

Annex II. TERMS OF REFERENCE

TERMS OF REFERENCE:	
Survey, legal analysis and advocacy on gender sensitive family friendly policies and workplaces	
Hiring Office:	UNFPA Albania Country Office
Context and Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA expands the possibilities for women and youth to lead healthy and productive lives. The interest of UNFPA in private sector work environment and culture is determined by the limited opportunities for women to realize both their career aspirations and have the number of children they want.</p> <p>Most women in Albania face a critical decision between choosing a career and having a family. Due to factors, such as limited parental leave, lack of flexible working conditions, inaccessible childcare services and opportunities, and male biases in human resources practices within companies, many women are unable to realize <i>both</i> their career aspirations and have the number of children they want. This is further compounded by discriminatory gender norms, placing the burden of unpaid care work on women, further limiting their employment opportunities and desires.</p> <p>It is against this backdrop that UNFPA is implementing the Regional Project <i>Expanding Choices: Gender-Responsive Family Policies in the Western Balkans and Moldova</i>, in 2020-2022 that aims to expand choices for women so that they can fulfil their career, family and fertility aspirations. The overall goal of the project is for both women and men and children to benefit from gender-responsive family policies and initiatives that are offered by private sector companies and promoted by the government. To achieve this initially one of the objectives of the project is to conduct a public policy scan and analyse <i>legal, economic and social data</i> to understand (i) the Albanian governmental and private business environment for family friendly policies, (ii) the potential and entry points for improving and implementing such policies, and (iii) the institutional, cultural and behavioural changes that are needed to support more family friendly policies and actions. The findings will be used for an ongoing public advocacy and awareness campaigns to increase knowledge, evidence and tools to support family friendly policies.</p> <p>As per the project objectives, UNFPA Albania has already conducted and published the public policy scan. The ‘Analysis of gender responsive Family Friendly Policies in Albania’ provides an overall panorama on the policies and data that informs the government, as well as the public on how friendly towards families is the general environment, what are some positive policies and what areas need to be improved.</p> <p>UNFPA Albania has also identified nine Champion Companies through a rigorous process. These companies were selected and identified as Champion Companies (CC) thanks to a number of policies and actions that they have already undertaken towards family friendly workplaces. These CCs will be the main UNFPA partners in further increasing capacities and improving the policies and challenging stereotypes for further building best cases for family friendly workplaces in Albania.</p> <p>As per the project objective (ii) and (iii) it is important to identify the potential and</p>

	<p>entry points for improving and implementing family friendly policies both by the government and by the private business. It is also the key to identify and use the best approaches to change the institutional, cultural and behavioural norms that are needed to support more family friendly policies and actions.</p> <p><u>To achieve the above, UNFPA will contract a research service provider to conduct a national survey for both government and private business to understand how much the family friendly policies are understood and implemented.</u></p>
<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>This work will be conducted during August 2021 - July 2022.</p> <p>In order to achieve the scope of this assignment, the contractor will have to fulfill three major undertakings with specific actions to be accomplished:</p> <p>1. Prepare the methodology, questionnaire and implement the survey</p> <ol style="list-style-type: none"> a. Familiarize with UNFPA project goals and workplan, read through published reports to understand the core concepts advocated by UNFPA on family friendly policies and workplaces; b. Prepare a representative and inclusive methodology of the survey; c. Based on this understanding, prepare the questionnaire that will identify the level of understanding of the family friendly policies and principles, the level of implementation by government and private business, what works and what challenges exists in both environment and what can be changed in order to have a better work/life balance that empowers women to be able to choose the career and the family that they desire; d. Provide recommendations together with summarizing key results, findings and recommendations to change the situation for more family friendly policies and workplaces. <p>2. Promote the findings of the survey to increase key stakeholders and public awareness on the family friendly policies and workplaces</p> <ol style="list-style-type: none"> e. Present the publication in a public event targeting both government and private sector; f. Prepare a brief media strategy to promote the publication through traditional and social media; g. Share the findings of this survey and increase the knowledge of key stakeholders through at least two workshops for the government and nine for the private business. <p>3. Advocate for a policy change</p> <ol style="list-style-type: none"> h. Based on findings of the survey and through a senior legal expertise the service provider shall prepare a Policy Paper with concrete policy change recommendations and support the UNFPA Country office to advocate with key stakeholders and parliament; i. A final report shall capture the process and final results.

