

CALL FOR PROPOSALS

Protection and Empowerment of Women Human Rights Defenders: service delivery and capacity building.

DATE: 27 April 2015

The United Nations Entity for Gender Equality and the Empowerment of Women (**UN Women**) in Cambodia invites non-governmental/civil society organizations and service providers to submit project proposals that contribute to the following aim: Protection and Empowerment of Women Human Rights Defenders: service delivery and capacity building. This project is part of UN Women Cambodia initiative to strengthen its work to protect and support women's rights defenders, with specific measures to assist and address their experiences of violence and trauma.

The project will be a pilot initiative to rollout a methodology of providing support to Women Human Rights Defenders who have been victims of violence and trauma.

Guidelines for the Submission of Proposals

What is the format for the proposal?

Given the attached Terms of Reference, the proposal should contain, at the minimum, the following:

1) A proposal consisting of:

a) **Context and problem analysis** (*no more than 2 pages*):

- description of the current situation of violence against women in Cambodia and how this connects to past violence
- analysis of the situation of Women Human Rights Defenders and their needs

b) **Project design and justification** (*no more than 3 pages*):

The project design should describe how the project will work towards the overall aim. It should also address the following:

- Support service for Women Human Rights Defenders who are victims of violence and human rights violations, specific areas of support should include:
 - **Lead coordination on case management:** including necessary services such as existing legal aid services and family visits.
 - **Directly provide psychosocial support including counselling:** gender sensitive, tailored psychosocial support and responses appropriate to the specific

experience of women effected by violence and/or are victims of by human rights violations.

- **Directly provide humanitarian assistance:** limited humanitarian assistance as needed in the form of basic necessities, including household supplies, medicine, food and transportation costs etc.
- **Lead coordination on referrals, follow up and facilitation of access to legal aid services:** build coordination with legal aid NGO's to maintain a network system for referral of cases for legal aid support.
- **Provide quantitative and qualitative data collection:** as this is a pilot project knowledge management and communications should be done on an ongoing basis. Quantitative data and qualitative data in the form of case studies should be collected from the project and provided to UN Women on a regular basis.
- Facilitate participation of WHRDs in trainings on non-violence methods and advocacy tools to increase their knowledge and capacity to organize and mobilize communities and mitigate the risk of violence. UN Women will provide information about the training activities to the contracting body, while it is not expected that the contracting body will carry out these trainings, facilitating logistics for WHRDs to participate in these trainings would still be expected.
- Participate in and convey meetings, workshops, forums and conferences of relevance to the situation and the protection of Women Human Rights Defenders.

c) **Expected results** (*no more than 1/2 page*): written explanation of the expected outputs, outcomes, and goal of the organization's proposed activities

d) **Logframe and implementation work plan** (*use attached form*): description of expected outcomes, outputs and corresponding activities and work plan to conduct the activities.

e) **Partnerships** (*no more than 1 page*): Include a description of the partners needed to successfully implement the project and their roles and capacities. Include a description of how the partnership will function, in terms of who will channel the funds.

f) **Institutional profile** (*no more than one page*): brief description of the organization/s, including registration details and relevant experience of effective programme management.

2. A budget proposal indicating:

- Items to support the activities (in excel format only, please adjust the template to reflect the number of outcomes/outputs/activities as in your logframe).
- Administrative/indirect costs, which should not exceed 10% of the total budget.

Applicants may include Annexes (supporting documents) such as organizational brochures, previous annual reports and audit reports.

The proposal should be submitted in Times New Roman 12, using single or 1.5 single spaced.

Who can apply?

Proposals can be submitted by any legally registered organization or jointly by maximum 3 more organizations from either of the following categories;

- Non-governmental organizations (NGOs)
- Educational and academic institutions
- Service providers

Language of submission

Please submit the proposal in English

What criteria will be used for the selection of the proposal?

A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 70 points out of 100 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 70 points out of 100 points prior to any budget proposal being opened and compared. The budget proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 70 out of 100 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 80%

Budget proposal: 20%

Total number of points: 100%

Evaluation of financial proposal

A budget proposal indicating:

- Items to support the activities (in excel format only, please adjust the template to reflect the number of outcomes/outputs/activities as in your logframe).
- Administrative/indirect costs, which should not exceed 10% of the total budget.

