria outlined in this Request for Proposal, especially in its statement of work, terms of reference and paragraph 1.10 of this Request for Proposal. However, all these requirements represent a wish list from UNICEF. The bidders are free to suggest/propose any other solution. UNICEF welcomes new ideas and innovative approaches.

**No price information should be contained in the technical proposal.**

### **1.6.5 Price Proposal**

The price proposal should be as per but not limited to paragraph 1.10 of this Request for Proposal.

## **1.7 CONFIDENTIAL INFORMATION**

Information, which the bidder considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

## **1.8 RIGHTS OF UNICEF**

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal. The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:

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- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives.

## **1.9 PROPOSAL OPENING**

Due to the nature of this RFP, there will be no public opening of proposals.

## **1.10 PROPOSAL EVALUATION**

### **Qualifications/specialized knowledge/experience required:**

- At least 10 years' experience in engaging in international research initiatives;
- Experience in researching human rights and social inclusion issues;
- Experience of implementing child related or youth related research;
- Experience of engaging in research initiatives related to violence;
- Familiar with and competency in data analysis including the application of path analysis and latent class demand;
- Experience conducting systematic literature reviews using gold standard methodologies (primary literature, secondary sources, books, etc.)
- Experience in the provision of training related on various research methodologies for and with children and on violence related issues;
- High quality published works in scientific literature in English (primary literature, secondary sources, books, etc.).

After the opening, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee. The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified

from further consideration.

The proposals will be evaluated against the following:

<b>CATEGORY</b>	<b>POINTS</b>
<b><u>1. Technical Evaluation Criteria (first envelope) max 70</u></b>	
The technical evaluation will include assessment of organizational profile, CVs and technical proposal	

- |   |                                  |
|---|----------------------------------|
| <p>1. Organizational Profile:<br/>Please submit:<br/>Copy of statute of organization and registration documents<br/>Abstracts related to institutional experience in completing research in human rights, social inclusion, violence and child protection</p> | <p>Maximum points: 25</p>        |
| <p>2. Four CVs:<br/>submit:<br/>- CV for technical expert on literature review<br/>- CV for technical expert on interventions mapping<br/>- CV for technical expert on data analysis</p>  | <p>Maximum points: 25 Please</p> |

*\*The CVs of all individuals submitted must be those persons directly working with national consultants and directly implementing activities. There is no need to submit CVs of staff mentors and managers. If one individual is responsible for more than one of the above, please indicate clearly that this is the case.*

- |  |                           |
|--|---------------------------|
| <p>3. Technical proposal:<br/>Please submit:<br/>- A concept note on how you aim to implement the initiative (max 2 pages)</p> | <p>Maximum points: 20</p> |
|--|---------------------------|

Only proposals which receive a minimum of [40] points will be considered further.

**2. Price Proposal (second envelope) max 30**

The financial offer must include 4 distinct budget lines that correspond to the 4 tasks listed in the Section 3 entitled "Scope of Work and Timeline"

The financial offer must include all daily fees, daily allowances, accommodation, and travel costs for the consultants.

**Total fee with detailed specification with all cost included. Price proposal in USD only acceptable.**

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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 firms/institutions which 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.:

$$\text{Score for price proposal X} = \frac{\text{Max. score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

### **1.11 PROPERTY OF UNICEF**

This RFP, along with any responses there to, shall be considered the property of UNICEF and the proposals will not be returned to their originators. In submitting this proposal the bidder will accept the decision of UNICEF as to whether the proposal meets the requirements stated in this RFP.

### **1.12 VALIDITY**

Proposal must be valid for a minimum of ninety (90) days from the date of opening of this RFP and must be signed by all candidates included in the submission. For proposals from institutions, the proposal must also be signed by an authorised representative of the institution. Bidders are requested to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

### **1.13 CONTRACTUAL TERMS AND CONDITIONS**

The UNICEF Special and General Terms and Conditions are attached and will form part of any contract resulting from this RFP.

### **1.14 FULL RIGHT TO USE AND SELL**

The bidder warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF or the recipient Governments rights to use, sell, dispose of or, otherwise, deal with any item that may be acquired under any resulting Contract.

