



**BIDDING DOCUMENTS**

**IMPLEMENTING PARTNER FOR**

**PROJECT: LEGAL RESOURCE CENTRES IN THE REGIONS & BAKU  
SUPPORT CENTRE 2012**

**COMPONENT: BAKU SUPPORT CENTRE**

**No. 04/2012**

**BAKU, AZERBAIJAN**

**Invitation to Bid****No. 04/2012****Implementing partner for****Project: Legal Resource Centres in the Regions & Baku Support Centre 2012****Component: Baku Support Centre**

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 the Project: Legal Resource Centres in the Regions & Baku Support Centre 2012, Component: Baku Support Centre (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: Legal Resource Centres in the Regions & Baku Support Centre 2012, Component: Baku Support Centre - 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 March 2012, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**No. AZE 04/2012 – Implementing partner for Project: Legal Resource Centres in the Regions & Baku Support Centre 2012, Component: Baku Support Centre - Do Not Open before 28 March 2012, 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/>). The OSCE Office in Baku will organise an information session for the prospective applicants on **Thursday, 15 March 2012** to provide details of the application procedure and guidance in the preparation of their Application Packages. However, such guidance will not in any way assure the selection of one of the non-governmental organisations among those who attended this information session. For any further information, please address your queries by e-mail, not later than 23 March 2012 to the following address: [Zhala.Azizova@osce.org](mailto:Zhala.Azizova@osce.org), indicating clearly the reference Project.

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## **1.1 BACKGROUND**

The objective of the Rule of Law and Human Rights (RoL) Programme within the OSCE Office in Baku (Office) is to support Azerbaijan's legal and judicial reforms in accordance with OSCE Commitments, other international standards and best practices in OSCE Participating States. The OSCE commitments regarding the protection of human rights and fundamental freedoms support and advance principles of justice that are the basis of the rule of law. Among other principles, they include the guarantee of effective remedies to obtain redress in case of violations of individual rights.<sup>1</sup> OSCE participating States have committed themselves to ensuring that everyone will have effective means of redress against administrative decisions, to guaranteeing respect for fundamental rights and ensuring legal integrity.<sup>2</sup> Participating States have also affirmed that effective available remedies include the right of the individual to seek and receive adequate legal assistance.<sup>3</sup>

The Office regularly receives applications for human rights/legal advice from the population, and since 2003, the Office processed these individual applications and advised applicants on how to seek redress in their specific cases. While the Office did co-operate with an Implementing Partner in the past, it was still up to the Office to address allegations of human rights violations directly with the authorities.

However, in the framework of the current project the Office seeks to establish a pilot centre in Baku, which will provide assistance to the Office in addressing individual applications for human rights/legal advice and assistance. Therefore, the Office is seeking an Implementing Partner to establish the OSCE Baku Support Centre. This Centre will be responsible for processing and addressing individual applications, received by the Office, independently, consulting and involving the Office depending on the gravity and sensitivity of the issues at stake.

## **1.2 OVERALL OBJECTIVES OF PROJECT**

The objective of this project is to support the Office's assistance to the population of Baku in addressing their need for legal advice and assistance.

## **1.3 PROJECT OUTPUTS**

- To establish Baku Support Centre;
- To provide human rights/legal advice and assistance to the individuals filing applications with the Office;
- To advise the Office as to which individual applications require direct follow-up by the Office.

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<sup>1</sup> See OSCE Human Dimension Commitments, Vienna Document 1989, para. 13.9.

<sup>2</sup> See OSCE Human Dimension Commitments, Copenhagen Document 1990, para. 5.10.

<sup>3</sup> See OSCE Human Dimension Commitments, Copenhagen Document 1990, para. 11.1.

**1.4 FINANCIAL ALLOCATION AND TIME FRAME**

**1.4.1. Financial Allocation**

This Project allocates limited funds of 23 000 EUR (to be paid in AZN based on a flat EUR/AZN exchange rate) to support the Project activities which will cover the project staff and operational costs of the Implementing Partner.

The OSCE Office in Baku will not fund the equipment necessary for the operation of the Implementing Partner. The Implementing Partner is therefore required to provide an in-kind contribution in this regard (see details below).

**1.4.2. Time Frame**

The Project is for a nine (9) months implementation period.

Activities	2012										
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Bidding Process											
Identification of Implementing Partner											
Contracting Selected IP											
Project Implementation											
Progress report	Once in two weeks										
Narrative and finance reporting						Interim					Final

**SECTION II: TERMS OF REFERENCE**

The Office seeks the best 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 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 Office;
- Collect, classify and register all applications received by the Office on a weekly basis;
- Provide human rights/legal advice and assistance to the applicants;
- Report the applications that require Office’s direct involvement immediately to the Office;
- Submit progress reports to the Office once in two weeks;
- Timely report to the Office on the status of the project’s implementation and fund administration (interim narrative and financial reports should be submitted in July 2012, final narrative and financial reports should be submitted by the in December 2012).

## 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 three years 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 legal background as well as proved knowledge of the Azerbaijani legal and judicial system, including both substantive and procedural issues;
- Prior experience as practicing lawyers, judges or prosecutors before any jurisdiction (civil, criminal and administrative) will be an asset;
- Prior experience running legal clinics or a centre for free legal services will be an asset;
- Proved knowledge of international fair trial and human rights standards will also be an asset.

## 2.3 IN-KIND CONTRIBUTIONS

The successful selected implementing partner(s) must include in the Project Proposal its in-kind contribution.

The proposition about the in-kind contributions shall include but shall not be limited to:

- (a) Office premises maintained at its own expenses (allowing to receive applicants);
- (b) At least two (2) desktop computers or laptops;
- (c) A photocopying machine;
- (d) A fax machine;
- (e) Telecommunication equipment;

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

### 3.1 APPLICATION PACKAGE

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.

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;
- List of previous projects (in English), carried out by the applicant, including information about the donor, implementation period and respective values;
- 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.

**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 3.1.

## **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 March 2012, at 12:00 hrs (GMT+4)**.

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

### 3.4 FURTHER INFORMATION

The OSCE Office in Baku will organise an information session for the prospective applicants on **Thursday, 15 March 2012** to provide details of the application procedure and guidance in the preparation of their Application Packages. However, such guidance will not in any way assure the selection of one of the non-governmental organisations among those who attended this information session. For any further information, please address your queries by e-mail, not later than **23 March 2012** to the following address: [Zhala.Azizova@osce.org](mailto:Zhala.Azizova@osce.org), indicating clearly the reference Project.

## 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 sections 2.2 and 2.3.

**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 in a project management?	5
Does the applicant have sufficient management capacity in terms of staff, equipment and ability to handle the budgetary resources involved?	5
Does the applicant have prior experience in delivering training for election officials, candidates, civil society organizations, etc?	5
Does the applicant have prior experience working in, and/or any ongoing projects in the regions of Azerbaijan?	5
Does the applicant have sufficient technical expertise? (notably knowledge of the issues to be addressed and good working relations with regional election officials, political party representatives, and civil society organizations)	5
Does the applicant have prior experience in conducting training on election complaints?	5
Does the applicant have experience and capacity to draft good quality reports?	5
<b>2. Project Implementation and Methodology</b>	<b>30</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 action plan clear and feasible?	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.

## 2.2 APPLICATION CHECK LIST

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

- Stamped project proposal<sup>4</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 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;
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- 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.

**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>4</sup> Project proposal, including budget should not exceed ten (10) pages.