

Request for Proposals for Conducting End of Project Evaluation for Bread for the World Project

Client: DefendDefenders (East and Horn of Africa Human Rights Defenders Project)
Human Rights House, Nsambya

October 2018

Request for Proposals

DefendDefenders, requests for proposals/bids for Conducting End of Project Evaluation for Bread for the World Project. The request for proposal documents are attached to this call.

In response to this request, the bidder must submit a technical and financial proposal.

Both the technical and financial proposals should be addressed to and sent to:

Procurement Committee
DefendDefenders
Human Rights House, Nsambya
Email: procurement@defenddefenders.org

Proposals/bids should be submitted before **12:00am** (Ugandan local time) **on Sunday 4th November 2018**.

Late submissions shall not be accepted.

Thank you.

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Procurement Committee

1.0 Instructions to Proposers

The bidder is to read carefully the instructions set out below. No claim will be entertained on the grounds of failure either to read or comply neither with the instructions nor for any alleged misunderstanding of their meaning.

1.1 Request for Clarifications

For any inquiries regarding this request write to the Procurement Committee on email address procurement@defenddefenders.org, provided your request does not concern the prices for these services. This request must be sent prior to 12.00hrs on 4th November 2018.

Should there be any doubt or obscurity as to the meaning of any word or phrase or terms or conditions in the request for proposals document or anything to be done or not to be done by the eventual contractor, or to these instructions, or as to any other matter or anything pertaining to the eventual contract, the bidder must submit such doubt or obscurity in writing. Any clarification so issued will form part of the contract documents.

DefendDefenders is not obliged to provide explanations regarding requests made after the closing date. Results will not be made public. **Any lobbying will lead to automatic disqualification.**

1.2 Cost of Preparing the Proposals

The proposer shall bear all costs associated with the preparation and submission of his/her proposal and DefendDefenders will in no case be responsible or liable for these costs regardless of the conduct or outcome of the proposals solicitation process.

1.3 Taxes and Duties

DefendDefenders will withhold 6% tax for Ugandan based consultants or 15% for foreign consultants except for those with WHT exemption from Uganda Revenue Authority. Your offer should, therefore, be inclusive of all taxes and any other levies.

1.4 Format and Signing of Proposals

The proposer shall prepare the **Technical Proposal** and the **Financial Proposal**. The proposals shall be typed and signed by the person or persons duly authorised to bind the bidder to the eventual contract. The **Proposal** shall be signed as per the prescribed **Proposal Submission Form** without alterations, except those in accordance with instructions issued by DefendDefenders.

1.5 Examination and Evaluation of Proposals

Information relating to the examination, clarification, evaluation and comparison of proposals and recommendations for award shall not be disclosed to bidders or any other persons not officially concerned with such processes until the award to the successful proposer has been announced. Any effort by the proposer to influence DefendDefenders' processing of the proposals or award decisions will result in automatic rejection of his proposal.

To assist in the examination, evaluation and comparison of the proposals, DefendDefenders may, at its discretion, ask any proposer for clarification of their proposal including breakdown of the unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by DefendDefenders in the evaluation of the proposals.

1.6 Evaluation Methodology

The evaluation methodology to be used for the evaluation of bids received shall be the Quality and Cost Based selection (QCBS) methodology. The Quality and Cost Based selection methodology recommends the highest scoring bid, which is substantially responsive to the technical and financial requirements of the Bidding Document. The evaluation shall be conducted in two sequential stages-

- a) The technical quality of bids against set criteria on a merit point system, to determine the technical score of each technical bid.
- b) A financial comparison to determine the financial score of each financial bid, and to determine the total score of each bid.
- c) The **minimum technical score** required to pass the technical evaluation is: 50 points. **Bids scoring less than this will be rejected.**

1.6.1 Determination of Best Evaluated Bidders

That bid achieving the highest combined technical and financial score shall be the Best Evaluated Bid.

1.6.2 Determination of responsiveness

Prior to the detailed evaluation of the proposals, DefendDefenders will determine whether each proposal is substantially responsive to the requirements of the request for proposals. A substantially responsive proposal is the one, which conforms to all the terms, conditions and terms of reference of the request for proposals without material deviation or reservation. A material deviation or reservation is one:

- a) Which affects in any substantial way the scope, quality or performance of the services.
- b) Which limits in any substantial way, inconsistent with the request for proposals, DefendDefenders rights or the proposer's obligation under the eventual contract
- c) Whose rectification would affect unfairly the competitive position of other proposers presenting substantially responsive proposals.

If a proposal is not substantially responsive, DefendDefenders will reject it.

1.7 Correction of Errors

Proposals determined to be substantially responsive will be checked by DefendDefenders for any arithmetic errors in computation and summation. Errors will be corrected as follows: The corrected errors, with the concurrence of the proposer, shall be binding upon the proposer. If the proposer does not accept the corrections made of the proposal, his/her proposal will be rejected.

1.8 Technical and Financial Proposals

The technical proposals shall be submitted guided by the Terms of Reference and Application Format for the technical Proposal in the RFP. The financial proposal shall be submitted guided by the budget format.