### **1.15 PAYMENT TERMS**



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Payment will be made only upon UNICEF's acceptance of the work performed in accordance with the contractual milestones. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include proposed stage payments.

## **Terms of Reference**

### **1. Background information:**

The Government of Serbia has identified the protection of children against violence as one of the main priorities in advancing child rights. The draft National Action Plan for Chapter 23 which outlines Serbia's strategic priorities in judicial reform and fundamental rights, stipulates the development of a new national strategy and action plan for the protection of children from violence in 2016.

There are multiple sources of data, showing that violence against children is an issue in Serbia, requiring adamant action by all sections of society. UNICEF research on child wellbeing (MICS 2014) shows that 44% of boys and 42% of girls up to 14 years of age experience violent discipline at home. A smaller, but indeed significant number of these cases fall under severe violence which is reported to social services. Almost half of all cases reported to Centres for social work, under the category of domestic violence involve children as its direct victims. Reporting cases of sexual abuse is still reasonably rare (around 100 cases annually) which demonstrates the lack of readiness of society as a whole to address sensitive violence related topics such as this one. Concerning societal attitudes linked to high tolerance levels when it comes to violence are also prominent among children in the context of gender based violence. According to a UNICEF supported study, 70% of boys and 68% of girls (6-8 grades) experienced gender based violence in school.

A national dialogue on VAC held in April 2015 resulted in cross-ministerial buy-in from Ministry of Social Affairs, Ministry of Health, Ministry of Justice, Ministry of Education, Ministry of Youth and Sports and from CSO partners – to advance the protection of children from violence. There was consensus among all stakeholders that many pieces of evidence located in studies, analyses completed over the years as well as in official and other data bases contain a wealth of unexplored data and information on violence against children. A better understanding of the drivers of violence and its determinants, through analysis of such data sources, could help Serbia identify priorities for shaping its new national strategy and action.

UNICEF Serbia is planning to support a comprehensive study based on reviewing a range of secondary and primary data sources and using sophisticated data analysis methodologies in order to identify what drives violence against children and better understand its determinants. The study will also include an interventions mapping and review of effectiveness of interventions and (at a later stage) a segment of qualitative analysis to provide supplementary information on gaps or as part of an effort to understand better some of the identified correlations. Study will include different papers/data sets on varied forms of

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violence, including physical abuse, sexual abuse, emotional abuse, perpetration and victimization among all children, male, female and transgender, age 0-18 years, with a focus on very young adolescents 9-16/10-14, in Serbia. Better recognition and understanding of determinants/causes that drives violence and interventions to prevent or to protect from violence available at the level of individuals (mental health, substance use, self-control, hostile attribution bias, dysregulated sleep), the family/household (child maltreatment, harsh parenting, parent mental health, domestic violence/intimate partner violence, unintended pregnancy, sexual violence), schools/peers (bullying victimization, bullying perpetration, cyber violence, anti-social peers, school connectedness, school performance, school climate), community (collective efficacy, media, gun availability), as well as religious, attitude, preference and inequality factors, will be the key variables/data to be searched during the literature review, intervention landscape mapping, secondary data analysis, and conducting qualitative interviews. Along with this, correlation between the individual, family, school and community risks, common and multiple risks, protective factors found across types of violence and social and economic factors and violence will be researched.<sup>1</sup>

The contractor will be provided with the technical support and guidance of the UNICEF Office of Research – Innocenti and international academic institution that will be engaged to support this research initiative. The research initiative will have full ownership and guidance from highest levels of government, which will operate through a national multi-sectoral ministerial steering committee and will be responsible for developing violence protection/prevention policies using the evidence base being created. On the other hand, the academic community with experience in researching violence related and child rights related topics will provide technical guidance, so as to ensure the analysis is scientifically robust. Their inputs will be articulated through a Research technical committee which will be also fully involved throughout the process. The research development process itself will be consultative and participatory and include public debates and discussions at each stage – thus building consensus with respect to understanding causes of violence and the best ways of preventing and addressing it.

### **1. Purpose of the Initiative:**

This initiative aims to enhance knowledge on the drivers and determinants of violence against children, to contribute to a process of wider consensus building on the issue as well as enable evidence based policy making in the area of VAC (violence against children).

