



**BIDDING DOCUMENTS  
FOR IMPLEMENTING PARTNER FOR  
PROJECT “COMPREHENSIVE SUPPORT TO THE EFFECTIVE ANTI-  
TRAFFICKING AND FORCED LABOUR” – ASSISTANCE TO CHILD  
VICTIMS OF TRAFFICKING AND FORCED LABOUR  
No. 03/2011**

**BAKU, AZERBAIJAN**



**Organization for Security and Co-operation in Europe**  
**Office in Baku**  
**Fund Administration Unit**

The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan

Date: 14 October 2011

**No. 03/2011**

**Implementing partner for the Project “Comprehensive support to the effective anti-trafficking and forced labour” - Assistance to child victims of trafficking and forced labour**

The Office in Baku of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed bids for the purpose of finding an implementing partner for assistance to male victims of trafficking and forced labour project (hereinafter called “the Implementing Partner”), to be based in Baku, Azerbaijan.

In addition to this Invitation to Bid, the Bidding Documents also include:

- Section I: Project “Comprehensive support to the effective anti-trafficking and forced labour” - Assistance to child victims of trafficking and forced labour - Outline
- Section II: Terms of Reference
- Section III: How to apply and the procedures to follow
- Section IV: Evaluation and Selection of Applications
- Annex I: OSCE Project Proposal Template
- Annex II: Budget
- Annex III: Certificate of Compliance for Potential Implementing Partner
- Annex IV: Form of Agreement

Any Agreement reached as a result of this Invitation to Bid shall be bound by the Form of Agreement contained in the Bidding Documents.

Bids must be delivered at the following address:

**Organization for Security and Co-operation in Europe (OSCE)**  
**Office in Baku**  
**Attn: Fund Administration Unit**  
**The Landmark III, 96 Nizami St.**  
**AZ1010 Baku, Azerbaijan**

Bids must be delivered on or before **28 October 2011, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**No. 03/2011 – Implementing partner for Project “Comprehensive support to the effective anti-trafficking and forced labour” - Assistance to child victims of trafficking and forced labour - Do Not Open Before 28 October 2011, 12:00 hrs (GMT+4)**”.

Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in AZN.

The OSCE reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

A complete set of the Bidding Documents may be obtained at the OSCE web site (<http://www.osce.org/tenders/>). Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

**Office in Baku**  
**Politico-Military Programme**  
**The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan**

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## **SECTION I: COMMUNITY POLICING - INTEGRATION OF WOMEN INTO THE POLICE PROJECT**

### **1.1 BACKGROUND**

Azerbaijan is a source, transit and allegedly a destination country for men, women, and children subjected to trafficking in persons and forced labour. Typically, trafficked men are subjected to forced labour, while women and children are subjected to forced prostitution.

As an OSCE participating State (pS), the Republic of Azerbaijan has committed itself to prevent, prosecute trafficking in human beings and protect the victims of trafficking in human beings through a number of OSCE mechanisms. In addition to commitments, which all pS adopted in Moscow 1991, Istanbul 1999, Vienna 2000, and Bucharest 2001, the pS at the Ministerial Council (MC) meeting in Maastricht recommended actions at the national level. These actions address the criminalization, law enforcement response, law enforcement co-operation and information exchange between participating States, assistance and protection of witnesses and victims in the criminal justice system, training of law-enforcement, border measures, security and control of documents and legitimacy and validity of documents.<sup>1</sup> The project builds on the OSCE MC Decision NO. 14/06 Enhancing Efforts to Combat Trafficking in Human Beings, including for Labour Exploitation, through a Comprehensive and Proactive Approach and MC Decision no. 8/07 Combating Trafficking in Human Beings for Labour Exploitation. It is also recommended to build more on the OSR CTHB occasional papers on trafficking for labour exploitation.

In response to the problem, to its OSCE commitments and associated legal obligations to other bodies, in 2009, the Azerbaijani Government adopted essential documentation such as: (1) the second National Action Plan for the period of 2009-2013, (2) a National Referral Mechanism, and (3) Indicators to identify victims of trafficking (VoTs). Among the important events since then is Azerbaijan's adoption of the Council of Europe (CoE) Convention on Action against Trafficking in Human Beings, which entered into force on 1 October 2010.

### **1.2 OVERALL OBJECTIVES OF COMPREHENSIVE SUPPORT TO THE EFFECTIVE ANTI-TRAFFICKING AND FORCED LABOUR – ASSISTANCE TO CHILD VICTIMS OF TRAFFICKING AND FORCED LABOUR PROJECT**

The objective of the project is to support an independent shelter or centre and increase the capacities of independent shelters to support victims. Through the support of the Office, the Implementing partner shall provide a direct support to potential and presumed child victims of trafficking, in particular forced labour by means of legal, social, medical and psychological assistance in the country, with the particular focus of registering undocumented children in the relevant state structures.

<sup>1</sup> Maastricht 2003 Annex to Decision 2003 on Combating Trafficking in Human Beings, OSCE Action Plan to Combat Trafficking in Human Beings.

