**Request Documentation**

**Date:** 21 January 2025

**Scope of engagement:** **Consultant – Organisation Review**

1. This form is used to submit a quotation/proposal to carry out the engagement as outlined in the Terms of Reference.
2. Queries or questions may be emailed to [thuydoan-smith@asiapacificforum.net](mailto:thuydoan-smith@asiapacificforum.net)
3. The APF reserves the right at the time of award of contract to vary the quantity of services and goods specified in this request.
4. The APF reserves the right to accept or reject any quotations/proposals, to annul the solicitation process and reject all quotations/proposals at any time prior to award of contract, without thereby incurring any liability to the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the APF’s action.
5. This quotation/proposal has been requested from at least 3 service providers and quotations/proposals will be evaluated on both their assessed technical abilities to achieve the outcomes and cost. Please refer to the evaluation criteria in the Terms of Reference for details.
6. Please email your quotation/proposal to [thuydoan-smith@asiapacificforum.net](mailto:thuydoan-smith@asiapacificforum.net) by 17:00 (AEST), **23 February 2025**.
7. This letter is not to be construed in any way as an offer or contract.
8. The APF reserves the right to conduct supplier due diligence checks, including, but not limited to, incorporation documents, registrations/licenses, financial viability and screening against watchlists and registers.
9. Please contact the APF for general conditions of contract.
10. **Terms of reference**

**1.1 Background**

Founded in 1996, the APF has created a strong and united platform that brings together national human rights institutions (NHRIs) from all corners of the Asia Pacific to address some of the most serious human rights challenges in our region.

National Human Rights Institutions (NHRIs) are independent bodies, established by law or by the constitution of their country, to promote and protect human rights. NHRIs also investigate and report on human rights violations, help shape laws, policies, practices and attitudes that create strong, fair and inclusive communities.

A fundamental goal of the APF is to support the establishment of independent NHRIs in the region and to strengthen existing NHRIs to promote and protect human rights. We also bring our members together, and build partnerships with others, in order to tackle some of the most serious and complex human rights challenges facing our region.

The APF is seeking an independent, highly experienced Consultant to **conduct an organisational review of its secretariat**. The review will involve a rigorous evaluation of how effectively resources are being applied to service the APF’s vision, mission and strategic priorities as expressed in our Strategic Plan.

The selected Consultant will have a proven track record in conducting organisational reviews within the Not-for-Profit (NFP) / Non-Governmental Organisations (NGOs) sector; and can provide bespoke and tailored approaches to the APF.

**Gender mainstreaming**

Gender equality is a key priority area for the APF. The APF aims to produce resources and deliver programmes that adequately considers implications based on gender and addresses inequality. As such, consultants will need to consider and ensure gender equality is integrated in the delivery of services.

**1.2 Scope of engagement**

The Consultant will undertake the following specific tasks to support the APF in its organisation review, including providing its leadership with the information, insights and recommendations needed for ongoing organisational improvement.

Key tasks of the consultant include:

* (in coordination with the APF) Confirm the project scope, planning and implementation timeline
* Support all necessary communications regarding the organisation review, throughout all stages of the project
* Consult with APF staff and management, including any other relevant stakeholder(s)
* Analyse information and develop a Report, including recommendations for organisational improvement.

**1.3 Duration**

The agreement will commence from (approx..) mid-March 2025.

The consultant will invoice the APF monthly, based on performed hours, for payment in alignment with the APF’s payment schedule.

**1.4 Considerations**

Please note in the consideration of the quotation, that the APF is currently operating remotely, with staff located across Australia.

The APF is a registered charity and not-for-profit organisation therefore the consideration of our status in the formulation of the quotation is greatly appreciated.

In conducting our work, we seek to collaborate with partners who are aligned with our values and demonstrate a human rights-based approach to their work.

**1.5 Qualifications, Skills and Experience**

The consultant will have demonstrated experience in:

* Conducting organisation reviews, including strong participatory approaches to consultations
* Working closely with NFPs / NGOs, and across all levels including staff, management, senior leadership and Boards
* Providing expert advice and innovative solutions for any areas of organisational improvement(s)
* Strong communication and writing skills

Additionally, the consultant will need to:

* Act in a professional manner and adhere to the APF Code of Conduct
* Work effectively and deliver outputs on time
* Be flexible and open to working in a complex environment with a small team
* Ideally have knowledge of NHRIs
* Ideally have awareness of gender considerations when undertaking work

**1.6 Selection and evaluation criteria**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Weighting** | **Comments** |
| Conducting organisation reviews, including strong participatory approaches to consultations | 40% |  |
| Working closely with NFPs / NGOs, and across all levels including staff, management, senior leadership and Boards | 20% |  |
| Providing expert advice and innovative solutions for any areas of organisational improvement(s) | 20% |  |
| Strong communication and writing skills | 10% |  |
| Work effectively and deliver outputs on time, whilst being flexible and open to working in a complex environment with a small team | 5% |  |
| Have awareness of gender considerations when undertaking work | 5% |  |
| **Total** | **100%** |  |

**Quotation/Proposal Form**

Please complete this section, with the requested information, and respond fully to the selection and evaluation criteria in the ‘Response’ column.

**2.1 Tenderer information**

|  |  |
| --- | --- |
| **Criteria** | **Response** |
| Name: |  |
| Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| ABN / ACN[[1]](#footnote-1): |  |
| Email: |  |
| Two contacts of referees /references. Attach additional details as applicable. |  |
| Please let us know where you saw this RFP (e.g. APF website, social media, or other?) |  |

**2.2 Qualification, skills and experience**

|  |  |
| --- | --- |
| **Criteria** | **Response**  (Please also include clear examples of work wherever possible) |
| Conducting organisation reviews, including strong participatory approaches to consultations |  |
| Working closely with NFPs / NGOs, and across all levels including staff, management, senior leadership and Boards |  |
| Providing expert advice and innovative solutions for any areas of organisational improvement(s) |  |
| Strong communication and writing skills |  |
| Work effectively and deliver outputs on time, whilst being flexible and open to working in a complex environment with a small team |  |
| Have awareness of gender considerations when undertaking work |  |

**2.3 Financial costs**

Please provide an itemised proposal for the cost of your service(s) below. This may be presented as either hourly or daily rates (where applicable).

|  |  |  |
| --- | --- | --- |
| **Item** | **Rate (exclusive of GST)** | **Total** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

please check this box if you are registered for GST

For your reference, please note the APF’s payment processing dates for the relevant period:

7 and 21 April 2025

5 and 19 May 2025

2, 16 and 30 June 2025

**2.3.1 Additional terms and conditions of Tenderer (if relevant)**

Please provide any additional details regarding the terms and/or conditions of your proposal below.[[2]](#footnote-2)

1. Note only if based in Australia [↑](#footnote-ref-1)
2. Please note that all payments will be made in accordance with the *APF’s Financial Management Guidelines and Procedures*, with payments made upon completion of set milestones and deliverables as outlined in the Contract of the successful tender. Generally, the APF will not enter into any contract or arrangement requiring an advance payment for goods or contractual services.

   The APF may advance up to twenty (20) per cent of the value of the service contract if the advance payment is required for start-up costs or design costs. The APF may advance more than 20% of the contract value if it is a standard term and condition of the supplier before it will provide those goods, services or works, and if the advance facilitates international procurement; or relates to a critical payment (such as a booking fee for a venue for a workshop). [↑](#footnote-ref-2)