

**Request for Proposals for the End of Project Evaluation of  
the Bread for the World Project *“Enhanced safety and  
capacity of HRDs in East Africa for greater resilience and  
effective fulfilment of their mandates”.***

Client: DefendDefenders (East and Horn of Africa Human Rights  
Defenders Project)  
Arie Towers, Army Avenue Mackinnon Road,  
Nakasero

**July 2024**

## **Request for Proposals**

DefendDefenders requests for proposals/bids for Conducting the End of Project Evaluation of the Bread for the World Project “Enhanced safety and capacity of HRDs in East Africa for greater resilience and effective fulfilment of their mandates”.

The request for proposal document is 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:

**Head of Procurement**

**DefendDefenders**

**Arie Towers, Army Avenue MacKinnon Road, Nakasero,**

**Email: [procurement@defenddefenders.org](mailto:procurement@defenddefenders.org)**

Proposals/bids should be submitted before **5:00Pm** (Ugandan local time) **on Friday July 26, 2024.**

***Late submissions shall not be accepted.***

Thank you.

**Head Procurement**

## **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 Team on email address [procurement@defenddefenders.org](mailto:procurement@defenddefenders.org), cc: [Stanleyw@defenddefenders.org](mailto:Stanleyw@defenddefenders.org) or [Bernarda@defenddefenders.org](mailto:Bernarda@defenddefenders.org) provided your request does not concern the prices for these services. This request must be sent prior to 12.00hrs on **Friday, July 19<sup>th</sup>, 2024**.

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. The 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 proposal's 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 the 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 the 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 a 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 where Technical Shall be 75% and financial 25%. 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) For any financial proposals that shall not be in Ugandan Shillings the Prevailing info Euro rate for the deadline day shall be used to convert the proposal for purposes of evaluation.
- d) The **minimum technical score** required to pass the technical evaluation is: 50 points. ***Bids scoring less than this will be rejected.***

**The evaluation shall follow,**

Criteria	Maximum Points =75
<b>Technical Understanding and Methodology</b>	<b>50</b>
<ul style="list-style-type: none"> <li>• Understanding and interpretation of the TORs.</li> <li>• A proposed (gender-responsive, utilization focused) methodology and approach for the evaluation.</li> <li>• Clear understanding of the scope of the assignment</li> </ul>	25
<ul style="list-style-type: none"> <li>• Clear identification of the main risks and corporate risk management approach associated with the successful completion of the evaluation.</li> <li>• Corporate system of quality control &amp; safeguarding evaluation quality standards.</li> </ul>	15
<ul style="list-style-type: none"> <li>• Feasibility of the workplan and deliverables</li> </ul>	10
<b>Team qualifications and experience</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Academic qualifications of team members and team leader</li> <li>• Team leader’s experience in conducting similar evaluations including design and implementation.</li> </ul>	8
<ul style="list-style-type: none"> <li>• Team’s evaluation experience and expertise in relevant thematic</li> </ul>	10

areas HRs, HRD protection & security management and advocacy with regional and international mechanisms.	
<ul style="list-style-type: none"> <li>• Team’s experience and expertise in regional programmes and countries</li> <li>• Team’s professional experience and expertise in statistical analysis and sampling, development of quantitative and qualitative data collection tools, data collection management, data analysis and visualization, report writing and remote facilitation of evaluations.</li> </ul>	7

**Financial Evaluation.**

The proposal with the lowest evaluated price shall be given a full score and the other proposals shall be given financial scores that is inversely proportional to the lowest price proposal using the formula below:

$$\text{Financial score} = \text{Lowest price proposal} / \text{Proposal Price} \times 25$$

**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 **five 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, any proposals or offers that shall be made is a currency other than the one specified shall be converted to Uganda shillings using the info Euro exchange rate on the Date of Bid closing.

