*On the base of the* ***Sub-Award Agreement****, signed* ***21st June 2021*** *between The* ***Save the Children Kosova/o*** *and* ***Caritas Kosovo in Ferizaj,*** *Registration Business number 5200022-0, Fiscal Number 600246765, represented by the* ***General Director – Don Viktor Sopi****, non-profit organization, Rr. Rexhep Bislimi, 70 000 Ferizaj, Kosovo, within the realization of the project “Stop trafficking in human beings and domestic violence. Help!” funded bey European Union Office in Kosovo, we are requesting the following:*

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| **TERMS OF REFERENCE – 020-b/2022**  **(for service provider: Provision of equipment for Survivors of domestic violence and Human trafficking)** |

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| **DOCUMENT NO:** | D-020-b/22 |
| **DRAFTED BY:** | Financial Officer – Danijela Ivanovic |
| **REVIEWED BY:** | Project Coordinator – Jakup Sabedini |
| **APPROVED BY:** | Executive Director – Alfred Pjetri |
| **STARTING TIME AND DATE:** | 05/10/2022 at 08:00 |
| **EXPIRING TIME AND DATE** | 25/10/2022 at 16:00 |
| **DURATION:** | Min 15 days |
| **DATE:** | 05/10/2022 |

**Background:**

STOP&HELP project, implemented in partnership with Save the Children Kosova/o and founded by European Union, working on prevention of domestic violence and human trafficking, to advance protocols and means of intervention and to elevate the system of referral services for victims of human trafficking and domestic violence on a higher level. In this way the project will support the ongoing battle against these increasingly occurring violent criminal acts. The budget required for implementation of this 18-months project is 59,910.00 EUR. Implementation process of this project will be organized in several components. This will enable CARITAS Kosova as an implementing organization to achieve positive impact among the highest possible number of target groups members, considering the significance of the devastating influence of the problem. Components of the project will mostly rely on: public campaigns through electronic media and printed promotional material in order to increase public awareness on risks of domestic violence and human trafficking, strengthening of cooperation between municipal authorities, civil society and other key actors, psychological sessions and counseling, as well as basic support and medical assistance provision. Activities planned within the project implementation process will be organized and performed in municipalities of   
northern part of Kosovo: Leposavić/Leposaviq, Zubin Potok, Zveçan/ Zvecan, North Mitrovica/ Mitrovica   
Veriore and South Mitrovica/ Mitrovicë Jugore.

**Objective of Supply service:**

After analyzing the current situation in health centers in 5 municipalities (Leposaviq/Leposavic, Zveçan/Zvecan, North Mitrovica, South Mitrovica and ZubinPotok) of northern Kosovo, Caritas Kosova aims to provide most necessary equipment to the paediatrics rooms for the children (medical equipment for recognition and detecting injuries that are not visible to the naked eye and determining the degree of injuries, as well as other medical devices in treatment). Additionally, the presented equipment is applicable for diagnosis and consequences of the COVID-19 virus. This action is also related to the education of medical staff (emergency service, paediatrics, otorhinolaryngology, family medicine, occupational medicine and dentistry) that are very often and first in contact with survivors as well as necessary equipment for their work.

*Result no: 3 \_Basic material and medical assistance provided to survivors and shelters*

* *Provision of required office and IT equipment listed in following “Request for offer no 020-b/2022.*

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| **Tasks to be performed:** |
| Due to the comprehensive and wide scope are welcome for proposition for the following major tasks:   1. Provide prices for the required equipment. 2. Inform us about possible changes. 3. Any changes in the specifications need to be submitted to the Caritas Kosova project team on approval. Any decision made without prior notice 4. will not be paid and accepted by the Caritas Kosova |

**Applicant qualifications:**

* To have extensive experience (at least 1 years) in the field of the provision of the required equipment.
* To be register and submit the registration certificate in Kosovo;

**Duration:**

The duration of the service is scheduled to last maximum one month.

**Reporting and supervision:**

Project Coordinator – Jakup Sabedini

Administrative and Financial Manager – Florie Demaj

Field Officer – Vladimir Jovanovic

**Estimated costs (optional):**

Selected supplier will be paid through bank transfer in accordance with the payment procedures as stipulated in the Framework Agreement and upon successful delivery of medical equipment.

**Policy and child safeguarding:**

The supplier, after receiving and signing the contract, is obliged to sign the child safeguarding policy of NGO Caritas Kosova as well as the Code of Conduct of Save the Children, and to comply with them during provision of supplies**.**

**Evaluation criteria:**

Caritas Kosova shall review each offer and verify the claims and credentials of each offer. Selection will be made for each offer on the basis of the criteria listed in Request for Offers. Each criteria will be evaluated based upon the strengths and weaknesses of the submittal or subsequent information gained in the process. Selection shall be made of the supplier deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Offers. Negotiations shall be conducted with the suppliers so selected.

After negotiations have been conducted with the selected supplier, Caritas Kosova shall select the supplier which has made the best offer, and shall award the contract to that supplier. Caritas Kosova may cancel this Terms of Reference or reject offers at any time prior to an award.

The successful supplier will be expected to enter into a contract with Caritas Kosova based upon their submittal, any additional negotiated terms, and best and final pricing.