### **2. Scope of work and time-line:**

The duration of the initiative is from December 2015 to October 2016.

Task 1: Provide initial training, on-going mentoring support to national consultants on how to implement a literature review on violence against children and review initial report on literature review in accordance

<sup>1</sup> Moore, K. A. at all, Preventing Violence: Understanding and addressing determinants of youth violence in the united states Available at: <http://www.childtrends.org/?research-briefs=preventing-violence&rbp=0#sthash.8fRIYDsB.dpuf>

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with UNICEF methodology and standards, quality assurance and quality control procedures.

Required human resources: One technical expert for training – 2 days; On-going mentoring support - 4 days; Review of the initial report – 2 days.

This will involve working closely UNICEF Serbia team and the national consultants directly implementing the literature review. The national consultants are expected to: a) compile a library of studies completed on violence against children - both peer reviewed published literature and grey literature (including from international journal articles, university thesis, NGO studies, etc.), b) short-list relevant and scientifically robust research identified in line with agreed criteria and c) extract data by topics and disaggregated in ways agreed in methodological approach. The initial training and mentoring support is aimed at providing national consultants the technical knowledge to implement the required methodology.

The literature review will systematically review several key international databases such as PubMed/Medline, PsycINFO (EBSCOhost), CINAHL-ebSCO, ERIC, EmBase Social Work Abstracts and SocIndex, to locate peer-reviewed journal articles about violence affecting children in Serbia, and globally for comparison. This search will employ a mix of both free text and controlled vocabulary of subject heading and keyword searches to identify articles via the electronic databases. Grey literature that meets the inclusion criteria will undergo the same rigorous data extraction process as the journal articles (e.g. pulling out key information for the study).

Task 2: Provide initial training, on-going mentoring support to national consultants for the implementation of an interventions mapping and review of the initial report on interventions mapping consisting of evaluated interventions only.

Required human resources: One technical expert for training – 2 days; On-going mentoring support - 4 days; Review of the initial report – 2 days.

The interventions mapping will involve working closely with the UNICEF Serbia team and the national consultants directly implementing the interventions mapping. The national team will be supported to make a compilation of all interventions on prevention and protection of children from violence and a review of their effectiveness, as well as to identify present and potential impact on the basis of existing literature and evidence. The goals of this mapping exercise are to: 1) gain a better understanding of the existing and previous child maltreatment prevention interventions in country, 2) map which interventions have been evaluated, 3) understand the theories of change and which drivers of violence the interventions sought to address, and 4) to identify potential promising interventions for (re)design, implementation and testing. As an Annex to this ToR, you will find the list of the types of interventions to be included<sup>2</sup> – which can be

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<sup>2</sup> Source: UNICEF Office of Research- This list of intervention definitions has been compiled using resources such as the WHO Global Status Report on Violence Prevention (2014) and the Youth Violence Prevention Reader (2012) written by Deborah Fry and Berit Kieselbach for the WHO meeting on youth violence prevention guidelines.

expanded.

Task 3: Undertake secondary analysis of selected data sets.

Required human resources: One technical expert for identification and completion of analysis of data sets – 10 days; Development of the technical report - 5 days; review of the final expanded report – 2 days.

Participate and help in identification of 3-5 data sets that will be used for secondary data analysis. Complete analysis of data and develop the technical report with the main findings. Provide background training and mentoring to national consultants so as to ensure their full engagement in identifying data-sets to be analyzed, application of methodologies for data analysis and completion of narrative analysis including the formulation of recommendations. Submit draft analysis completed to national consultant for revision, recommendations and contextualization of findings in national context. Once the technical reports gets contextualised by the national consultant provide review and feedback to the final draft.

Task 4: Provide concept note on the structure of the final national report that integrates all elements of the research, that provides guidance on data disaggregation (including on age and gender) as well as on the conceptual framework based on the socio-ecological model. Review and provide comments to the draft national report on the drivers and determinants of violence against children.

Required human resources: A total of 4 days of technical expertise.

