

Request for Proposals for 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

April 2021

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 Wednesday April 28, 2021.**

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 Thursday, April 22, 2021.**

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 notifies 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 of2021.

(Affix Company seal or official stamp)

Terms of Reference for the External Evaluation of
the Bread for the World Project “*Enhanced Safety
and Protection of HRDs in East Africa,
Continuation*”

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

April 2021

2.0 Introduction

This Terms of Reference (TOR) has been developed to guide undertaking a robust external end of project evaluation for the Bread for the World project titled “Enhanced Safety and Protection of HRDs in East Africa, Continuation”. The external evaluation is aimed at examining the progress made in attainment of project objectives and the potential impact on the safety and protection of HRDs

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.

a) Our Vision

A region in which the human rights of every individual as stipulated in the Universal Declaration of Human Rights are respected and upheld.

b) Our Mission

To enhance the safety and capacities of HRDs in the region for greater resilience and effective fulfilment of their mandates.

c) Organisational Values:

We are individually and collectively guided by the following ideals:

Integrity: We are dedicated to the highest standards of honesty, transparency, and diligence.

Solidarity and inclusion: We passionately stand with and promote the safety and wellbeing of HRDs; We champion gender equality and social justice by supporting women and other HRD to catalyse change.

Excellence: We commit to the highest degree of professionalism and ethical conduct in all we do.

Confidentiality: We handle confidential information with utmost care and discretion, applying the ‘do no harm’ principle in all circumstances.

Respect: We fervently champion respect for fundamental human rights and diversity in humanity.

d) The Philosophy of Our Work

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 delegitimize 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. All our undertakings are guided by universal human rights principles and protocols.

e) 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.

f) 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

DefendDefenders is implementing a 3-year project funded by the Protestant Agency for Diakonia and Development Bread for the World – Protestant Development Service and runs from January 2019 to December 2021. The project was developed to respond to the shrinking civic space for the safe operation of HRDs and other activists in East Africa arising from both state and non-state actors. This has been worsened by abusive arrest and detention, restricted freedom of assembly, association and expression, judicial harassment, and killings. Reprisals against HRDs are common across Africa.

2.2 Project objectives

The Project was developed to enhance the safety and protection of HRDs in East Africa. Specifically, the project aims to ensure that East African HRDs are able to participate in advocacy at the UN Human Rights Council (HRC) and ACHPR as well as improve the security for HRDs.

2.3 Project target

The project targeted to directly reach about 450 HRDs in the East Africa region i.e., Uganda, Kenya, Tanzania, Rwanda, South Sudan, and Burundi especially women HRDs. In the same manner, the project is targeted to support 6 national coalitions in the sub-region. Specifically, the project targeted the following:

1. At least 14 documented advocacy engagements at national, regional and global level
2. At least 6 National Coalitions actively engaged in research and advocacy for the safety, protection, and freedom of HRDs
3. At least 240 HRDs received emergency support that prevented threat or mitigated security threats until 2021
4. At least 176 HRDs implementing preventive security protocols until 2021

2.4 Project activities

- 1.1 Engagements with Universal Peer Review Mechanisms
- 1.2 Advocacy at the UN Human Rights Council
- 1.3 Advocacy at the ACHPR
- 1.4 Advocacy at the HLPF
- 1.5 Conduct research missions

- 2.1 Emergency support for HRDs
- 2.2 Security training and follow up
- 2.3 Safe sister

- 3.1 Internal Monitoring

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 examine the 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
- b) To assess the relevance of our interventions to the HRDs, their needs and aspirations
- c) 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.
- d) To assess the effectiveness of our project implementation approaches
- e) To document the potential impact/change accruing from the project interventions and their prospects of sustainability.
- f) 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.
- g) 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 programming. 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.