

# Terms of Reference for Developing a Social Relations Framework for Monitoring and Reporting Progress on Gender

**“Improving the collection, reporting and analysis of gender related data”**

## 1.0 Introduction

DefendDefenders (East and Horn of Africa Human Rights Defenders Project) was established in 2005 and registered as a foreign Non-Governmental Organisation (NGO) in Uganda. DefendDefenders strengthens the work of Human Rights Defenders (HRDs) in the sub-region by reducing their vulnerability to the risk of persecution and by enhancing their capacity to effectively defend human rights. The core mandate of DefendDefenders is to promote the safety, security, and wellbeing of HRDs. To achieve this, DefendDefenders’ work has to date focused on protection and security management, capacity building, technology development, as well as advocacy, research, and communications. DefendDefenders establishes and supports national coalitions of HRDs in various countries through which HRDs can come together and claim their rights at the national level. DefendDefenders serves as the Secretariat of the East and Horn of Africa Human Rights Defenders Network (EHAHRD-Net) and AfricanDefenders (Pan-African Human Rights Defenders Network)

The vision of DefendDefenders is “*A region in which the human rights of every individual as stipulated in the Universal Declaration of Human Rights (UDHR) is respected and upheld*”. The mission is “*To enhance the safety and capacities of HRDs in the region for greater resilience and effective fulfilment of their mandates*”.

DefendDefenders believes that universal respect of human rights can be achieved. We acknowledge that HRDs play a critical role in promoting and upholding human rights and building a just society. We are, however, conscious that threats to the safety, security, freedoms, and wellbeing of HRDs, deliberate attempts to delegitimise their work, as well as constraints around resources and capacities hamper the work of HRDs. These circumstances call for solidarity with, and support to such HRDs, especially given that their own rights are violated in such circumstances. We therefore invest our resources and capabilities towards protecting HRDs, in addition to amplifying their voices, promoting their wellbeing, and building their resilience and capacities to ensure greater effectiveness and sustainability.

DefendDefenders is implementing its current strategy 2021-2025 that seeks to enhance the safety and capacities of HRDs in the region for greater resilience and effective fulfilment of their mandates. In this strategy, DefendDefenders has made a commitment to develop a gender mainstreaming framework to roll out the implementation of the gender strategy to foster the HRD agenda.

## 2.0 Objective of the assignment

The general objective of the assignment is to develop a social relations framework for measuring progress on gender and social inclusion in DefendDefenders' work. Specifically, the exercise is aimed to:

- i) Develop and customise the social relations framework to DefendDefenders gender needs;
- ii) Develop tools/guidelines that can be used for tracking progress on gender and social inclusion; and
- iii) Train staff on the framework and how to utilise the tools and framework for collection and analysis of gender and social inclusion data.

## 3.0 Key Deliverables

The assignment will lead to delivery of the following products:

- a) Inception report;
- b) Comprehensive gender and social relations framework;
- c) Tools for social relations framework and gender inclusion;
- d) Summary narrative on analysis and reporting; and
- e) Training report including the training modules.

## 4.0 Key Qualifications and Skills

- Minimum of a master's degree in Gender and Development, Human Rights or Social Development;
- Experience in gender analysis and gender mainstreaming work in development programmes in East and Horn of Africa region;
- Good analytical and conceptualisation skills;
- Ability to synthesise documents with good writing skills; and
- Training skills.

## 5.0 EVALUATION, APPLICATION PROCESS, AND TIMELINES

### Evaluation Criteria

Technical evaluation will carry a weight of 70%. Financial evaluation will carry a weight of 30%

No	Item	Maximum points obtainable
1.	<b>Proposed Methodology, Approach and Implementation Plan</b> a) Understanding of the requirement - 5 points b) Description of the Consultants approach and methodology for meeting or exceeding the requirements of the Terms of Reference - 20 points c) Assessment of the proposed work plan, if it complies with the timelines specified in the Terms of Reference - 5 points	30
2.	Bidder's Qualification, Capacity, and experience/Expertise of the Consultant in similar assignments	10
3.	Management Structure and Key Personnel composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel necessary for the provision of services?	30
4.	Total	70

## **6.0 Financial proposal**

### **Scope of price proposal and Schedule of payments**

- i. Summary of the total fees; and
- ii. Detailed breakdown of the professional fees, disbursements, and any other fees.

### **Request for clarifications and submission details:**

Proposals should be submitted in English in soft copy to the e-mail address below no later than 28 February 2021 with the subject ***"PROPOSAL FOR GENDER/ SOCIAL RELATIONS FRAMEWORK."***

Addressed to:

**Procurement team**

**DefendDefenders**

**Human Rights House**

**Plot 1853, John Kiyingi Road**

**Nsambya P.O. Box 70356 Kampala**

All requests for clarification as well as the submission should be in writing to the email: [procurement@defenddefenders.org](mailto:procurement@defenddefenders.org).

### **Schedule of events is as follows:**

<b>Activity</b>	<b>Date</b>
a. Proposal closing date (receipt of bids)	28 February 2021
b. Evaluation process	1-5 March 2021
c. Communication of award	9 March 2021
d. Commencement of work	12 March 2021

DefendDefenders reserves the right to alter the schedule of events. Alterations shall be communicated to bidders by e-mail. In addition, bidders have full responsibility for the costs of preparation and submission of the proposals.