



Organization for Security and
Co-operation in Europe
Office in Baku

**REQUEST FOR APPLICATIONS
FOR COMPETITIVE SELECTION OF
AN IMPLEMENTING PARTNER
FOR
PROJECT:**

STRENGTHENING CIVIL SOCIETY ACTORS' CAPACITY IN ADVOCACY WORK

**COMPONENT:
CIVIL SOCIETY ACTORS ADVOCATE MORE EFFECTIVELY FOR POLICY, LEGISLATIVE, JUDICIAL
AND INSTITUTIONAL REFORMS**

No. RFA/AZE/04/2013

BAKU, AZERBAIJAN



Organization for Security and
Co-operation in Europe
Office in Baku

**Office in Baku
Fund Administration Unit**

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

Date: 1 March 2013

**Request for Applications
No. RFA/AZE/04/2013
Implementing partner for
“Civil society actors advocate more effectively for policy, legislative, judicial and
institutional reforms”**

The Office in Baku of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed applications from non-governmental, not-for-profit organizations legally registered in Azerbaijan for the purpose of finding an implementing partner for the Project: Strengthening Civil Society Actors’ Capacity in Advocacy Work, Component: Civil society actors advocate more effectively for policy, legislative, judicial and institutional reforms (hereinafter called “the Implementing Partner”), covering Baku and the regions of Azerbaijan.

The Request for Applications documentation includes:

- Section I: Civil society actors advocate more effectively for policy, legislative, judicial and institutional reforms
- 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: Standard form of the Implementing Partner Agreement (for reference purposes only)

Any Agreement reached as a result of this Request for Applications shall be bound by the enclosed standard form of the Implementing Partner Agreement.

Applications shall be delivered at the following address:

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

Applications shall be delivered on or before **25 March 2013, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**RFA/AZE/04/2013 – Implementing partner for the Civil society actors advocate more effectively for policy, legislative, judicial and institutional reforms - Do Not Open before 20 March 2013, 12:00 hrs (GMT+4)**”.

To ensure procurement integrity, OSCE will not accept applications sent by e-mail and fax.

The application shall be submitted in English language using the standard OSCE project proposal template. All costs shall be quoted in AZN. Please submit complete application packages.

The OSCE reserves the right to accept or reject any Application, and to annul, in whole or in part, or to suspend the selection process and reject all applications at any time and without reason prior to award, without thereby incurring any liability to the affected Applicant or Applicants.

A complete set of the Request for Applications documentation may be obtained at <http://www.osce.org/baku/84066>. Please address all your queries or questions in writing at the e-mail addresses given below and kindly refrain from any telephone calls or personal visits.

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SECTION I: CIVIL SOCIETY ACTORS ADVOCATE MORE EFFECTIVELY FOR POLICY, LEGISLATIVE, JUDICIAL AND INSTITUTIONAL REFORMS

1.1 BACKGROUND

The OSCE participating States have undertaken specific commitments related to strengthening of civil society actors and their role in promoting reforms.¹ Azerbaijan has also ratified various international and regional human rights conventions, including the European Convention on Human Rights and the European Convention on the Prevention of Torture, and has therefore recognised the jurisdiction of the European Court of Human Rights (ECtHR) to enforce the European Convention on Human Rights.

Thus, the Office will implement this project to support the development of civil society actors' advocacy skills.

1.2 OVERALL OBJECTIVES

To increase respect for human rights and fundamental freedoms in Azerbaijan.

1.3 PROJECT OUTPUTS

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

- To track human rights cases and to work with civil society to support legal appeals to national courts;
- To provide legal support and litigation for human rights related cases, including the right to freedom of assembly;
- To collect information on important human rights issues and provide comprehensive, systematic reports to the OSCE Office in Baku.

1.4 FINANCIAL ALLOCATION AND TIMEFRAME

1.4.1. Financial Allocation

OSCE will allocate limited funds of 15,000 AZN to support the project activities which will cover the project staff and direct 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.

1.4.2. Time Frame

The Project is designed for eight (8) months implementation period.

Activity/Time	Feb	Mar	Apr	Ma y	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bidding Process											

¹ See the OSCE Human Dimension Commitments; Moscow Document 1991 par. 43, Istanbul Document 1999 par. 27 and Maastricht Document 2003 par. 36.

Identification of Implementing Partner											
Contracting Selected IP											
Project implementation											
Midterm and Final Reporting											

SECTION II: TERMS OF REFERENCE

The OSCE Office in Baku seeks Implementing Partners 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 overall objective and project outputs.

2.1 TASKS AND RESPONSIBILITIES OF IMPLEMENTING PARTNER

The OSCE Office in Baku seeks 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 overall objectives.

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 the close supervision of the OSCE Office in Baku;
- Identify lawyers experienced in national and international human rights law;
- Providing expertise in the litigation of human rights related cases;
- Providing the Office with in-depth, comprehensive reports of human rights issues in the country;
- Reporting to the OSCE on the status of the project's implementation and fund administration in accordance with the Implementing Partner Agreement.

See Section 1.3, Project Outputs, for guidance.