Tasks	Deliverables:	Indicators:	Time-frame:
Task 1:	1.1 Report on the literature review training 1.2 Report on mentoring support provided, including review and comments to the initial report	1.1 Quality of the training / participants evaluation 1.2 Quality of report	1.1 End of December 2015 1.2 End of March 2016
Task 2:	2.1 Report on the interventions mapping training 2.2 Report on mentoring support provided, including review and comments to the initial report	1.2 Quality of the training / participants evaluation 2.2 Quality of report	2.1 End of January 2016 2.2 End of April 2016
Task 3:	3.1 Draft technical report on the secondary analysis of selected data sets 3.2 Review and comments provided to	2.1 Quality of analysis 2.2 Quality of report	3.1 End of April 2016 3.2 End of May 2016

	the expanded contextualized report on data analysis		
Task 4:	4.1 Report on review and comments provided to the draft national report on the drivers and determinants of violence against children	4.1 Quality of report	4.1 End of August 2016

### 3. Methodology

The methodological approach of this intervention is based on three principles:

- Robust scientific approach in data analysis
- National ownership through respect of the guidance and engagement of highest level policy makers and high level research representatives
- Reaching of consensus on some of the key violence related issues in Serbia that have not been properly addressed through prevention and protection programmes through wide participatory process

The research methodology includes the following:

- Systematic literature review of international and national document on violence, including national academic papers ('grey literature' - informally published written material)
- Mapping of the interventions landscape to analyse 'what works'
- Secondary analysis of selected datasets

#### Support provided by UNICEF:

UNICEF will provide the contractor with all relevant background materials and information related to the project. The contractor will be supervised by the UNICEF Child Protection Specialist.

#### 4. UNICEF resource in case of unsatisfactory performance:

The Contractor's fee may be reduced if the assignments / deliverables are not fulfilled to the required standard. In case of serious dissatisfaction with the Contractor's performance the contract may be

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terminated in line with UNICEF procedure in such matters.

### **Input on Evaluation for Request for Proposals form:**

#### **CATEGORY**

#### **POINTS**

#### **1. Technical Evaluation Criteria (first envelope) max 70**

The technical evaluation will include assessment of organizational profile, CVs and technical proposal

4. Organizational Profile: Maximum points: 25  
Please submit:  
Copy of statute of organization and registration documents  
Abstracts related to institutional experience in completing research in human rights, social inclusion, violence and child protection
5. Four CVs: Maximum points: 25 Please submit:  
- CV for technical expert on literature review  
- CV for technical expert on interventions mapping  
- CV for technical expert on data analysis

*\*The CVs of all individuals submitted must be those persons directly working with national consultants and directly implementing activities. There is no need to submit CVs of staff mentors and managers. If one individual is responsible for more than one of the above, please indicate clearly that this is the case.*

6. Technical proposal: Maximum points: 20  
Please submit:  
- A concept note on how you aim to implement the initiative (max 2 pages)

Only proposals which receive a minimum of [40] points will be considered further.

#### **2. Price Proposal (second envelope) max 30**

The financial offer must include 4 distinct budget lines that correspond to the 4 tasks listed in the Section 3 entitled "Scope of Work and Timeline"

The financial offer must include all daily fees, daily allowances, accommodation, and travel costs for the consultants.

### Annex 1:

A list of the types of interventions<sup>3</sup> to be included under the Interventions mapping (non-exhaustive):

Type of Intervention	Definition
Parenting programmes	Parenting programmes aim to increase parental skills and to improve the relationship between parents and children. With support and information, they strengthen parents' ability to adapt to the changing needs of the child, develop strategies to cope with their child's behaviour and build knowledge of child development and capabilities.
Home visitation programmes	Home visitation interventions are often targeted at vulnerable and/or first-time parents by providing nurse or health visitor visits to provide educational information and support in the home during pregnancy, soon after birth and often during the early childhood years.
Early childhood and pre-school interventions	Family support, preschool education, child-care and health and community services are common components of these programmes. The objectives are normally wide-ranging and are focused in the early years of child development and may include, for instance, promoting children's academic success, encouraging parental involvement, encouraging child development and providing parental support and education.
Academic/Education enrichment programmes	Academic enrichment programmes aim to improve academic achievement with study support and other activities outside normal school hours. Programmes enlisted here mainly focus on improved academic performance and building academic skills of children. Low academic achievement and truancy are risk factors for violence.
Interventions targeting adults other than parents (teacher, foster carers, etc.)	These interventions are focused on other adults in the child's life and can include interventions to target potential drivers of these adults as perpetrators or interventions to impart skills to children and young people about preventing violence.
Bullying prevention programmes	These interventions, which are mostly school-based, seek to address peer-to-peer violence, aggression and bullying behaviours. Bullying is defined as aggressive behaviour that

