

Request for Quotation
RFQ-J4ALL-N.2024.01
USAID/Serbia Justice for All Project
February, 2024

Development Professionals, Inc. requests a quote for the *Provision of services of a Judicial Statistical Data Analyst for Gender-Based Violence (GBV) Cases*, as outlined below:

BACKGROUND

Development Professionals, Inc. (DPI), an international consulting company based in Arlington, Virginia, USA, is currently implementing the USAID/Serbia Justice for All Project. The Serbian Branch of DPI is operating in Serbia since 2017.

INSTRUCTIONS TO OFFERORS

With this RFQ, DPI is soliciting offers from qualified consultant company, consortium or individual consultant to provide services for developing and implementing the methodology for collection of judicial statistical data for GBV cases and developing a template guideline on producing augmented standardized reports on those cases. The specific requirements of the requested upgrade are defined in “Technical Requirements” section of this document.

Offer Submission Deadline

Offers must be received no later than **March 1, 2024 until 16h Belgrade time**.

Submission of Offers

All offers must be submitted electronically to the following email address: imandic@sebiaJ4all.com

Please quote reference “*RFQ-J4ALL-N.2024.01 Judicial Statistical Data Analyst for Gender-Based Violence (GBV) Cases*” in the subject of the email.

Questions and Clarifications

All questions and clarifications regarding this RFQ must be submitted in writing to imandic@serbiaJ4all.com no later than **February 22, 2024, 16:00 Belgrade time**. All correspondence must provide a reference to the RFQ number. Responses to the questions and clarifications will be published by DPI-Serbia by February 25, 2024, 16:00 Belgrade time. Questions and clarifications that may be of interest to other bidders will be circulated to all parties that submitted the questions. **Phone calls to any staff members of the organization are strictly prohibited.**

Required Documentation

The offers must include the following:

- Duly filled and signed Annex 1: Bidder General Information or CV if individual consultant with list of references relevant for the assignment.
- Duly filled and signed Annex 2: Quotation Form.
- Track Record – list of clients or contractors for similar services within the last 3 years indicating description of contract scope, contract duration, contract value. The service provider’s previous experience in delivering similar services should be clearly demonstrated. The bidder should

provide names and contact information for up to three (3) entities that can provide feedback on the service provider's performance (reliability of service).

- Proposal with a detailed description of services offered to DPI-Serbia, number of personnel with required qualifications to be assigned for the provision of services required.

Source/Nationality/Origin

Only firms or individual consultants legally registered in the Republic of Serbia may submit an offer in response to this RFQ.

Quotations

Prices must be quoted per deliverable and total amount should be presented for the fixed price contract. No taxes or fees are to be added. DPI is VAT-exempt, and VAT shall not be included in the offered price. Offers must clearly list all the items, indicate unit prices, quantities, and total price. Quotations must be expressed as fixed price, in USD. When calculating your financial offer, the offeror should include all anticipated costs for the assignment such as labor, travel, accommodation, and Defense Base Act insurance. Please be advised, DBA insurance is mandatory for all subcontractors at their expense. DBA insurance is 0.75% of labor costs.

Validity Period

Offers must be valid for a minimum of ninety (90) calendar days after the offer deadline.

Negotiations

It is expected that awards will be made based on submitted offers. However, DPI reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

Basis for Award

The award will be made to an offeror whose offer is compliant with RFQ instructions and is evaluated as the most advantageous for DPI. DPI may request interviews with select bidders as part of the decision-making process.

Terms and Conditions

The award is subject to DPI's standard terms and conditions. Please note that DPI standard payment terms are via bank transfer, ten (10) days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

TECHICAL REQUIREMENTS

SCOPE OF TECHNICAL ASSISTANCE: USAID Justice for All (the Project) is a five-year activity designed to help the Government of Serbia solve people's legal problems and satisfy their justice needs by strengthening the justice system and service providers and guaranteeing the rule of law. Within the framework of the Project, DPI will support national stakeholders in improving data-driven decision making in the justice system by expanding the use and collection of data. Accordingly, in one of the main project priority areas, that of gender-based violence (GBV), assistance will include the development of a methodology for introducing GBV-specific guidelines on how to properly enter and track relevant case data in justice institutions. The methodology will include recommendations for enabling appropriate data disaggregation (for example gender of the victims and perpetrators, delineation of the types of violent acts per relevant standards, statistics on repeat offenders, sentencing policies, protective measures, etc.). To develop the methodology, the Project in conjunction with the offeror will gather feedback on existing practices from Project partners, stakeholders, as well as select pilot locations. This will form the basis for developing standardized statistical reporting for GBV aligned with international standards and requirements under EU mechanisms such as GREVIO, CEPEJ, etc. After the methodology is developed, the Project in conjunction with the offeror will establish an

expert working group composed of statisticians and secretaries/managers from prosecutor's offices and the courts to support the development of practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV.