### **1.12 Summary of the Procurement Timelines**

<b>No</b>	<b>Description</b>	<b>Timeline</b>
<b>1</b>	<b>Issuing of a Request for Proposal</b>	<b>11/07/2024</b>
<b>2</b>	<b>Bid Closing Date</b>	<b>26/07/2024</b>
<b>3</b>	<b>Evaluation Deadline and communication to the Best Evaluated Bidder</b>	<b>02/08/2024</b>
<b>5</b>	<b>Contract Signature</b>	<b>09/08/2024</b>

## 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 this .....day of .....2024.

(Affix Company seal or official stamp)

## **Terms of Reference for the End of Project Evaluation of the Bread for the World Project *“Enhanced safety and capacity of HRDs in East Africa for greater resilience and effective fulfilment of their mandates”***

### **1.0 Introduction**

These Terms of Reference (TOR) have been developed to guide the process of undertaking a robust end of project evaluation of the Bread for the World project titled *“Enhanced safety and capacity of HRDs in East Africa for greater resilience and effective fulfilment of their mandates”* implemented by DefendDefenders.

### **1.1 Background**

DefendDefenders (East and Horn of Africa Human Rights Defenders Network) was established in 2005 as a regional network to strengthen the work of human rights defenders (HRDs) throughout the sub-region by reducing their vulnerability to the risk of persecution and by enhancing their capacity to defend human rights effectively. DefendDefenders is a membership network consisting of individual HRDs, human rights organizations, and national coalitions in Burundi, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia (with Somaliland), South Sudan, Sudan, Tanzania, and Uganda 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. DefendDefenders also serves as the secretariat of AfricanDefenders (the Pan-African Human Rights Defenders Network (AfricanDefenders)). DefendDefenders mission is *“Enhancing the safety and capacity of HRDs in the region for greater resilience and effective fulfillment of their mandates.”*

### **1.2 About the project**

DefendDefenders is implementing a 3-year project funded by the Protestant Agency for Diakonia and Development (Bread for the World) that runs from January 2022 to December 2024. The project was developed as a successor project to the 2019-2021 project. It focuses on enhancing the safety and capacity of HRDs in East Africa for greater resilience and effective fulfilment of their mandates. The project is being implemented in East African region covering Uganda, Kenya, Tanzania, Rwanda, Burundi, Djibouti, Eritrea, Ethiopia, Sudan, South Sudan, and Somalia (Somaliland).

### **1.3 Project objectives**



The Project was developed to contribute to enhanced safety and capacity of HRDs in East Africa for greater resilience and effective fulfilment of their mandates. Specifically, the project aimed at:

- (i) Strengthened policy influence and advocacy engagement at the global, African, Sub-regional and national level for HRD safety.
- (ii) Enhanced availability, accessibility, and utilization of emergency and medium-term protection services to HRDs at risk.
- (iii) Improved capacity of individual HRDs to effectively do their work, respond and mitigate imminent risks and threats faced.

#### **1.4 Project target**

The project targeted to directly reach human rights defenders, in the East African region i.e. Uganda, Kenya, Tanzania, Rwanda, Burundi, Djibouti, Eritrea, Ethiopia, Sudan, South Sudan, and Somalia (Somaliland), especially women HRDs. An estimated 298 HRDs would benefit directly with an additional 668 indirect beneficiaries.

### **2.0. Evaluation Objectives and Methodology**

#### **2.1 Evaluation objectives**

The purpose of the evaluation is to assess progress made in attaining the project objectives based on the OECD/DAC evaluation criteria, document key lessons learnt and make appropriate recommendations for sustainability. The evaluation will identify any challenges that have inhibited progress and recommendations for program sustainability. The evaluation's purpose is intended to provide an opportunity for learning and improvement by identifying factors contributing to (or inhibiting) successful delivery of the strategic objectives and to inform the successor programs. The specific objectives of the evaluation include:

- i). To ascertain the progress made on the project based on OECD/DAC evaluation criteria.*
- ii). To identify factors that enabled/limited the progress towards attainment of the strategic objectives and results, including emerging opportunities and risks to our existence and programming.*
- iii). To document key success stories, important lessons learnt and recommendations that can be integrated in successor programs.*

#### **2.2 Methodology**

The evaluation methodology/ approach should be gender responsive and integrate the DAC/OECD evaluation criteria. The evaluation shall follow a participatory approach and engage a range of DefendDefenders' stakeholders in the process. Where feasible, the methodology needs to build on existing MEL practices within DefendDefenders. The evaluation methodology should enable collection of both qualitative and quantitative data to minimize

limitations arising from a single sided design. The consultant should propose a methodology that suits a human-rights and a human rights defenders programming context

### **2.3 Deliverables**

- An inception report detailing a comprehensive process of the evaluation, feasible time frames and a team.
- Progress reports.
- Draft Project Evaluation report.
- PowerPoint presentation of the findings.
- Final Project Evaluation Report.