2.2 CRITERIA FOR ELIGIBILITY

In order to be eligible as an Implementing Partner for this Project, the applicant must be a non-governmental and not-for-profit organization having at least three years project management experience and a demonstrated capacity to manage 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 proven knowledge on human rights issues;
- Prior experience in litigation of human rights related cases, including freedom of public assembly;

- Co-operation with other non-governmental organizations during the project implementation will be an asset;
- The applicant shall have the capacity to manage the financial and human resources involved in the project;
- The Office encourages gender balance in all of its projects.

2.3 IN-KIND CONTRIBUTIONS

The selected implementing partner(s) must include in the project budget its in-kind contribution. The proposition about the in-kind contributions shall include, but shall not be limited to:

- (a) Existing office premises;
- (b) At least three (3) 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 OSCE STANDARD PROJECT PROPOSAL TEMPLATE AND SUPPORTING DOCUMENTS

An applicant shall submit the following documents:

- **Project Proposal** (*See Annex I*)

The project proposals shall be submitted using the standard **OSCE Project Proposal Template**. Applicants shall 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 and timescale.

- **Budget** (*See Annex II*)

This Project allocates limited funds to support the project activities which will cover the project staff and direct 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. All costs shall be quoted in AZN.

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

The Certificate of Compliance will affirm that the Project is not funded by other donors, or identify the donor(s) and amounts where there is co-funding. It will also contain a declaration of compliance with the laws of Azerbaijan, or an explanation of problems encountered in complying with specific laws.

- **Copy of Certificate of the State Registration**

- **Copy of the official Statute/Charter in the original language and in English**
- **A list of all key management personnel of the organization**
- **CVs of all proposed project staff**
- **Evidence of a legally registered bank account**
- **List of previous projects (in English), carried out by the applicant, including information about the donor, implementation period and respective values;**
- **If applicable, support letters from organisations, i.e. institutions (letters of cooperation).**

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. As part of the Agreement, the applicant will agree to submit original invoices to the OSCE and allow the OSCE to stamp them as paid and that all significant procurement activities will be conducted by the OSCE.

Please note!

Project proposal, including budget, but excluding other required attachments, should not exceed ten (10) pages.

The project proposal must be submitted in English language.

Hand-written applications will not be accepted.

Please submit complete application packages.

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:

Fund Administration Unit
OSCE Office in Baku
Att: Fund Administration Unit, Procurement Assistant
Landmark 3, 2nd 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; and
- marked with **“RFA/AZE/04/2013 – Implementing partner for the Civil society actors advocate more effectively for policy, legislative, judicial and institutional reforms - Do Not Open before 25 March 2013, 12:00 hrs (GMT+4)”**.

3.3 DEADLINE FOR RECEIPT OF APPLICATIONS

The deadline for receiving applications is **25 March 2013, 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 10 March 2013 to the following address: Ilgar Hasanov, ilgar.hasanov@osce.org with a copy to Nicholas Detsch nicholas.detsch@osce.org, indicating clearly the reference Request for Applications.

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 this Request for Applications.

Please note! If the application does not meet the criteria as set out in section 2.2 and does not include all documentation required in section 3.1, 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, 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

1. Operational Capacity and Professional Resources	35
Does the applicant have sufficient experience of project management (not less than 3 years)?	5
Does the applicant have a background and / or proven substantial knowledge of election issues?	5
Does the applicant have experience in working with social media?	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 officials, political party representatives, civil society organizations, and youth groups)	5
Does the applicant have prior experience in conducting voter education campaigns?	5
Does the applicant have experience and capacity in training domestic non-party observers?	5

2. Project Implementation and Methodology	30
Does the project proposal adequately address both project objectives, i.e. voter education campaign and domestic non-partisan observer training?	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

3. Sustainability	5
Is the proposed implementation approach and the expected results of the proposed action sustainable?	5

Maximum total score	70
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Only those proposals that receive a score higher than 55 points will be considered for award. The final selection will be based on the evaluation of the budget and cost effectiveness, as follows:

Budget and cost effectiveness	
Are the proposed expenditures appropriate and in line with market prices?	
Are the proposed expenditures necessary for the implementation of the project activities?	
Are the proposed expenditures cost effective and adequate?	
Are the proposed expenditures detailed and transparent?	
Are the proposed in-kind contributions relevant and sufficient?	
Are the submitted documents in line with the bidding requirements?	

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.

4.3 APPLICATION CHECK LIST

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

- Stamped project proposal² (*Annex I*)
- Stamped budget (*Annex II*) – **budget should be submitted on a separate page from the proposal** as it will be evaluated separately;
- Stamped and signed Certificate of Compliance (*Annex III*);
- Copy of Certificate of the State Registration;
- Copy of the Statute/Charter in the original language and in English;
- A list of all key management personnel of the organization;
- CVs for all proposed project staff;
- Evidence of a legally registered bank account;
- List of previous projects (in English), carried out by the applicant, including information about the donor, implementation period and respective values;
- If applicable, support letters from organisations, i.e. institutions (letters of cooperation).

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

² Project proposal, including budget should not exceed ten (10) pages.