<sup>3</sup> This list of intervention definitions has been compiled using resources such as the WHO Global Status Report on Violence Prevention (2014) and the Youth Violence Prevention Reader (2012) written by Deborah Fry and Berit Kieselbach for the WHO meeting on youth violence prevention guidelines.

	is intentional and that involves an imbalance of power, which is often repeated over time.
School-based child maltreatment prevention programmes	These programmes are conducted during school-time and may address emotional abuse, physical abuse, sexual abuse, neglect and/or witnessing parental violence and are targeted towards raising awareness, changing behaviours and/or improving skills to prevent peer-to-peer violence or violence in other settings.
Dating violence prevention programmes	Interventions in this category focus on dating violence prevention, an early form of intimate partner violence by focusing on developing healthy relationships, positive communication skills and conflict resolution strategies. These interventions also often include activities to explore gender inequality and the attitudes and behaviours that underpin violence within intimate relationships among adolescents.
Child sexual abuse avoidance programmes	Often geared towards younger children, these interventions teach children about body ownership, good and bad touch, how to recognise potentially abuse situations and how to avoid these as well as how to disclose to a trusted adult.
Sexual violence prevention programmes	These programmes seek to address the drivers of sexual violence and can take many different forms of interventions (many of the other interventions listed in this table) and are often focused on challenging rape myths, increasing awareness and increasing skills for protective prevention.
Mentoring programmes	Mentoring is a partnership through which one person shares knowledge, skills, information and perspective to foster the personal and academic growth of a child or young person. This person could be an adult or a trained peer. Mentoring shares common features with positive youth development programs that aim to build on young people's strengths rather than focus on their problems. Mentoring programmes aim to strengthen attachment, improve social competence, and increase social capital by introducing new connections. Mentoring schemes may be community or school-based and are often targeted towards at-risk youth.
Life Skills Programmes	Life skills are cognitive, emotional, interpersonal and social skills that enable individuals to deal effectively with the challenges of everyday life. Life skills interventions may work with children and young people or adults and can include interventions aimed at developing healthy



	relationships, positive communication, regulating emotions, anger management, resolving conflict, and developing the social skills necessary to solve interpersonal problems without violence.
Multi-systemic therapeutic approaches & other therapies	Multi-systemic Therapy (MST) is a short-term, multi-dimensional, home- and community-based intervention for families of youth with severe psychosocial and behavioural problems. MST is designed to address complex psychosocial problems and provide alternatives to out- of-home placement of children and youth. Other therapy interventions can include those seeking to address the drivers of violence against children (either in the family unit or individually).
Foster care & deinstitutionalization interventions	These interventions seek to address the prevention of violence against children by introducing programmes and policies for at-risk children including those in out of home care.
Other targeted interventions for at-risk-youth (e.g. child sexual exploitation [CSE], etc.)	These interventions address the drivers of violence for at-risk youth including addressing the 'push' and 'pull' factors of sexual exploitation, etc.
Safe and confidential spaces interventions (e.g. hotlines, etc.)	These interventions are spaces for children to disclose violence confidentially and for adults to get advice on how to address violence—often includes child or adult helplines.
Structured leisure time activities	Structured leisure time activities include activities, which are freely chosen, physically or mentally stimulating to the individual and contain some structural parameters (sport clubs, bands, and drama groups). In addition, such activities are usually adult organised and directed, require a level of on-going commitment, include regular participation schedules and expectations regarding participation, emphasise skill development that is continually increasing in complexity and challenge, involve active performance requiring sustained attention and provide clear feedback on performance.
Deconcentration of poverty/poverty alleviation	Reviewing prevention strategies on measures that lead to the deconcentration of poverty and urban upgrading is based on the assumption that violence is related in part to the spatial concentration of low income families in high-poverty, high-crime urban neighbourhoods and that improving living conditions in these neighbourhoods can reduce violence.
Urban upgrading/urban development	Interventions reviewed here include sectoral policies implemented by public and private sectors in areas such

