**Request for Proposals**

**Date:** 30 July 2024

**Scope of engagement:** Conduct a needs assessment survey to understand the needs and challenges experienced by the selected NHRIs related to their monitoring and advisory capacities in the context of Climate Change Mitigation and Adaptation (CCMA) initiatives in South Asia.

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 Nayela Akter at nayelaakter@asiapacificforum.net
3. The APF reserves the right at the time of award of the 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 [nayelaakter@asiapacificforum.net](mailto:nayelaakter@asiapacificforum.net) by 17:00 (AEST), ***27 August 2024****.*
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, and 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 to the role of independent NHRIs including their functions, mandate, and internal operations. This includes providing capacity development support in areas of human rights, including the right to a healthy environment and climate change.

NHRIs have a pivotal role in ensuring the promotion and protection of human rights in climate actions, specifically to climate change mitigation and adaptation (CCMA) initiatives. The Global Alliance of National Human Rights Institutions (GANHRI) has declared that one of the two objectives of NHRIs engagement in climate action is to ensure that CCMA measures and projects are consistent with human rights principles[[1]](#footnote-2). The UN Plan of Action for Advancing Prevention, Protection, and Solutions for Internally Displaced Persons also explicitly recognises NHRI's role as key stakeholders with the mandates and potentials to advance national action on internal displacement issues, including those related to CCMA initiatives.

NHRIs are crucial national actors in ensuring compliance with obligations related to climate change and development-induced displacement, in line with international and national human rights norms. Their role includes investigating and monitoring compliance, resolving complaints, advising and assisting governments, and conducting awareness campaigns and national inquiries about human rights issues arising from CCMA policies and programs. NHRIs can also use tools such as National Determined Contributions (NDCs) and National Adaptation Plans (NAPs) to monitor states’ progress in achieving the objectives of the Paris Agreement, which often include references to participation, access to information, and inclusion—key human rights principles.

Despite their importance, NHRIs’ capacity to monitor human rights effectively, especially in collaboration with other actors, is limited. Few countries have comprehensive systems to track all human rights obligations and recommendations in CCMA contexts. NHRIs face challenges like limited capacity, access, security, resources, and political will from national authorities. Additionally, NHRIs often work in silos without a coordinated approach to monitoring and investigating the human rights impacts of CCMA projects and policies, particularly regarding human mobility.

The APF, in partnership with Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI), is looking to conduct a needs assessment and gap analysis to identify the existing challenges experienced by the NHRIs related to their monitoring and advisory capacities in the context of CCMA initiatives in South Asia. The assessment will provide a foundation for the development of a toolkit monitoring human rights compliance in CCMA initiatives, especially focusing on their mobility dimension.

**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 collaboration with the APF secretariat to conduct a needs assessment and gap analysis to identify the existing challenges experienced by the NHRIs related to their monitoring and advisory capacities in the context of CCMA initiatives in South Asia.

Key tasks of the consultant include:

1. Develop the methodology and workplan, using gender sensitive and participatory methods to conduct the needs assessment of the selected NHRIs.
2. Develop data collection tools to provide an understanding of the position, challenges, needs and gaps of the targeted NHRIs in the respective country context.
3. In collaboration with the APF capacity development team, collect data, conduct interviews with relevant NHRIs.
4. Analyse the data and prepare the needs assessment report.

Note: The assessment will cover APF members in South Asia, including NHRIs of Bangladesh, India, Pakistan, Maldives, Nepal and Sri Lanka.

**1.3 Duration**

The agreement will commence from **1 September 2024**, and final assessment report is due on **25 October 2024**.

A timeline of the specific activities will be agreed upon in consultation with the selected consultant.

The consultant will invoice the APF as agreed upon 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 designing and undertaking needs assessment.
* Demonstrated and proven experience and skills in conducting desk-based studies, qualitative and quantitative research and data analysis, and demonstrated high-level expertise in developing analytical reports.
* Knowledge and understanding of human rights, in particular the role and functions of NHRIs.
* Understanding and familiarity with the climate change in the context of Asia Pacific.
* Demonstrated high-level understanding of gender mainstreaming and human rights approaches to data disaggregation in program, content development, and delivery.
* 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.

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 designing and undertaking assessment. | 20% |
| Demonstrated and proven experience and skills in conducting desk-based studies, qualitative and quantitative research and data analysis, and demonstrated high-level expertise in developing analytical reports. | 30% |
| Knowledge and understanding of human rights, in particular the role and functions of NHRIs | 15% |
| Understanding and familiarity with the climate change in the context of Asia Pacific | 15% |
| Demonstrated high-level understanding of gender mainstreaming and human rights approaches to data disaggregation in program, content development, and delivery. | 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[[2]](#footnote-3): |  |
| 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) |
| Demonstrated high-level expertise and experience in designing and undertaking assessment. |  |
| Demonstrated and proven experience and skills in conducting desk-based studies, qualitative and quantitative research and data analysis, and demonstrated high-level expertise in developing analytical reports. |  |
| Knowledge and understanding of human rights, in particular the role and functions of NHRIs |  |
| Understanding and familiarity with the climate change in the context of South Asia |  |
| Demonstrated high-level understanding of gender mainstreaming and human rights approaches to data disaggregation in program, content development, and delivery. |  |
| 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.[[3]](#footnote-4)

1. https://ganhri.org/practical-guidance-for-nhris-on-hr-and-climate-change/ [↑](#footnote-ref-2)
2. Note only if based in Australia [↑](#footnote-ref-3)
3. 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-4)