



Extension TERMS OF REFERENCE

Engagement of a Certifying Body for regular surveillance audit and transition audit to the new edition of ISO 9001:2015

Background:

The First Children's Embassy in the World Megjashi (FCEWM; Megjashi) is a non-governmental organization with the purpose to protect children and their rights and to strengthen the NGO movement for the children's rights. Founded on the 29th of April 1992, Megjashi strives for respecting the child's personality through protection of their rights, advocating for their best interests, connecting children from different backgrounds and enriches their lives with events that make the childhood secure and fruitful.

Megjashi's mission is to represent and protect the rights of children, to encourage responsible parenthood and respect of the child's personality, to strengthen civil rights movement, child participation and advocate for functionality of the institutions in the best interests of the child. Megjashi promotes peace education, developing active citizenship based on the principle of nonviolence, and fosters diversity and equal opportunities for all. The vision and mission clearly and unequivocally reflect the main motto of Megjashi: "All ideals of the world are less worthy compared to the child's tears."

The FCEWM is implementing a Quality Management System (QMS) for all processes within the organization to ensure the delivery of timely and efficient services to its target groups. The FCEWM has been certificated for ISO 9001:2008 in July 2014 and recertified to ISO 9001:2008 in July 2017. In meantime, the FCEWM adjusted the management system to the requirements of the new edition of ISO 9001:2015 (upgrade from ISO 9001:2008 to ISO 9001:2015). In order to sustain continuity in the implementation of Megjashi's QMS and ensure conformance to ISO 9001:2015 standards, there is a need to avail of the service of a Certifying Body.

Duration of Assignment:

1 working day (second half of August 2018)

Purpose of the assignment:

The purpose of this activity is:

- to do regular surveillance audit of the quality management system ISO 9001 and transition audit to the new edition of the standard ISO 9001:2015 (within the regular surveillance)

- to issue an international certificate for ISO 9001:2015 (if the organization fulfils the requirements)

Proposed venue: Skopje (Megjashi's office)

Dates of assignment: second half of August 2018

Scope of the work/deliverables:

The Certifying Body is expected to provide the following services:

1. *Regular surveillance audit and transition audit to the ISO 9001:2015* (within the regular surveillance audit) - Prepare and submit surveillance and transition audit plan not later than two weeks prior to surveillance and transition audit
2. *Conduct surveillance and transition audit*
3. *Prepare and submit audit report* detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards after the completion of the on-site audit, unless otherwise agreed upon by the two parties
4. *Issuance of ISO 9001:2015 Certificate* valid for three years within one month from date of Megjashi's receipt of the written recommendation for certification
5. After the completion of the assignment should provide a *Final report about the engagement. (This Report should be delivered in English)*

Engagement fee:

The proposed fee (total gross amount) should be sent through an Offer for services. The payment will be done after submission of the Report and issuing an invoice.

Selection criteria

- The Certifying body should be accredited for ISO 9001:2015 certification by a recognized accreditation body
- A Certifying body with experience in certification of non-governmental organization for ISO 9001 in the region
- The Certifying Body should be recognized globally
- Experience in other management standards (certification body offer integrated audits for more than one standard)

Application procedure

Applications must be sent in English and entail the following:

- Expression of Interest and availability;
- Profile of the Certifying Body and CV of the proposed certification (audit) team should be presented;
- Reference list (Two references from similar assignments)
- Expected remuneration, in the form of gross fee

Expression of Interest clearly marked "Expression of Interest for Certifying Body for ISO 9001:2015" can be submitted electronically at the following email: freelegalservice@childresembassy.org.mk . The expression of interest should be received no later than 22.08.2018 (16:00)