	as strategic territorial planning, transformation of public spaces, urban forms and architecture, changes in mobility and accessibility, provision of local public services, housing, urban regeneration, social inclusion, territorial marketing and local governance.
Substance misuse reduction programmes	These are interventions which limit the availability and harmful use of alcohol as well as interventions geared towards parents to prevent and treat substance misuse, often as part of a parenting intervention.
Access to lethal means	Interventions in this area include legislative and policy measures such as bans, licensing schemes, minimum age for buyers, background checks, and safe storage for firearms. This section also includes other policies and programmes to address accessibility to firearms and sharp objects such as knives and other weapons. We are interested in interventions that focus on preventing child deaths from parents/caregivers and/or peers (instead of accidental deaths).
Community policing interventions	Community policing is a philosophy that promotes the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.
Child Protection systems interventions	For this interventions mapping, we are primarily concerned with any interventions within the child protection system intended to prevent child abuse and neglect. These programmes may sit alongside existing 'response' programmes (such as child protection officers running trainings in schools, etc.).
Cash transfer interventions	These are programmes where cash is given to households in order to explicitly achieve child protection prevention outcomes.
Social norms interventions (including bystander interventions)	WHO defines cultural and social norms as rules or expectations of behaviour within a specific cultural or social group. These norms offer social standards of appropriate and inappropriate behaviour, governing what is and what is not acceptable and co-ordinating our interactions with others. Social norms influence individual behaviour by informing members of a social group which behaviours the group expects and desires from them.
Public campaigns	These interventions can include radio, television, and print

	media campaigns intended to raise awareness about child abuse and neglect and also to challenge social norms.
Other interventions	There may be additional interventions that address the drivers of violence against children that don't quite fit in the other categories.

## UNICEF SPECIAL TERMS AND CONDITIONS

### 1. UNETHICAL BEHAVIOUR

UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNICEF bidders. Accordingly, any registered bidder that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

### 2. CORRUPT AND FRAUDULENT PRACTICES

UNICEF requires that all bidders associated with this Invitation to Bid/Request for Proposal observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

(a) defines for the purpose of this provision the terms set forth as follows:

(i) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract, and

(ii) fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the selected supplier/contractor have engaged in any corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

### 3. GUIDELINES ON GIFTS AND HOSPITALITY

Bidders shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or

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cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

#### **4. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Contractor will be unable to deliver the services by the delivery date stipulated in the Contract, the Contractor shall (i) immediately consult with UNICEF to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the Contractor's cost, if reasonably so requested by UNICEF.

#### **5. RIGHTS OF UNICEF**

In case of failure by the Contractor to perform under the terms and conditions of this Contract, UNICEF may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- (a) procure all or part of the services from other sources, in which event UNICEF may hold the Contractor responsible for any excess cost occasioned thereby. In exercising such rights UNICEF shall mitigate its damages in good faith;
- (b) refuse to accept delivery of all or part of the services;
- (c) terminate the Contract without any liability for termination charges or any other liability of any kind of UNICEF;
- (d) for late delivery of services or for services which do not meet UNICEF's terms of reference/statement of work and are therefore rejected by UNICEF, claim liquidated damages from the Contractor and deducts 0.5% of the value of the services pursuant to a Contract per additional day of delay, up to a maximum of 10% of the value of the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to this Contract.

### **ANNEX III - UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/ CORPORATE CONTRACTS**

#### **1. ACKNOWLEDGMENT COPY**

Signing and returning the acknowledgment copy of a contract issued by UNICEF or beginning work under that contract shall constitute acceptance of a binding agreement between UNICEF and the Contractor.

#### **2. DELIVERY DATE**

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

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### **3. PAYMENT TERMS**

- (a) UNICEF shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Contractor's invoice which is issued only upon UNICEF's acceptance of the work specified in the contract.
- (b) Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.
- (c) The prices shown in the contract cannot be increased except by express written agreement by UNICEF.