As a minimum, the service provider is expected to provide the following deliverables:

Deliverables for public advocacy and awareness strategy on family friendly policies and workplaces	Timeline
<p>1. Prepare the methodology, questionnaire and implement the survey</p> <ul style="list-style-type: none"> a. The service provider is familiarized with UNFPA project goals and workplan, and published reports to understand the core concepts advocated on family friendly policies and workplaces b. The representative and inclusive methodology is prepared c. The questionnaire is prepared to identify the level of understanding of the family friendly policies and principles, the level of implementation by government and private business, what works and what challenges exists in both environment and what can be changed in order to have a better work/life balance that empowers women to be able to choose the career and the family that they desire. d. Recommendations are prepared together with summarizing key results, findings and recommendations to change the situation for more family friendly policies and workplaces. 	August – December 2021
<p>2. Promote the findings of the survey to increase key stakeholders and public awareness on the family friendly policies and workplaces</p> <ul style="list-style-type: none"> a. The final survey is presented to public targeting both government and private sector b. A media strategy to promote the publication through traditional and social media is prepared and implemented c. The findings of this survey are shared to increase the knowledge of key stakeholders d. At least two workshops for the government and nine for the private business are organized 	December 2021 – April 2022
<p>3. Advocate for a policy change</p> <ul style="list-style-type: none"> a. Based on findings of the survey and through a senior legal expertise the service provider shall prepare Policy Paper with concrete 	April – July 2022

	<p>recommendations and support the UNFPA Country office to advocate with key stakeholders and parliament</p> <p>b. A final report shall capture the process and final results.</p>
Duration and working schedule:	The activities under this assignment will commence on August 2021 and conclude by July 2022 . <i>The successful provision of envisaged deliverables approved by UNFPA will be the only criteria for the Contractor's work being considered completed and eligible for payment/s.</i>
Place where services are to be delivered:	Albania
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	As per above-mentioned timeline of the deliverables.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Format of the reporting would be agreed with UNFPA Project Officer on gender-responsive family policies and UNFPA Population Development and Gender Programme Analyst.
Supervisory arrangements:	The service provider will work under direct supervision of the UNFPA Project Officer on gender-responsive family policies and overall guidance of UNFPA Programme Analyst on Population & Development.
Expected travel:	As per the research schedule which will be covered by the service provider as per the proposal.
Required expertise, qualifications and competencies, including language requirements:	<p>The UNFPA Albania Country Office is looking for a national service provider who has the following competencies and qualifications:</p> <ul style="list-style-type: none"> • At least 5 years of proven experience in conducting socio-political research or analysis including in the private sector; • Proven experience in working with private sector or in promoting gender equality; • Previous similar research, studies or surveys targeting economic, social and gender issues are a distinctive asset • Skilled and experienced writers, proof-readers and editors, both in English and local language/s needed for this task. • Experienced team dedicated to this task (CVs of key personnel, including consultants and subcontractors and of the Team Leader to be submitted in the application).
Documents to be Submitted:	<ul style="list-style-type: none"> • Duly Accomplished Forms; a) Technical proposal, which shall explain the methodology/approach and how the service provider will implement the proposed concept in response to the requirements outlined in the service requirements (no specific format). b) Price quotation (quotation by deliverables), to be submitted strictly in accordance with the price quotation form separately from the technical proposal (Annex 1);

	<ul style="list-style-type: none"> • CV of business unit; Provide proof of previous similar works; • Previous experiences reference from comparable organizations; • CVs of the dedicated staff to this project; • Copy of QKB extract or Court extract (in case of organisations); • The companies must submit the balance sheets for the last three years with the respective annexes; • The companies must submit copy of certification that they have not pending unpaid obligations to tax authorities, such as social security taxes, not paid VAT or other obligations; • Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	UNFPA will provide the service provider with the necessary information and materials for the fulfilment of tasks.
Other relevant information or special conditions, if any:	<p>Basis of payment: Payment will be made in two instalments upon satisfactory approval of UNFPA Albania Country Office:</p> <ul style="list-style-type: none"> • The first instalment of 40% will be transferred upon acceptance by UNFPA and satisfactory delivery of methodology and survey questionnaire. • Final instalment of 60% upon acceptance by UNFPA and satisfactory delivery of all the deliverables as detailed above. <p><u>Premises for signing the Contract with IC:</u> Before signing the Contract with UNFPA, the dedicated staff of the awarded service provider is required to pass the following mandatory courses and submit the graduation Certificates to UNFPA:</p> <ul style="list-style-type: none"> ▪ Protection from Sexual Exploitation and Sexual Abuse https://extranet.unfpa.org/Apps/PSEA2017/ ▪ Fraud and Corruption Awareness and Prevention https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html