### **3.0 Evaluation team composition and competencies**

The evaluators should meet the following requirements:

#### **i). Individually:**

- Degree or master's qualification or equivalent experience in a relevant subject.
- Proven experience of conducting similar assignments, including in human rights/human rights defenders' contexts.
- Expertise and affinity with gender-responsive evaluations.
- Proficiency in quantitative and qualitative methods of data collection, analysis and presentation.
- Excellent report writing and analytical skills, including proven ability to form concise, actionable recommendations.
- Cultural sensitivity and good communication skills.
- Strong remote facilitation and coordination skills.

#### **ii). Collectively:**

- Knowledge of and experience in human rights and human rights defender's work.
- Understanding of the sub-regional, regional and international human rights/human rights defenders' mechanisms and systems.
- Multi-lingual team with capabilities in English, Kiswahili and Arabic will be an added advantage.
- A diverse team composition.

### **3.2 Evaluation responsibilities and management arrangements**

The consultant will directly work with the Senior M&E Expert as the evaluation Manager for the assignment. Overall responsibility for the evaluation will be on the Director of Program and Administration. DefendDefenders' management team will work as a reference team for the project evaluation.

### 3.3 Consultant Selection Process

DefendDefenders is requesting competitive proposals from qualified individuals, firms or institutions interested in conducting the evaluation. A contract between DefendDefenders and the consultant will stipulate the general terms of cooperation for the evaluation.

#### The evaluators proposal should contain:

Proposal	Points allocated
<b>Technical understanding and Methodology</b>	<b>50</b>
<ul style="list-style-type: none"> <li>• Understanding and interpretation of the TORs.</li> <li>• A proposed (gender-responsive, utilization focused) methodology and approach for the evaluation.</li> <li>• Clear understanding of the scope of the assignment</li> </ul>	25
<ul style="list-style-type: none"> <li>• Clear identification of the main risks and corporate risk management approach associated with the successful completion of the evaluation.</li> <li>• Corporate system of quality control &amp; safeguarding evaluation quality standards.</li> </ul>	15
<ul style="list-style-type: none"> <li>• Feasibility of the workplan and deliverables</li> </ul>	10
<b>Team qualifications and experience</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Academic qualifications of team members and team leader</li> <li>• Team leader's experience in conducting similar evaluations including design and implementation.</li> </ul>	8
<ul style="list-style-type: none"> <li>• Team's evaluation experience and expertise in relevant thematic areas HRs, HRD protection &amp; security management and advocacy with regional and international mechanisms.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Team's experience and expertise in regional programmes and countries</li> <li>• Team's professional experience and expertise in statistical analysis and sampling, development of quantitative and qualitative data collection tools, data collection management, data analysis and visualization, report writing and remote facilitation of evaluations.</li> </ul>	7
<b>Fees and costs</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Lump sum budgets for the evaluation</li> <li>• Detailed budget (fees and estimated costs) for the evaluation</li> <li>• Concise budget narrative</li> </ul>	25

#### 4.0 Format of Technical Proposal

<b>APPLICATION FORM FOR TECHNICAL PROPOSAL</b>	
<i>Instructions:</i>	
<ol style="list-style-type: none"> <li>1. Complete the Application Form below</li> <li>2. Include all additional requested information as attachments to your Application Form</li> <li>3. Submit all documents to the submission address</li> </ol>	
<b>SECTION A: GENERAL INFORMATION ABOUT THE APPLICANT</b>	
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 applicant/ firm	
<b>SECTION B: EXPERIENCE AND CAPACITY</b>	
Briefly describe your experience/capacity in the following areas (if any):	
1. Experience of conducting Evaluations	
2. Experience of Human Rights Work	
<b>SECTION C: UNDERSTANDING AND INTERPRETATION OF TORs</b>	
<b>SECTION D: METHODOLOGY</b>	
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 evaluation process				
7. Suggest a work plan (based on the seasonal calendar)				
<b>SECTION E: STAFFING</b>				
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

## 5.0 Requirements and Format for Financial Proposal

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

### 5.1 Budget Format

<b>SECTION G: BUDGET</b>
Prepare budget as per sample format below

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

### 6.0 Proposed evaluation report format

The consultant should include an outline of how the evaluation report would look like.