Applicants may include Annexes (supporting documents) such as organizational brochures, previous annual reports and audit reports.

Evaluation of technical proposal

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of 100 points):

Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	5
1.2	Adverse judgments or awards	3
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	5
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	2
1.5	Quality assurance procedures, warranty	3
1.6	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for other UN agencies/ major multilateral/ or bilateral programmes	12
		30
Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	25
2.2	Management Services – Timeline and deliverables.	15
2.3	Environmental Considerations : Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	10
		50
Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	Composition of the team proposed to provide , and the work tasks (including supervisory) Curriculum vitae of the proposed team that will be involved either full or part time	20
		20
70% of 100 pts = 70 pts needed to pass technical		100

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 70 points out of 100 points for the technical proposal.

The selection criteria require proposals to take a human rights-based and gender-responsive approach.

When is the proposal due?

Technical and financial proposals should be submitted on or before **Friday, 29 May 2015 at 5:30pm.**

To whom should the proposal be sent?

Please e-mail your proposal to UN Women Cambodia; cambodiaco.unwomen@unwomen.org copying hr.bangkok@unwomen.org

PROPOSALS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

All applications must be submitted via e-mail. Regular post and/or facsimile will not be accepted.

Annex:

1. Terms of Reference
2. Results Frame work, work plan and budget format

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Wenny Kusuma

UN Women Representative, Cambodia

Annex 1: Terms of Reference

Protection and Empowerment of Women Human Rights Defenders: service delivery and capacity building

1. Background

Women Human Rights Defenders (WHRDs) is a term used to describe women who individually or with others, act to promote or protect human rights. This broad term encompasses professional as well as non-professional human rights workers, journalists, volunteers, lawyers and any other individuals who carry out human rights activities.

The rights and the protection of human rights defenders are outlined in *the Declaration of Human Rights Defenders*, which was adopted by the General Assembly in 1998, marking the fiftieth anniversary of the Universal Declaration of Human Rights. In accordance with the declaration, States are responsible to implement and respect all the Declaration's provisions, particularly the duty to protect human rights defenders from harm as a consequence of their work. However, in reality many States fail in doing so. Several steps have been taken by the United Nations to respond to this situation. In April 2000, the Commission on Human Rights requested UN Secretary-General to appoint a special representative on human rights defenders, today known as the "Special Rapporteur on the situation of human rights defenders". In 2011, the *Commentary to the Declaration* was developed to further assist States and other stakeholders in ensuring that the declaration is respected.

There is significant concern for the situation of human rights defenders in most countries, including both those with long-established democratic institutions and in emerging democracies. The Special Rapporteur has placed special emphasize on the situation in those countries where (a) severe civil unrest or internal armed conflict exist or; (b) the legal and institutional protections and guarantees of human rights are not fully assured or do not exist. Women Human Rights Defenders are an integral part of the human rights movement, although their role and contribution has not always been recognized, and they often face gender-specific threats. It is therefore critical to take into account the gender dimensions in assessing risks and integrate gender perspectives in developing responses to and protections against the violence faced by human rights defenders.

The situation of WHRDs in Cambodia can be described as worrisome. In 2014, the UN Special Rapporteur on the Situation of Human Rights in Cambodia, Professor Surya P. Subedi, expressed concerns over the several cases of questionable arrests and sentencing of WHRDs. WHRDs, including land rights and labour activists, frequently face intimidation, violence, harassment and legal action, often with the effect of silencing them.

WHRD advocates engaged in the land-right sector are arguably working in one of Cambodia's most politically sensitive areas. Access to land and property is essential to women's livelihoods and security and is directly linked to reducing women's financial dependency on men and their vulnerability to violence. From 2000-2014, the Cambodian NGO LICADHO found, in an investigation of 13 of Cambodia's 24 provinces, that more than 500,000 Cambodians have been affected by state-involved land conflicts, these evictions and resettlements impacting women and girls disproportionately. Women are also at the forefront of the campaigns against forced evictions. Thus, women not only face impoverishment from forced evictions, but have also experienced threats and imprisonment.