RESPONSIBILITIES AND TASKS:

Specific responsibilities and tasks will include the following:

1. Desk review to assess the state of play in Serbia and select countries (best practice examples) on data collection, presentation, and evidence-based decision making in GBV cases.
2. In close cooperation with the Project, organize and participate at meetings with key stakeholders, select civil society organizations, project partners, MOJ, justice institutions, and all other relevant parties to gather feedback on existing practices and establish the effective collaboration needed for developing and drafting the resulting methodology.
3. Field work - field visits to at least 5 Project selected partner judicial institutions to collect data and inputs on their practices.
4. Assess and evaluate existing data collection methods and databases used for data analysis in courts and public prosecutorial offices, in order to establish a benchmark for essential further system development.
5. Develop draft methodology for standardized judicial statistic collection on GBV cases.
6. Jointly with the Project participate in the consultative process with main stakeholders and finalize Methodology based on feedback received.
7. Liaise with statisticians, secretaries/managers of prosecutor's offices and courts to include them in the expert working group to provide inputs for development of draft practical guidelines based on the Methodology for standardized data registration and data collection in justice institutions with regard to GBV.
8. Facilitate work of expert working group in order to obtain input on draft practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV (including 2-day workshop outside of Belgrade).
9. Develop draft practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV.
10. Jointly with the Project participate in a consultative process with main stakeholders and finalize practical guidelines based on feedback received.
11. Develop final version of practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV cases.

Expected Deliverables

The successful offer must provide the following deliverables:

- 5 field visits organized and held to collect data and relevant input from judicial institutions;
- Develop draft methodology for standardized judicial statistic collection on GBV cases;
- Final methodology for standardized judicial statistics collection on GBV cases incorporating Project and stakeholder input;
- Develop draft practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV cases;
- Facilitate a 2-day workshop outside of Belgrade for expert working group in order to obtain practical feedback on draft practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV cases;
- Develop final version of practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV cases;

Acceptance requirements: Project component leader for Objective 3 will be in charge for acceptance of the technical deliverables described above. Upon her written acceptance in DPI standard form, payments per deliverables will be implemented by finance department.

Eligibility Criteria

Successful offerors must:

- Present Annex 1 and Annex 2 duly filled and signed as part of the application.
- Submit an offer in response to this RFQ before the mentioned deadline.
- Have at least 8 years of general professional experience as a lawyer, extensive work experience in analytical work, developing comprehensive legal analyses, strategic documents and guidelines; Specific experience working with courts and public prosecutor's offices on justice reform and policy and regulatory initiatives, prior experience working with and delivery of assistance on gender-based violence would be an asset.

Selection Criteria

The DPI Serbia will rely on the following factors as a basis of selection of the Bidder:

- ✓ Qualifications.
- ✓ Quality of the proposal and overall proposed solution.
- ✓ Response time for urgent matters that impede the work of DPI Serbia as a whole.
- ✓ Response time for all matters that do not fit into the "urgent matters."
- ✓ Rates for services and deliverables submitted by the Bidder.

Annex 1: Bidder General Information

We, the undersigned, hereby offer to provide the services listed in conformity with the Technical Specifications and requirements of DPI Serbia as per **Request for Quotations RFQ-J4ALL-N.2024.01**.

Company/Consultant Name:	
Postal Address and Phone No:	
E-mail Address:	
Experience (yrs.):	
Previous Clients:	
Name and Title:	
Signature and Date:	

Annex 2: Quotation Form

We, the undersigned, hereby offer to provide the services listed in conformity with the Technical Specifications and requirements of DPI Serbia as per **Request for Quotations RFQ-J4ALL-N.2024.01**

All costs shall be expressed in USD without VAT

Deliverable	Fee per deliverable (including labor and DBA insurance)	Travel-related costs (hotel and per diem)	Other costs (Specify)	Total Cost of Deliverable
5 field visits organized and held to collect data and relevant input from judicial institutions				
Develop draft methodology for standardized judicial statistic collection on GBV cases				
Final methodology for standardized judicial statistics collection on GBV cases incorporating Project and stakeholder input				
Develop draft practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV cases				
Facilitate a 2-day workshop outside of Belgrade for expert working group in order to obtain practical feedback on draft practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV cases (participants costs not included)				

Develop final version of practical guidelines for standardized data registration and data collection in justice institutions with regard to GBV cases				
Total Bid Cost				

Authorized Signature:

Name & Title of Signatory:

Date:
