

Promoting violence prevention in all settings for children with disabilities in Kosovo

Terms of References

Organization	HANDIKOS
Title	Awareness raising campaign on child focused social accountability & child participation
Publication date	17/09/2021
Closing date	24/09/2021
Bid evaluation date	27/09/2021
Location	Pristina, Kosovo
Expected start date	September 29 th , 2021
Reporting to	Project Coordinator, Kosovo
Address	Str. “Nekibe Kelmendi”, 10000, Veternik, Prishtinë
Email	handikos@handi-kos.org

HANDIKOS

Association of Paraplegics and Paralyzed Children of Kosovo (now on HANDIKOS) is a non-governmental organization (NGO) founded in 1983. It represents and supports people with disabilities by advocating and lobbying for their human rights and providing services through a network of 14 community-based rehabilitation (CBRs) centers and 12 local offices throughout Kosovo. HANDIKOS’ actions aim for achievement of equal rights and an independent and dignified life with full participation of people with disabilities in Kosovo.

HANDIKOS in partnership with Save the Children in Kosovo and with the financial support of SIDA, since 2017 is implementing the project “Promoting violence prevention in all settings for children with disabilities in Kosovo”, which aims to promote and address the needs of children with disabilities, by creating a safer and PHP free environment for them and increase their resilience, involving and targeting all actors who play a role in a child's life - from families, their peers and representatives, communities, service providers, professionals and institutions to the general public.

Background and Context

The Convention on the Rights of the Child (CRC) clearly recognize that *all* children need to achieve their basic rights. All children need to be full members of society. This Convention emphasizes that each child is a unique individual – entitled to be respected, consulted and to be supported with skills to nurture.

The Convention on the Rights of the Child and also the recently approved Law on Child Protection, emphasize the obligation of the state to facilitate the participation of children with disabilities; as well

as guarantee children the right to their own views and to express them freely on any matter relating to him or her.

Children with disabilities face a wide range of physical, social and environmental barriers to full participation in society, including limited access to health services, education and other social and support services.

- **Overall purpose of the assignment**

One of the main objectives of the project is the promotion of child-focused social accountability and child participation measures to improve inclusion and participation of CWDs and provision of appropriate CWD specific services. Within this objective, HANDIKOS aims to encourage local problem-solving, through empowering right holders and service users (children with disabilities and their parents) by giving them opportunities to provide direct feedback to service providers through their involvement in social accountability processes; as well as supporting CWD advocacy led group to participate in child participation mechanisms.

In this regard HANDIKOS is seeking to contract a company, who will be working in close collaboration with HANDIKOS' management in order to: (a) Develop one awareness raising campaign to promote child-focused social accountability and child participation, and (b) Design and print a report in line with campaigns branding.

Main deliverables are as following:

1. One (1) overall concept on the campaign;
2. Branding and sharing materials (that will be developed during the campaign);
3. Design and print a report based on the branding of developed campaign;

The outcomes of this consultancy will be as following:

- 1. Concept (29 September-05 October 2021)**

- Meeting with HANDIKOS' representatives in order to further expand the current idea on developing the campaign.

- 2. Drafts of branding & developed products for the campaign (25 October 2021)**

- All developed materials / products that will developed for the campaign should be in line with the finalized campaign concept;
- Any comment for the products should be incorporated maximum three (3) days after the submission of the first draft;

- 3. Draft of designed report based on campaign branding (15 November 2021)**

- The developed design should be in line with above mentioned campaign branding;

- Any comments given by HANDIKOS should be incorporated after a maximum of three (3) days;

Duty station: Prishtina

Duration of the contract: September 2021 – December 2021

The contract is planned to commence in September 2021 and be concluded in December 2021

Payment

The payment will be made in two installments, specifically:

- 50% after submitting the first drafts of campaign products (which should be in line with finalized concept)
- 50% after the finalization of the campaign

Required experience and knowledge

The Company should have:

- Background in line with media and informative technology;
- Demonstrated experience on development of similar assignments;
- Extensive personal or professional experience with the disability community;
- Previous experiences with NGOs sector;
- Strong communication, interpersonal skills and sensitivity to different cultural context and situations;
- Knowledge on the CRPD, CRC, and CEDAW, the social model of disability (preferable);
- Demonstrated familiarization with the issue of disability;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;

Nature of Penalty Cause in Contract

If the deliverables are not submitted according to the specifics stated in this TOR, the payments will be withheld. No penalties apply if any delay have been caused by HANDIKOS.

Selection Criteria

Criteria	Maximum points
<p><i>Concept</i></p> <ul style="list-style-type: none"> Inovative approach in campaign development Various modalities/products in achieving campaign objectives (disability sensitive and child friendly) 	45
<p><i>Cost</i></p> <ul style="list-style-type: none"> Financial Offer 	30
<p><i>Experience</i></p> <ul style="list-style-type: none"> Previous experience in developing social and awareness raising campaigns 	25
Total	100

Negotiation

HANDIKOS reserves the right to negotiate during the process of evaluation and selection of the best bidder.

Requested documents and application procedure:

Applicants are requested to submit:

- A draft proposed concept for the campaign (brief of the proposed concept- max 2 pages).
- Business registration certificate
- Fiscal number certificate
- Two references/recommendations from previous contractors
- Financial offer based on provided breakdown budget for entire campaign (HANDIKOS as a non-governmental organization, is exempt for paying VAT for any item / product / service, therefore, all interested parties are encouraged to offer their prices without VAT)
- Legal background certificate (only for selected bidders)
- Tax certification (only for selected bidders)

Applications should be sent electronically to handikos@handi-kos.org (subject line should read "Application_SACP"); or hard copy in our offices in the address "Str. Nekibe Kelmendi, Veternnik, Prishtina, 1000" (on the closed envelope should read "Application_SACP, *Company name*". The envelope should be signed and stamped with official stamp).

The deadline for applications is **24th of September 2021.**



Only short listed companies will be contacted. No information will be given over the telephone.

HANDIKOS is committed to workforce diversity. Persons with disabilities, and other ethnic or religious minorities, persons living with HIV are encouraged to apply.