WHRDs involved in labor rights and unions also face a multitude of challenges. A policy brief in 2014 by the Cambodian Center for Human Rights (CCHR) states that the garment factory, over the last years, has seen a decline in terms of respecting the human rights of its workers. When labour rights and union activists engage in protecting their rights, they are sometimes faced by violence. The garment industry is a key pillar of Cambodia's economy and generates significant income, still working conditions of the garment factory workers remains highly questionable with little sign of improvement in terms of; fire safety, child labor and worker safety and health.

This challenging situation has resulted in high trauma levels among WHRDs. These women are often left with little support, in terms of managing their safety, being able to access services and provide for their families. While several NGOs and other institutions provide legal aid, medical services etc., there is currently no organized coordinating body that can assist with proper case management. Moreover, WHRDs often do not receive the appropriate treatment to process the trauma that they have suffered.

UN Women is currently undertaking a needs assessment that will shed more light on the extent of the trauma and the support needed. The assessment will be shared with the selected entity/organization (contracting body) for this contract, and it is expected that the project will be adapted to respond to the needs identified.

2. Objective of UN Women Support

This project is part of UN Women Cambodia initiative to strengthen its work to protect and support women's rights defenders, with specific measures to assist and address their experiences of violence and trauma. The main goal of this project is to provide support services and capacity building opportunities for Women Human Rights Defenders to undertake effective advocacy on the protection of human rights in Cambodia.

The project is a pilot initiative to pilot a methodology of providing support to Women Human Rights Defenders who are victims of violence and human rights violations.

The key objectives are to:

- Provide support to WHRDs who are victims of violence suffering from trauma.
- Facilitate participation of WHRDs in trainings on non-violence methods and advocacy tools to increase their knowledge and capacity to organize and mobilize communities and mitigate the risk of violence.

When the WHRDs have been assisted to address their trauma and their immediate needs are met, the WHRDs will be able to engage with trainings on non-violence methods and advocacy tools to improve their human rights work. While it is not expected that the contracting body will carry out these trainings, the presence at such would still be expected.

3. Expected outcomes

- a) Support service for Women Human Rights Defenders who are victims of violence and human rights violations, specific areas of support should include:
 - **Lead coordination on case management:** including necessary services such as existing legal aid services and family visits.
 - **Directly provide psychosocial support including counselling:** gender sensitive, tailored psychosocial support and responses appropriate to the specific experience of women effected by violence and/or are victims of by human rights violations.
 - **Directly provide humanitarian assistance:** limited humanitarian assistance as needed in the form of basic necessities, including household supplies, medicine, food and transportation costs etc.
 - **Lead coordination on referrals, follow up and facilitation of access to legal aid services:** build coordination with legal aid NGO's to maintain a network system for referral of cases for legal aid support.
 - **Provide quantitative and qualitative data collection:** as this is a pilot project knowledge management and communications should be done on an ongoing basis. Quantitative data and qualitative data in the form of case studies should be collected from the project and provided to UN Women on a regular basis.
- b) Facilitate participation of WHRDs in trainings on non-violence methods and advocacy tools to increase their knowledge and capacity to organize and mobilize communities and mitigate the risk of violence. UN Women will provide information about the training activities to the contracting body, while it is not expected that the contracting body will carry out these trainings, facilitating logistics for WHRDs to participate in these trainings would still be expected.
- c) Participate in and convey meetings, workshops, forums and conferences of relevance to the situation and the protection of Women Human Rights Defenders.

4. **Project Duration:** up to 7 months

5. **Budget:** Budget requests should be no more than 30,000 USD.

6. **Approval:** This TOR is approved by:

Signature: _____

Wenny Kusuma
UN Women Representative, Cambodia

Project Work plan and Budget – template

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	Timeframe				Planned Budget		Schedule of payments by UN- WOMEN
		2015				Budget Description	Amount	
		Q1	Q2	Q3	Q4			
		Grand Total						

Project Result Framework – template

	Results	Indicators	Means of Verification/Sour ces of Information	Assumptions
Goal				
Outcome 1				
Output 1.1				
Activity 1.1.1				
Outcome 2				
Output 2.1				
Activity 2.1.1				
Activity 2.1.2				

Budget – template

Activities Description		Unit	# of Unit	# of days	Unit cost (\$)	Total	Notes
Outcome 1:							
Output 1:							
1.1							
	Total						
1.2							
	Total						
Outcome 2:							
Output 1:							
2.1							
	Total						
2.2							
Total direct project cost							
General administration costs							
Grand Total:							