DefendDefenders reserves the right to accept or reject any proposal and to annul the solicitation process without incurring any liability to the affected bidders or any obligation to inform them of the grounds for DefendDefenders' action.

1.9 Signing of the Contract

After DefendDefenders notifying a successful proposer that his/her proposal has been accepted, DefendDefenders will send a copy of the contract to the successful bidder and within

seven days of receipt of the contract, the bidder shall sign and date the contract and return it to DefendDefenders.

1.10 Proposal Validity

The proposals shall remain valid and open for acceptance for a period of **30 days** from the date of closing.

1.11 CURRENCY OF PROPOSAL

Offers are to be made in **Uganda Shillings**.

Please note that the prospected contract will be in Uganda Shillings

Proposals Submission Form

We understand and agree to the request for proposal with all the terms and conditions as stipulated in the instructions to bidders, the terms and conditions of the contract and the Annexes.

We undertake that if our proposal is accepted, and the contract is awarded to us, we shall start offering the services immediately in accordance with the contract commencement date and shall render the whole services required in this contract.

We understand that DefendDefenders is not bound to accept the lowest financial proposal or any proposal you may receive and DefendDefenders shall not be liable for any expenses incurred by us in the preparation of these proposals.

We agree that the prices we have quoted are to be fixed and valid from the date of submission of the proposals and not subject to variation throughout the eventual contract period.

We further agree that we shall follow all the security and other DefendDefenders requirements as will be directed by DefendDefenders in the implementation of the contract.

Signed:

Name:

Title.....

For and on behalf of.....
(Name of Proposing Firm).

Dated thisday of2018.
(Affix Company seal or official stamp)

Terms of Reference for the External Evaluation of the Bread for the World Project “*Advocacy, Protection and Capacity Building for HRDs in East Africa*”

Client: DefendDefenders (the East and Horn of Africa Human Rights Defenders Project)
Human Rights House, Nsambya
Email: procurement@defenddefenders.org

October 2018

2.0 Introduction

This Terms of Reference (TOR) has been developed to undertake a robust external review of the Bread for the World project titled “Advocacy, Protection and Capacity Building for HRDs in East Africa”. It covers the ‘what question’ with a focus on two things: a) An overall assessment of the project progress towards achieving results and impact, and b) Critical changes in the context that presents both opportunities we should take advantage of and threats that we ought to mitigate.

DefendDefenders is the East and Horn of Africa Human Rights Defenders Project established as a regional NGO based in Uganda in 2005. We seek to strengthen the work of human rights defenders (HRDs) throughout the region by reducing their vulnerability to the risk of persecution and by enhancing their capacity to effectively defend human rights. DefendDefenders works in Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia (together with Somaliland), South Sudan, Sudan, Tanzania, and Uganda.

DefendDefenders serves as the secretariat of the East and Horn of Africa Human Rights Defenders Network, which represents hundreds of members consisting of individual HRDs, human rights organisations, and national coalitions that envision a sub-region in which the human rights of every citizen as stipulated in the Universal Declaration of Human Rights are respected and upheld.

Our Vision

A region in which the human rights of every citizen as stipulated in the Universal Declaration of Human Rights (UDHR) is respected and upheld.

Our Mission

To maximize the protection of HRDs working in the sub-region and to enhance the awareness of human rights work through linkages with national, regional and international like-minded entities.

Observer Status

DefendDefenders holds consultative status with the UN Economic and Social Council (ECOSOC) as well as observer status with the African Commission on Human and Peoples’ Rights.

Legal Status

DefendDefenders is registered under Registration No. S.5914/5983 as a Non-Governmental Organisation under the Non-Governmental Organisations Registration Statute, 1989 of the Republic of Uganda.

2.1 Background to the project

The Bread for the World project grant is a 3-year project funded by the Protestant Agency for Diakonia and Development Bread for the World – Protestant Development Service and runs from January 2016 to December 2018. The project was developed against a background where HRDs in East Africa work in hostile environments by both state and non-state actors, which constrain the effectiveness of their work and threaten the security of individual HRDs, their organizations, and often times their families. This is worsened by abusive arrest and detention, restricted freedom of assembly, association and expression, judicial harassment, killing reprisals are common across Africa.

2.2 Project objectives

The Project was developed to ensure that East African HRDs are better protected and have skills to mitigate threats. Specifically, the project aims to ensure that East African HRDs are capable to defend their issues at the UN Human Rights Council (HRC) and participate actively in the Universal Periodic Review (UPR) process; and improved security for HRDs.

2.3 Project target

The project targeted to directly reach: human rights defenders, with focus on member organisations of the East Africa region i.e. Uganda, Kenya, Tanzania, Rwanda, South Sudan, and Burundi especially women HRDs. An estimated 600 HRDs would have improved their capacity to protect themselves and defend the rights of others more efficiently. Similarly, the project targeted to strengthen sharing of

knowledge with an estimated 5,000 grassroots NGOs. Indirectly, the project targeted to reach policy and decision-makers in the different countries covered under the project. DefendDefenders estimated to reach at least 100 of these beneficiaries through national workshops and advocacy activities aimed at national authorities and regional and international bodies such as the African Commission on Human and Peoples' Rights (ACHPR), Uganda National Human Rights Commission. DefendDefenders also targeted cooperation with the already existing national coalitions of HRDs to ensure the relevance and applicability of the activities to local needs.