The activity will be part of the Office’s Counter trafficking programme that aims to assist the Government, as well as supplementary service providers and media-makers to make systemic gains for improving Azerbaijan’s effectiveness in combating trafficking in human beings and forced labour across the country.

The implementation of this project should ultimately assist the competent Azerbaijani authorities to successfully identify, assist and protect victims of forced labour.

### 1.3 PROJECT OUTPUTS

The following activities shall be essential in reaching the expected results:

- Conducting outreach activities to identify child victims of trafficking and forced labour among street children;
- Providing immediate relief assistance to the potential and presumed child victims of trafficking, in particular forced labour among street children;
- Providing necessary social, medical, psychological and legal assistance to potential and presumed victims of trafficking and forced labour with the particular focus on registering undocumented children in the relevant state structures.

### 1.4 FINANCIAL ALLOCATION AND TIME FRAME

#### 1.4.1. Financial Allocation

This Project allocates limited funds of 55,180 EUR to cover the project staff and operational costs (including board and lodging for potential and presumed male victims) of the implementing partner for the period of 23 months.

The OSCE Office in Baku will not fund the equipment necessary for the operation of the implementing partner.

#### 1.4.1. Time Frame

The Project is designed for a five (23) months implementation period.

	2011			2012												2013									
	10-Oct	11-Nov	12-Dec	1-Jan	2-Feb	3-Mar	4-Apr	5-May	6-Jun	7-Jul	8-Aug	9-Sep	10-Oct	11-Nov	12-Dec	1-Jan	2-Feb	3-Mar	4-Apr	5-May	6-Jun	7-Jul	8-Aug	9-Sep	
Bidding Process																									
Identification of IP																									
Contracting Selected IP																									
Progress Reporting																									
Final Reporting																									

## **SECTION II: TERMS OF REFERENCE**

The OSCE Office in Baku seeks a suitable implementing partner to carry out this project, in line with the above-mentioned project's objectives and outputs. While applicants may formulate additional specific objectives, these shall be in accordance with and support the specified objectives identified by the Office.

### **2.1 TASKS AND RESPONSIBILITIES OF THE IMPLEMENTING PARTNER**

The tasks and responsibilities of the implementing partner will include the following:

- Overall coordination of the project's implementation and fund administration, including all logistical issues. The project implementation is to be carried out under close supervision by the OSCE Office in Baku;
- Provide expertise during the roundtable discussions;
- Develop a set of recommendations for increasing the number of female police officers
- Providing the Office with regular progress, financial and narrative reports on the status of fund administration and of the project's implementation, respectively in accordance with OSCE quality standards, on a quarterly basis, not later than 20th day of last month of each quarter.

### **2.2 CRITERIA FOR ELIGIBILITY**

In order to be eligible as implementing partner for this project, the applicant must be a non-governmental and non-profit organization having at least one year project management experience and a demonstrated capacity to manage the activity in the scale corresponding to the size of the project.

Necessary qualifications include the following:

- The applicant shall have a background as well as proved knowledge of the Azerbaijani legal and judicial system, including both substantive and procedural issues in the field of trafficking and forced labour;
- Prior experience in working with the law-enforcement agencies will be an asset;
- Proved knowledge of international human rights standards will also be an asset.

In addition to this, applicants must submit the following documents:

- Copy of Certificate of the State Registration;
- Copy of the Mission Statement in the original language and in English;
- Copy of the official Statute/Charter in the original language and in English;
- A listing of and CVs for all the Board Members;
- A list of all key management personnel;
- CVs for the proposed project staff;

- Copies of the most recent financial statement;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not funded by other donors, or identification of the donor(s) and amounts where there is co-founding;
- Agreement that the applicant will submit original invoices to the OSCE and allow the OSCE to stamp them as paid;
- Agreement that all significant procurement activities will be conducted by the OSCE;
- A declaration of compliance with the laws of Azerbaijan, or an explanation of problems encountered in complying with specific laws.

### SECTION III: HOW TO APPLY AND THE PROCEDURES TO FOLLOW

#### 3.1 OSCE STANDARD PROJECT PROPOSAL TEMPLATE AND SUPPORTING DOCUMENTS

The project proposals must be submitted using the standard **OSCE Project Proposal Template** (*See Annex I*). Applicants should strictly comply with the project proposal format and fill in the form as explained in the template.

The project proposal should be formulated carefully and the respective forms should be filled as clearly as possible, so that the received project proposal can be assessed. The received application and the related material should be precise and provide enough detail to ensure the clarity of the project proposal. This concerns particularly the project background and justification, how will the set objectives be achieved, the description of the anticipated results, that of the benefits gained and their relevance to the programme's objectives, as well as to the key activities, timescale and **budget** (*See Annex II*).

The applicant should also fill in the **Certificate for Compliance** (*See Annex III*).

The applicant should also consider the **Form of Agreement** (*See Annex IV*), which will govern the agreement to be signed between the OSCE and the applicant.

**Please note! The project proposal must be submitted in English language using the standard OSCE project proposal template.**

**Please note! Hand-written applications will not be accepted. Please submit complete application packages.**

Applications must be accompanied by the supporting documents listed under section 2.2.

