**Request for Proposals**

**Date:** 25/11/2024

**Scope of engagement:** GANHRI accreditation consultant

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 Aishath Fasoha (Faso) at [fasohaaishath@asiapacificforum.net](mailto:fasohaaishath@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 [fasohaaishath@asiapacificforum.net](mailto:fasohaaishath@asiapacificforum.net) by 17:00 (AEST), ***9 January 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 provides expert advisory services to its members and prospective members in relation to the role of independent NHRIs including their functions, mandate, and internal operations.

**APF Annual Programme on GANHRI Accreditation**

Supporting members with their accreditation by the Global Alliance of National Human Rights Institutions (‘GANHRI’) is a key strategic priority for the APF. To improve this support, the APF has established an Annual Program on GANHRI Accreditation as part of its support to APF members and prospective members to engage with the accreditation process.

Delivering advice and guidance on GANHRI accreditation in an applied learning environment will help to demystify the accreditation process and enable members to share their experiences with the various procedures of GANHRI’s subcommittee on accreditation (‘SCA’). The SCA is the body that reviews compliance of National Human Rights Institutions (‘NHRIs’) with the ‘Paris Principles’, which are the international standards for the mandate and performance of NHRIs.

The Programme was piloted in 2020 and since has been held annually. The programme consists of the following:

|  |  |
| --- | --- |
| Online component | Planned dates: 13 – 31 January 2025 (3-week period).  The online component is delivered through APF’s online learning platforms. Participants complete this component at their own pace during the specified period.  The APF will manage this component. |
| In-person workshop | Planned dates: 18 – 20 February 2025\* (Consultant will be required to arrive at workshop location and venue by 17th February, and depart earliest available flight post workshop.  Location: Bangkok, Thailand  Consultant is expected to work closely with the APF secretariat staff to plan and develop the agenda in the lead up to the workshop.  Logistics: The APF secretariat will provide all logistical support for the workshop. The APF will cover all related travel costs to the location of the workshop, including accommodation and meals etc.  Upon request, the APF can provide concept notes and agendas from the previous programmes. |

\*please note that these dates are fixed and cannot be changed unfortunately as logistical arrangements have commenced in preparations.

**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 contracted consultant will work in close collaboration with the APF secretariat to *facilitate the in-person component* of the 2025 Annual Programme on GANHRI Accreditation.

Key tasks of the consultant include:

1. Facilitate the in-person workshop providing the subject matter expertise. This includes working closely with the APF secretariat in planning and developing the agenda for the workshop during the lead up.
2. Contribute to monitoring, evaluation, accountability and learning for the overall programme, including report writing.

**1.3 Duration**

The agreement will commence from ***27 January 2025 to 28 February 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 based 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 high-level expertise and experience in GANHRI accreditation process.
* Demonstrated high-level expertise and experience in facilitation of learning programmes.
* Demonstrated expertise and experience in mainstreaming gender considerations in programme design and content development and delivery.
* Demonstrated expertise and experience in working with NHRIs, especially in the Asia Pacific region, and demonstrated understanding for cultural context; and

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
  1. **Selection and evaluation criteria**

|  |  |
| --- | --- |
| Requirements | Weighting |
| Demonstrated high-level expertise and experience in GANHRI accreditation process. | 50% |
| Demonstrated high-level expertise and experience in facilitation of learning programmes. | 20% |
| Demonstrated expertise and experience in mainstreaming gender consideration in programme design, content development and delivery. | 10% |
| Demonstrated expertise and experience in working with NHRIs, especially in the Asia Pacific region, and demonstrated understanding for cultural context. | 10% |
| Excellent communication and collaboration skills including writing, working effectively to deliver outputs on time, flexible working approach and open to working in a complex environment with a small team. | 10% |
| Total | 100% |

**Quotation/Proposal Form**

Please complete this section, with the requested information, and responding 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**  (Also include examples of relevant work or experience against the criteria where referenced. Links to work or annexes to the proposal are acceptable) |
| Demonstrated high-level expertise and experience in GANHRI accreditation process. |  |
| Demonstrated high-level expertise and experience in facilitation of learning programmes. |  |
| Demonstrated expertise and experience in mainstreaming gender consideration in programme design, content development and delivery. |  |
| Demonstrated expertise and experience in working with NHRIs, especially in the Asia Pacific region, and demonstrated understanding for cultural context. |  |
| Excellent communication and collaboration skills including writing, working effectively to deliver outputs on time, flexible working approach and open to working in a complex environment with a small team. |  |

**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

The APF will advise selected consultants on APF’s payment processing dates as required.

**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)