This constituency aims to contribute to inclusiveness and local ownership providing a better chance to achieve expected results. The activities will further enable DefendDefenders to broaden its membership base and make its services available to a wider group of defenders.

2.4 Project activities

- Training on Universal Periodic Review in the East of Africa Region
- Advocacy missions at national and regional level
- Advocacy missions and participation to ACHPR and UN HRC meetings
- Conduct research and publication of Advocacy material
- Provision of emergency protection to HRDs at risk
- Training on security management
- Technical assistance on security management
- Women human rights defenders digital safety trainers network
- Organisational Rebranding

3.0 Evaluation objectives

The end of project evaluation the bread of the world project will deliver the following objectives

3.1 Overall Evaluation Objective

The overall objective of the external end of project evaluation is to assess the level of progress made in attainment of project objectives and impact accruing from the project implementation.

3.2 Specific Evaluation Objective

- a) To assess the progress made in attainment of project objectives and targets including the indicators.
- b) To assess the relevance of our interventions to the HRDs, their needs and aspirations.
- c) To assess the project efficiency especially on whether or not the project was implemented in the most efficient way compared to alternatives.
- d) To identify enabling factors and obstacles that may have accelerated/inhibited the progress towards attainment of the project objectives, and how these factors have influenced results either positively or negatively.
- e) To assess the effectiveness of our project implementation approaches.
- f) To analyze the potential impact accruing from the project interventions and their prospects of sustainability.
- g) To identify and document important lessons and good practices from the current progress and make recommendations for improvement of future programs and enhancement of organisational learning.
- h) Examine emerging opportunities and risks to our programming and propose possible responses.

3.3 Key Evaluation outputs

- Inception report detailing the Consultants' understanding of the terms of reference, methodology of how the review will be conducted and the various tools to be used.
- Draft End of project evaluation report responding to all the objectives in Section 3.2.
- Deliver a presentation on draft findings for validation of the preliminary findings.
- Final end of project evaluation Report.

4.0 Methodology and team composition

4.1 Methodology

The consultant should suggest methodology that supports generation of information protecting the confidentiality of human rights defenders. The evaluation design should be appropriate to enable generation of quality information within the human rights dispensation. The methodology should specify the evaluation design, data collection and analysis methodology, sampling methodology and sample sizes; time frame of the assignment and

4.2 Team composition, experience and qualifications

The assignment requires diverse competences in program development and management; M&E and Results Management and Human Rights programing. The consultants must possess a minimum of a Master's Degree in any or a combination of the above mentioned areas. However the team leader should have a minimum of 10 years in program development and evaluation.

5.0 Format of Technical Proposal

APPLICATION FORM FOR TECHNICAL PROPOSAL	
<i>Instructions:</i> <ol style="list-style-type: none">1. Complete the Application Form below2. Include all additional requested information as attachments to your Application Form3. Submit all documents to submission address	
SECTION A: GENERAL INFORMATION ABOUT THE APPLICANT	
1. Name of applicant	
2. Address in Uganda	
3. Legal status number (only for organizations)	
4. Contact telephone number	
5. Contact email address	
6. Brief statement about the mission and objectives of the applicant	
8. Main type of activities usually undertaken by the organization	
SECTION B: EXPERIENCE AND CAPACITY	
Briefly describe your experience/capacity in the following areas (if any):	
1. Experience of conducting Evaluations	
2. Experience of Human Rights Work	
SECTION C: UNDERSTANDING AND INTERPRETATION OF TORs	
SECTION D: METHODOLOGY	
1. Describe your methodology	
2. Explain the scientific basis, rigor and justification for your chosen methodology	
3. Explain the limitations and accuracy levels of your methodology	

4. Propose a sample size and Sampling Strategy				
5. Propose Data collection methods, sources and tool(s) for collecting qualitative data				
6. Quality assurance mechanism/Framework for the review process				
7. Suggest a work plan (based on the seasonal calendar)				
SECTION E: STAFFING				
1. Describe the key staff required for this project, their roles and responsibilities (using the format below). CVs of key staff should be attached				
Name	Position	Qualifications	Area of expertise	Roles and responsibilities

6.0 Requirements and Format for Financial Proposal

SECTION F: FINANCIAL ISSUES				
1. Provide a realistic budget proposal against market rate and scope of assignment				
2. Provide budget items and breakdown (clarity)				

Budget Format

SECTION G: BUDGET					
Prepare budget as per sample format below					

Activity	Item	Rate	No. of days	Quantity	Total (Ug. Shs)
	Sub Total				
	Sub Total				
	Sub Total				
	Taxes				
	Grand Total (UGX)				

7.0 Proposed evaluation report format

The consultant should suggest the reporting format for the evaluation report.