#### 3.2 WHERE AND HOW TO SEND THE APPLICATIONS

Organizations wishing to apply for the Project should submit before the relevant deadline a complete application package, i.e. OSCE Standard Project Proposal Template, Budget and the above-listed supporting documents. The applications must be received in a sealed envelope by mail or by hand-delivery to the following address:

Mr. Frank Levasseur  
 OSCE Office in Baku  
 Landmark 3, 2<sup>nd</sup> Floor  
 96 Nizami Street  
 Baku AZ1010, Azerbaijan

**Please note! Applications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses other than the one above will be automatically rejected.**

The outer envelope must bear the:

- full name of the applicant;
- address of the applicant.

### 3.3 DEADLINE FOR RECEIPT OF APPLICATIONS

The deadline for receiving applications is **28 October 2011, at 12:00 hrs (GMT+4)**.

**Please note! Any application received after the deadline will automatically be rejected.**

### 3.4 FURTHER INFORMATION

For any further information please address your queries by e-mail, not later than **28 October 2011** to the following address: **Tarana.Bagirova@osce.org**, indicating clearly the reference Programme.

## SECTION IV: EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the OSCE. The submitted applications will be assessed according to the following steps and criteria:

### 4.1 APPLICATION OPENING SESSION AND ADMINISTRATIVE CHECK

#### *Eligibility of applicants*

At the application opening session an administrative check will be conducted. Namely, it will be verified whether that applicant is eligible according to the criteria as set out in section 2.2.

**Please note! If the application does not meet the criteria as set out in sections 2.2 and 2.3, it will be automatically rejected.**

The application will also be automatically rejected if:

- the application is received after the closing date;
- the application does not comply with the requirements for minimum or maximum amounts or minimum or maximum duration;
- the project proposal is not submitted in English language using the OSCE Standard Project Proposal Template (*Annex I*);
- the project budget is not submitted in the requested format (*Annex II*).



## 4.2 QUALITY EVALUATION OF THE PROPOSALS

All applications will be subjected to quality evaluation by the OSCE FMMS, except those dismissed following the administrative check.

Quality evaluation of the proposal, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Matrix below.

### Evaluation Matrix

<b>1. Operational Capacity and Professional Resources</b>	<b>35</b>
Does the applicant have sufficient experience on project management?	5
<b>NB</b> Does the applicant have a background and / or proven substantial knowledge of the gender issues, in particular of the current gender situation in law-enforcement	5
<b>NB</b> Do the relevant representatives of the applicant have prior experience as gender consultant?	5
Does the applicant have sufficient technical expertise? (notably knowledge of the gender issues to be addressed and good working relations with local authorities and relevant state agencies)	5
Does the applicant have prior experience in providing expertise in gender related issues?	5
Does the applicant have experience and capacity in assisting victims of domestic violence?	5
<b>2. Project Implementation and Methodology</b>	<b>35</b>
Does the project proposal adequately address project objectives?	5
Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation to track progress and results?)	5
Does the project proposal address the needs of the target groups and the final beneficiaries appropriately?	5
Is the plan of activities clear and feasible?	5
Do the proposed assumptions and risks reflect subjective and objective factors involved?	5
Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
<b>3. Budget and cost effectiveness</b>	<b>25</b>
Are the proposed expenditures appropriate and in line with market prices?	5
Are the proposed expenditures necessary for the implementation of the project activities?	5
Are the proposed expenditures cost effective and adequate?	5
Are the proposed expenditures detailed and transparent?	5
Are the proposed in-kind contributions relevant and sufficient?	5
<b>4. Sustainability</b>	<b>5</b>
Are the expected results of the proposed action sustainable?	5
<b>5. Technical Presentation</b>	<b>5</b>
Are the submitted documents in line with the bidding requirements?	5
<b>Maximum total score</b>	<b>100</b>

Please note the following important information:

*Scoring*

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. The applications with the highest scores will be given priority when grants are awarded.

Costs incurred for the preparation of the application will not be covered by the grant and will not be included in the budget.

## APPLICATION CHECK LIST

Prior to sending the Application, check if you have all the needed documentation:

- Stamped project proposal<sup>2</sup> including budget (*Annex I and Annex II*);
- Stamped and signed Certificate of Compliance (*Annex III*);
- Copy of Certificate of the State Registration;
- Copy of the Mission Statement in the original language and in English;
- Copy of the Statute in the original language and in English;
- Listing of and CVs for all the Board Members;
- A list of all key management personnel;
- CVs for proposed project staff;
- Copies of the most recent financial statement;
- Evidence of a legally registered bank account;
- Either confirmation that the project is not being funded by other donors, or an indication of the donor(s) and amounts where there is co-funding;
- List of previous projects (in English), carried out by the applicant, including information about the donor, implementation period and respective values;
- Information on membership in any umbrella organizations or other networks;
- Support letters from organisations i.e. institutions (letter of cooperation).

**NB:** *it is in applicant's interest to provide the OSCE with accurate contact details, preferably an e-mail address.*

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<sup>2</sup> Project proposal, including budget should not exceed ten (10) pages.