### **4. LIMITATION OF EXPENDITURE**

No increase in the total liability to UNICEF or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the contractor unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

### **5. TAX EXEMPTION**

Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Vendor authorizes UNICEF to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to UNICEF. Payment of such corrected invoice amount shall constitute full payment by UNICEF. In the event any taxing authority refuses to recognize the UN exemption from such taxes, the Vendor shall immediately consult with UNICEF to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes UNICEF to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

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## **6. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNICEF. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNICEF.

## **7. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

## **8. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **9. INSURANCE AND LIABILITIES TO THIRD PARTIES**

- (a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- (b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes sub-contractors.
- (c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

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- (d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- (i) name UNICEF as additional insured;
  - (ii) include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNICEF;
  - (iii) provide that UNICEF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- (e) The Contractor shall, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article.

#### **10. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNICEF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNICEF or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNICEF.

#### **11. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNICEF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

#### **12. TITLE TO EQUIPMENT**

Title to any equipment and supplies which may be furnished by UNICEF shall rest with UNICEF and any such equipment shall be returned to UNICEF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to UNICEF shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

#### **13. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

UNICEF shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which

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bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At UNICEF's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the UNICEF in compliance with the requirements of the applicable law.

#### **14. CONFIDENTIAL NATURE OF DOCUMENTS**

- (a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNICEF, shall be treated as confidential and shall be delivered only to the UN authorized officials on completion of work under this Contract.
- (b) The Contractor may not communicate any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF which has not been made public except with the authorization of the UNICEF; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with UNICEF.

#### **15. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- (a) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNICEF of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNICEF of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, UNICEF shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.
- (b) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNICEF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 14, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- (c) Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.



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## **16. TERMINATION**

If the Contractor fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the contractor, UNICEF may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract, forthwith, in whole or in part, upon thirty (30) days notice to the Contractor.

UNICEF reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Contractor, in which case UNICEF shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from UNICEF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Contractor shall have no claim for any further payment, but shall remain liable to UNICEF for reasonable loss or damage which may be suffered by UNICEF for reason of the default. The Contractor shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, UNICEF may require the contractor to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim UNICEF may have arising out of this contract or termination, UNICEF will pay the value of all such finished work delivered and accepted by UNICEF.

The initiation of arbitral proceedings in accordance with Article 22 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

## **17. SUB-CONTRACTING**

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

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## **18. ASSIGNMENT AND INSOLVENCY**

1. The Contractor shall not, except after obtaining the written consent of UNICEF, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Contractor's rights or obligations under the Contract.
2. Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, UNICEF may, without prejudice to any other rights or remedies, terminate the Contract by giving the Contractor written notice of termination.

## **19. USE OF UNITED NATIONS AND UNICEF NAME AND EMBLEM**

The Contractor shall not use the name, emblem or official seal of the United Nations or UNICEF or any abbreviation of these names for any purpose.

## **20. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of the Contract.

## **21. PROHIBITION ON ADVERTISING**

The Contractor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to UNICEF without specific permission of UNICEF.

## **22. SETTLEMENT OF DISPUTES**

### **Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

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## **Arbitration**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **23. PRIVILEGES AND IMMUNITIES**

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

## **24. CHILD LABOUR**

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

## **25. ANTI-PERSONNEL MINES**

UNICEF supports an international ban on the manufacture of anti-personnel mines. Anti-personnel mines have killed and maimed thousands of people, of whom a large proportion are children and women. Anti-personnel mines present a serious obstacle to the return of populations displaced from their residences by fighting around their villages and homes. UNICEF has, therefore, decided not to purchase products from companies that sell or manufacture anti-personnel mines or their components.

## **26. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNICEF unless provided by an amendment to this Contract signed by the authorized official of UNICEF.

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## **27. REPLACEMENT OF PERSONNEL**

UNICEF reserves the right to request the Contractor to replace the assigned personnel if they are not performing to a level that UNICEF considers satisfactory. After written notification, the Contractor will provide curriculum vitae of appropriate candidates within three (3) working days for UNICEF review and approval. The Contractor must replace the unsatisfactory personnel within seven (7) working days of UNICEF's selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Contractor shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

(a) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the contract.

(b) Personnel whose resumes were submitted with the proposal; and

(c) Individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.

In notifying the project authority, the Contractor shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the project authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the contract.